

1 **FLORIDA GULF COAST UNIVERSITY**  
2 **FACULTY GOVERNANCE STRUCTURE AND PROCESS**

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4 **Philosophy Statement**

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6 Whereas a university's foundation is its faculty, the faculty governance process and structure  
7 at Florida Gulf Coast University (FGCU) are grounded in and dedicated to the principles,  
8 concepts, and objectives of the university mission. A system of collegial faculty self-governance  
9 is necessary to ensure that the rights of faculty are supported and that the responsibilities of  
10 faculty in fulfilling the mission of the university are met. Therefore, the Faculty Senate engages  
11 in collegial dialog with the President of the Institution, the Provost/Vice President for Academic  
12 Affairs (VPAA) and others in positions of administrative leadership. Faculty governance at  
13 FGCU fosters effective and open communication, instills academic integrity, ensures academic  
14 quality, and emphasizes the rights and shared responsibilities of constituents including students,  
15 staff, community, faculty, and administration. Fairness, mutual respect, continuous  
16 improvement, an informed faculty, and collegial decision-making are the hallmarks of the  
17 governance structure.

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19 **Purpose**

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21 Faculty governance at Florida Gulf Coast University provides a structure and process for the  
22 faculty to promote a supportive and quality-oriented learning environment for students, staff,  
23 community, faculty, and administration, in furtherance of the mission and guiding principles of  
24 the university. The faculty governance structure facilitates faculty input to the complementary  
25 administrative units of the FGCU organizational structure. The Faculty Senate is an autonomous  
26 body representing the collective opinion of the faculty of the university to the administration and  
27 to the community. The faculty governance system at FGCU:

- 28 • defines and promotes the rights and responsibilities of faculty with respect to scholarly  
29 activity, mutual respect and tolerance, collegiality, and equity across the academic units  
30 of the institution;

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- 31 • provides a process for recommending university policies concerning student, staff,  
32 community, faculty, campus, and administrative affairs;
- 33 • vigorously protects and promotes academic freedom;
- 34 • coordinates faculty representation on university-wide committees and task forces;
- 35 • creates and maintains a flexible, collegial, and integrated structure;
- 36 • promotes the equitable economic welfare of the faculty; and
- 37 • provides a process for ensuring quality in academic programs.

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39 The faculty recognizes that as the University develops, the governance structure will evolve,  
40 striving for continuous improvement, to reflect and sustain a dynamic learning environment.

41 The governance document should be reviewed annually and updated as needed.

42 **Article 1. Definition of Terms**

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44 The following terms, when used in this document only apply to faculty governance at FGCU and  
45 have the meanings as assigned:

46 **Academic Unit:** Any one of the following: College of Arts and Sciences, College of Business,  
47 College of Health Professions, College of Education, College of Professional Studies,  
48 Library Services.

49 **Faculty:** Any full-time in-unit FGCU employee, including faculty in visiting status,

50 (1) whose job classification includes at least one of the following titles: Eminent Scholar,

51 Endowed Chair, Professor, Associate Professor, Assistant Professor, Instructor,

52 Lecturer, University Librarian, Associate University Librarian, Assistant University

53 Librarian, Instructor University Librarian, or Program Director, and

54 (2) whose annual assignment consists primarily of support for the instructional function

55 of the University (greater than 50% of activities on Faculty Activity Report (FAR)

56 must be directly related to teaching, scholarship, and service), and

57 (3) whose annual assignment does not include supervisory evaluation of other ranked

58 faculty.

59 **Faculty Governance Team:** The Faculty Senate, or any of the standing teams established in this  
60 document, or any sub-teams, task forces, or *ad hoc* groups formed by the senate or the  
61 standing teams.

62 **Liaison:** A Senate member whose responsibility it is to ensure effective and open  
63 communication between the Faculty Senate and one of the standing teams. Each standing  
64 team has a liaison.

## 65 **Article 2. Eligibility**

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67 Any full-time faculty member is eligible to serve on the Faculty Senate and Senate  
68 Teams, except as noted in section 4.02(b)(i). Any full-time faculty member is eligible to  
69 vote in all elections for faculty governance teams occurring during the term of his/her  
70 contract.

71 **Article 3. Faculty Senate**

72 **Section 3.01 Role of the Senate**

73 The Faculty Senate is the decision-making body for FGCU faculty governance. The  
74 standing teams make recommendations to the Senate, which has final authority. The  
75 Senate may enact resolutions on any matter effecting the academic mission of the  
76 University, and speaks for the faculty on matters of concern.

77 **Section 3.02 Membership**

- 78 (a) Membership in the Faculty Senate is allocated proportionately to the academic units each  
79 Spring, with representatives numbering 20% of the total full-time faculty in the unit as of  
80 April 1, rounded to the next highest whole number. New faculty positions beginning the  
81 next Fall are counted, if a letter of offer has been accepted by April 1. If, after April 1 and  
82 before the beginning of next academic year, a unit has a change of faculty which would  
83 alter representation, whether through hiring, resignations, transfers, or retirements, the  
84 unit will make a motion at the first Fall Faculty Senate meeting to hold an additional  
85 election to adjust representation.
- 86 (b) The Vice President of the Student Government Association (SGA) or his/her designee is  
87 an *ex officio* member of the Senate.
- 88 (c) If the Spring reapportionment causes a unit to increase its membership in the Senate, an  
89 election will be held that Spring for the new seat as part of the regular election process; if  
90 the Spring reapportionment causes a unit to decrease its membership in the Senate, the  
91 appropriate number of expiring Senate seats will not be filled in that election cycle.
- 92 (d) The term of membership for Senators and team members is two years; Senators may be  
93 re-elected by their units. In the case of contract expiration and non-renewal, the  
94 academic unit replaces its Senate and team members as discussed in section 3.02(h).
- 95 (e) Approximately half of the Senate seats for each unit will be elected each year. If the  
96 provisions of section 3.02(c) above cause a significant imbalance in the number of seats  
97 elected each year, the Senate is authorized to take temporary measures to redress the  
98 situation without amending this faculty governance document.

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- 99 (f) Each academic unit may elect one or more Alternate Senators. No unit may have more  
100 than half as many alternates as regular Senators, unless it has only one regular Senator.  
101 An alternate cannot represent more than one Senator from her/his unit at a meeting, and  
102 is expected to indicate whom (s)he is representing when (s)he signs in for each Senate  
103 meeting. Alternate Senators will have voting rights in place of the Senators they are  
104 representing.
- 105 (g) Senators who have not arranged for their Alternate Senator to represent them at a Senate  
106 meeting are considered absent from that meeting. A Senator who is absent from three or  
107 more Senate meetings in any one semester is considered to have resigned.
- 108 (h) In the event of the resignation of a Senator or Team member from his/her seat, the faculty  
109 of the respective academic unit will name a replacement Senator or team member to fill  
110 the seat until the next regular election for that seat. The faculty of the respective  
111 academic unit decides the method for replacement.
- 112 (i) Regular elections will be held in the Spring (no later than April 15) of each year. New  
113 Senators and team members start their term the first day of the contract the following Fall  
114 semester.  
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116 **Section 3.03 Officers of the Senate**

- 117 (a) Each Spring, the Senate elects a President, a Vice President, a Secretary, and a  
118 Parliamentarian for one-year terms which begin the following Fall semester. The  
119 President-elect will share duties with the outgoing President over the summer to facilitate  
120 the transition process.
- 121 (b) The President facilitates Senate and Leadership Team meetings, represents the Senate at  
122 the State organization, the Advisory Council of Faculty Senates and the Dean's Council.  
123 The Senate President is responsible for implementing the communication process  
124 between the Faculty Senate, standing teams, and the administration.
- 125 (c) The Vice President facilitates Senate meetings in the absence of the President and assists the  
126 President in drafting resolutions, and acts as the faculty representative on the Policy Review  
127 Committee.
- 128 (d) The Secretary ensures the publication of Senate agendas and minutes in a timely manner  
129 and acts as official Senate archivist.
- 130 (e) The Parliamentarian ensures that meetings are conducted, and Senate actions are taken in  
131 accordance with the FGCU Faculty Governance Document.
- 132 (f) Elections for Senate offices will be held at the last meeting of the spring term. Current  
133 senators will be eligible to vote. Candidates for President will be nominated at the  
134 penultimate meeting of the spring term. Candidates for President will have the option of  
135 presenting a statement of no more than two minutes to the Senate at the last meeting.  
136 Senators may make a statement of no more than one minute regarding a candidate.

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138 At the final meeting, following the presentations by candidates for President, the election  
139 for President will be held. Nominations for Vice President, Secretary, and  
140 Parliamentarian will be taken and elections held for offices in that order. The election  
141 process will be managed by the Parliamentarian. In the event that the Parliamentarian is a  
142 candidate for an office, the election process for that office will be managed by the  
143 highest-ranking officer who is not a nominee for that office.

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145 **Section 3.04 Operation**  
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- 147 (a) Two- Thirds (Sixty-six percent) of the voting members of the Faculty Senate must be  
148 present to constitute a quorum at any meeting.
- 149 (b) The Senate may deliberate, make recommendations to the university and take actions  
150 when appropriate on any matter impacting the academic mission of the University.
- 151 (c) Proxy votes will be allowed by a formal written designation to the Senate secretary.  
152 Proxy votes will count toward determination of a quorum for the purpose of conducting  
153 the business item(s) named in the proxy.
- 154 (d) The Faculty Senate communicates directly with the University administration through the  
155 elected Senate President in a collegial manner.
- 156 (e) Faculty Senate meetings are open to all. The non-Senate faculty members attending a  
157 Senate meeting constitute a gallery. Faculty members in the gallery may participate in  
158 Senate discussions, and may be recognized by the facilitator in the same manner as  
159 Senators.
- 160 (f) Discussion of business items by the Faculty Senate is limited to fifteen (15) minutes.  
161 Reports delivered during meetings of the Faculty Senate are also limited, with the  
162 exception of the reports of the Senate President and Provost. The time allotted for such  
163 discussion and reporting may be extended by affirmation of two-thirds of the voting  
164 Senators present.
- 165 (g) The Faculty Senate may not vote on new business items at the first meeting at which the  
166 items are introduced. All such business items are placed on the agenda of the next  
167 meeting for formal vote.

## 168 **Operation during Summer Term**

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- 170 (i) In the event that a formal response by the Faculty Senate is required during the  
171 summer hiatus, the following rules of operation shall apply.
- 172 (ii) Definitions specific to this subsection:
- 173 (a) The *Summer Senate Term* shall be the period of time between the last  
174 regularly scheduled Senate meeting of the spring term extending to the first  
175 regularly scheduled Senate meeting of the subsequent fall term.
- 176 (b) The *Summer Senate* shall consist of those senators (i) whose term of  
177 incumbency shall extend throughout the Summer Senate Term per Section 3.02

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178 hereof, and (ii) who declare on or before the last regularly scheduled session of  
179 the Faculty Senate prior to such Summer Senate Term that they agree to serve in  
180 the capacity described below in Section 3.04(f)(iv), such declaration to be made  
181 in writing to the Faculty Senate Secretary. All Faculty Senators who elect not to  
182 participate in the Summer Senate by so doing affirm their agreement with and  
183 support of the actions taken by the Summer Senate.

184 (c) The *Summer Senate Quorum* shall be one-half of the quorum required for the  
185 last regularly scheduled Faculty Senate session prior to the Summer Senate Term.

186 (d) The *Summer Senate Leadership Team (SSLT)* shall consist of the incumbent  
187 Senate officers, who shall be considered to have made the declaration required in  
188 Section 3.04(f)(ii)(b). In the event that an incumbent officer resigns from the  
189 Senate without replacement, the SSLT Team shall nevertheless be considered  
190 fully constituted.

191 (iii) For the purposes of this Subsection, electronic communications shall be deemed  
192 equivalent to written communications.

193 (iv) Summer Operation:

194 (a) Authority for all matters relating to the operation of the Summer Senate shall  
195 be vested in the SSLT.

196 (b) All official actions of the Summer Senate shall be binding upon the full  
197 Faculty Senate.

198 (c) Any matter which is accepted by the SSLT for consideration and/or action by  
199 the Summer Senate may be resolved by the SSLT without prior consultation of  
200 the Summer Senate provided the SSLT is unanimous in so doing.

201 (d) Any matter which is accepted by the SSLT for consideration and/or action by  
202 the Summer Senate and which cannot be resolved unanimously by the SSLT, or  
203 which the SSLT wishes to refer to the Summer Senate, shall be put before the  
204 Summer Senate in the manner prescribed by Subsection 3.04(f)(iv)(e).

205 (e) The Faculty Senate Secretary, or, if unavailable, the Faculty Senate President's  
206 designee, shall contact or attempt to contact all members of the Summer Senate  
207 by e-mail for the purpose of communicating the matter to be resolved, together

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208 with all relevant materials which may be electronically sent, and establish a  
209 deadline for the response of the Summer Senate. All such communication by the  
210 Secretary or designee shall be uniform to the members of the Summer Senate. The  
211 format for response shall be determined by the SSLT and shall permit only a vote  
212 of preference among options to resolve the matter(s) at hand, and shall not be  
213 deemed to require debate or discussion.

214 (f) Each member of the Summer Senate shall provide the SSLT on or before the  
215 established deadline an e-mailed vote regarding the matter(s) at hand. The form of  
216 this response shall be acceptable to the SSLT, and any vote received after the  
217 deadline is subject to disqualification.

218 (g) Any voting for which the number of votes equals or exceeds the number  
219 required for a Summer Senate Quorum shall be deemed binding on the Faculty  
220 Senate as a whole, and carry the authority of the Faculty Senate.

221 (h) Any voting for which the number of votes is less than the number required for  
222 a Summer Senate Quorum shall cause the relevant matter to be referred back to  
223 the SSLT for resolution in its sole discretion.

224 (i) The results of all voting and subsequent actions taken by the SSLT shall be  
225 communicated to the entire Faculty Senate in a timely manner by the SSLT, such  
226 communication deemed to have been completed upon sending an e-mail with any  
227 relevant supporting information.

228 **Article 4. Standing Teams**

229 **Section 4.01 General Principle**

- 230 (a) Membership in standing teams allows representation from all academic units.
- 231 (b) All faculty standing teams initiate proposals and actions concerning their areas of  
232 responsibility and institutional effectiveness whenever they feel that such proposals and  
233 actions are needed and appropriate. No standing team may assume responsibilities  
234 beyond those designated in the Faculty Governance Document without prior approval  
235 from the Faculty Senate.
- 236 (c) The faculty of the academic units elects members to all standing teams except the  
237 Leadership Team. It is the option of any academic unit to forgo participation on any  
238 faculty team.
- 239 (d) Representatives to standing teams are elected at the same time as Senate members.
- 240 (e) Teams may establish task forces and *ad hoc* teams, which will be chaired by a member of  
241 the standing team. Establishment of any sub-teams with duties expected to require more  
242 than one semester to complete requires approval of the Senate.
- 243 (f) The VPAA or a designee thereof has the opportunity to serve in an *ex officio* capacity to  
244 each faculty standing team.
- 245 (g) In order to assure direct, effective communication among the Senate and the standing  
246 teams, each faculty team shall have a liaison, who is a member of the Senate. Liaisons  
247 may be elected team members, provided they are also in the Senate; the faculty  
248 Leadership Team in consultation with the standing team members will name the liaisons  
249 to the faculty teams. Liaisons are non-voting members of their respective teams if they  
250 are not elected members.
- 251 (h) Each standing team elects a facilitator to lead the work of the team by calling team  
252 meetings, developing agendas, and assisting the team's work in other appropriate areas.  
253 The facilitator serves as a member of the Leadership Team. No faculty member may  
254 concurrently serve as the facilitator of more than one standing team.
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**Section 4.02 Composition, Responsibilities and Duties of Faculty Standing Teams**

**(a) Leadership Team**

**(i) Composition**

The Leadership Team consists of the following members of the Faculty Senate: the President, the Vice President, the Secretary, and the current facilitators of the other standing teams and the President of the UFF chapter. The immediate past president of the Senate shall be an *ex-officio* member.

**(ii) Responsibilities and Duties**

The President of the Senate acts as the facilitator for the Leadership Team. The Leadership Team’s duties include the following: Set the agenda for Senate meetings; coordinate operation of the standing teams and recommend to the Senate a means of resolution if conflicts over areas of responsibility of team assignments occur. Appoint faculty to *ad hoc* teams as required. (All requests for faculty membership on University teams should include the approximate time commitment per week required of the member and the length of time that the team will be in operation.) The Leadership Team represents the faculty to the Provost/Vice President for Academic Affairs and the Deans’ Council, or their designated representatives, as appropriate.

**(b) Faculty Affairs Team**

**(i) Composition**

The Faculty Affairs Team consists of two (2) faculty members representing each academic unit. Members must have at least four years full-time experience in higher education to be eligible for service on the Faculty Affairs Team.

**(ii) Responsibilities and Duties**

The Faculty Affairs Team functions to advise the Office of the Provost/Vice President for Academic Affairs and to provide a direct faculty voice and source of informal appeal regarding personnel-related matters pertaining to faculty. The team reviews and recommends policies concerning all matters relating to: faculty status of positions not

286 clearly defined by the Collective Bargaining Agreement or BOR; annual review,  
287 promotion, and reappointment issues within and across academic units; transition from  
288 multi-year to tenure-track appointments and vice-versa; merit criteria; the availability and  
289 allocation of summer support opportunities; sabbaticals and leaves of absence,  
290 professional development and resource support, and office assignment; the ownership  
291 and use of intellectual property such as taped lectures and material, electronic/digital  
292 resources; academic freedom and integrity issues.

293

294 **(c) Student Affairs Team**

295 **(i) Composition**

296 The Student Affairs Team consists of one faculty member representing each academic  
297 unit, one voting student member representing the SGA, one *ex officio* member appointed  
298 by the Dean of Student Affairs, and one *ex officio* member appointed by the Dean of  
299 Enrollment Management.

300 **(ii) Responsibilities and Duties**

301 The Student Affairs Team collaborates with Student Services and Enrollment  
302 Management on behalf of the faculty to develop policies affecting the quality of  
303 educational programs. The team will review and recommend policies concerning all  
304 matters relating to student affairs. These include, but are not limited to, recruitment,  
305 admission and readmission of students to the University, suspension of students,  
306 withdrawal from courses and from the university, academic status, award of credit, award  
307 of academic honors, student grievances, educational equity, rights and responsibilities,  
308 and maintenance of academic integrity. Team members will serve on Student Services  
309 Committees requiring faculty membership as decided by the team or will name  
310 representatives whose appointment is subject to the consent of the Faculty Senate.

311

312 **(d) Graduate Affairs Team**

313 **(i) Composition**

314 The composition of the Graduate Affairs Team shall be as follows:

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- Elected members (2-year terms, elected by the in-unit faculty members of their respective units): two faculty members representing each College; one faculty member representing Library Services. Faculty members representing each College must be affiliated either with an existing FGCU graduate program or with an FGCU graduate program in the proposal stage in order to be eligible for service on the Graduate Affairs Team. For the Library Services representative, assignment as a subject specialist to an existing FGCU graduate program establishes eligibility for service.
  - Appointed members (2-year terms): three in-unit faculty members appointed by the Provost. The faculty members must be affiliated either with an existing FGCU graduate program or with an FGCU graduate program in the proposal stage in order to be eligible for appointment to these positions by the Provost.
  - *Ex-officio* members: Dean of Graduate Studies; Dean of Planning and Evaluation or designee; Coordinator of Enrollment Projects and Graduate Outreach; 2 graduate student representative from two separate disciplines appointed by the SGA President (1-year term).
  - Members of the Graduate Affairs Team shall elect a facilitator from among the Team's faculty members.

333 The Graduate Affairs Team shall include a standing *Graduate Curriculum*  
334 *Subcommittee, Graduate Appeals Subcommittee*, and others as needed. Graduate Affairs  
335 Team members shall determine the membership of this standing subcommittee in  
336 accordance with the following requirements: one faculty member representing each  
337 College; one faculty member representing Library Services; and *ex-officio members*  
338 *appropriate to the subcommittee's task.*

### 339 (ii) Responsibilities and Duties

340 The Graduate Affairs Team will review and recommend action to the Faculty Senate on  
341 all matters pertaining to university-level policies concerning graduate academic  
342 programs. These include, but are not limited to minimum requirements for graduate  
343 faculty eligibility; admission to and completion of graduate programs; final submission of  
344 theses and dissertations; the graduate grading system; graduate research committees; and

345 the distribution of graduate student assistantships and tuition waivers. Through its  
346 standing subcommittees, the Graduate Affairs Team also will review curriculum  
347 proposals and appeals to current University graduate policies.

348 **Graduate Curriculum Subcommittee**

349 The Graduate Curriculum Subcommittee will review proposed changes in,  
350 additions to, and deletions from the graduate curriculum, course descriptions, and  
351 catalog information and forward recommendations to the Dean of Graduate  
352 Studies and the Provost for further action.

354 **Graduate Appeals Subcommittee**

355 The Graduate Appeals Subcommittee will review petitions from faculty members  
356 and graduate programs appealing decisions based on university graduate policies  
357 and procedures and forward recommendations to the Dean of Graduate Studies  
358 and the Provost for further action.

359  
360 **(e) Undergraduate Curriculum Team**

361 **(i) Composition**

362 The Undergraduate Curriculum Team consists of one faculty member representing each  
363 academic unit and a representative of the General Education program.

364 **(ii) Responsibilities and Duties**

365 The Undergraduate Curriculum Team is responsible for developing policies and  
366 procedures associated with the creation, maintenance and revision of undergraduate  
367 curriculum, academic policies and standards, accreditation issues, course descriptions and  
368 catalog information. In addition, the Undergraduate Curriculum Team is responsible for  
369 regular collaboration with Graduate Team Facilitators and ex-officio members.

370

371 (f) **Institutional Affairs Team**

372 (i) **Composition**

373 The Institutional Affairs Team consists of one faculty member representing each  
374 academic unit and one student appointed by the SGA. Up to five (5) *ex officio* members  
375 are to be appointed by the President of FGCU.

376 (ii) **Responsibilities and Duties**

377 The Institutional Affairs Team functions as an advisory group and coordinating body  
378 with University administration, other nonacademic units, and the community on policy  
379 matters affecting the mission of the institution. The team will review and recommend  
380 policies concerning all matters relating to, but not limited to, campus planning and  
381 environmental concerns, institutional effectiveness and academic assessment;  
382 coordination of intern programs and community service activities; support of faculty  
383 research, scholarship, and service; academic calendar; and boundary-spanning activities  
384 and gifts. Serve on the Senate Budget Advisory Committee

385 **Senate Budget Advisory Committee (SBAC)**

386 The voting membership of the SBAC consists of all voting members of the IAT.  
387 All *ex officio* members of the IAT are asked to participate in the SBAC as *ex*  
388 *officio* members. The Chair of the SBAC will be elected by the voting members  
389 at the committee's first meeting of the academic year. The Provost is also  
390 included as an *ex officio* member of the SBAC.

391 **Responsibilities and Duties of the Senate Budget Advisory Committee**

392 The SBAC shall consider University budget policies, procedures and practices,  
393 with special emphasis on the academic budget. The primary charge to the SBAC  
394 is to provide input and make recommendations to the Provost on the major fiscal  
395 issues that the University currently faces as well as those issues that will need to  
396 be confronted over the years to come. The SBAC shall provide the Provost with a  
397 broad, long-term view of the budget as well as principles and strategies to guide  
398 University budget planning and fiscal management. The academic budget must  
399 support the mission and focus of the University, and ensure the preservation of  
400 quality instruction. The SBAC will provide input to ensure that funding requests

401 support proposed program objectives and activities in accordance with FGCU  
402 goals as indicated in the strategic plans of the institution. The Committee also  
403 recommends funding allocations based on the priorities of the institution and on  
404 program performance and evaluation, which includes expenditure history and a  
405 review of current as well as projected needs. Members of IAT will serve as the  
406 faculty's liaison to the administration on planning and budgetary matters. The  
407 Team would consult on major budgetary requests, the annual budget, and the  
408 long-term support of University programs and services. The SBAC  
409 recommendations would be advisory to the Provost. The Chair of the SBAC will  
410 serve on the Long Range Planning Committee.

411

412 **(g) Library Team**

413 **(i) Composition**

414 The Library Team consists of one member representing each academic unit and the Dean  
415 of Library Services serving as an *ex officio* member.

416 **(ii) Responsibilities and Duties**

417 The University Library Committee functions as an advisory group to the Dean of Library  
418 Services. The team will review and recommend policies concerning all matters relating to  
419 such matters as library instruction, service policies, collection development, and library  
420 technology development.

421

422 **(h) Grants & Research Team**

423 **(i) Composition**

424 The Grants & Research Team consists of one faculty member representing each  
425 academic unit and the Director of Contracts and Grants as an *ex officio* member.

426 **(ii) Responsibilities and Duties**

427 The Grants & Research Team functions as an advisory group to the Contracts & Grants  
428 Office. The team will review and recommend policies concerning all matters relating to  
429 contracts, grants, and research protocols, including the Institutional Animal Use and Care  
430 Committee, The Human Subjects Review Board and the Environmental Health and

431 Service Committee. They will also recommend and review policy affecting overhead,  
432 cost-sharing, grant administration and release time recommendations.

433

434 **(i) Technology Team**

435 **(i) Composition**

436 The Technology Team consists of one faculty member representing each academic unit  
437 and an *ex officio* member from the Office of Instructional Technology.

438 **(ii) Responsibilities and Duties**

439 The Technology Team functions as an advisory group to the Office of Instructional  
440 Technology, Academic Computing and other University Computing bodies. The team  
441 will review and recommend policies concerning all matters relating to University  
442 computing, including distance learning needs and requirements.

443

444 **(j) General Education Council**

445 **(i) Composition**

446 The General Education Council consists of three faculty members from the College of  
447 Arts and Sciences; one faculty member from each of the other academic units; Director  
448 of General Education (*ex-officio*); a representative of the Academic Advising Council  
449 (non-voting). Faculty must teach at least one undergraduate course per year to be  
450 eligible to serve on the Council.

451 **(ii) Responsibilities and Duties**

452 The Council will have primary responsibility for all curricular aspects of the General  
453 Education program and related university requirements, and will advise the Director of  
454 General Education on policy matters related to administration of the program. Specific  
455 responsibilities of the Council include:

- 456 • Review proposed changes to distribution requirements for General Education;
- 457 • Reviewing proposals to add or remove courses from the approved list of
- 458 general education courses;

- 459 • Reviewing proposals to add or remove the writing-intensive designation from  
460 courses;
- 461 • Recommending to the Director of General Education policies and procedures  
462 necessary to carry out the Council's duties;
- 463 • Advising the Director of General Education on matters related to articulation  
464 between high schools, community colleges, other universities and FGCU;
- 465 • Reviewing as needed university policies related to awarding credit through  
466 acceleration programs (e.g., Advanced Placement, International  
467 Baccalaureate);
- 468 • Reviewing requirements for the Associate of Arts degree as needed;
- 469 • Advising the Director of General Education on other policies related to  
470 general education.

471 The Council shall act as the unit-level review body for curricular proposals  
472 affecting general education requirements. Proposals approved by the Council  
473 shall be forwarded to the University Undergraduate Curriculum Team for final  
474 review.

475  
476 **(j) Program Review Team**

477 **(i) Composition**

478 The composition of the PRT shall be as follows: Each academic unit will be  
479 represented by one elected faculty member. Elected members from academic  
480 units will serve staggered 2-year terms. These members will be nominated and  
481 elected by the in-unit faculty members of their respective units. *Ex-officio*  
482 members: Associate Vice President of Planning and Institutional Performance  
483 and/or designee.

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485 **(ii) Responsibilities and Duties**

- 486 • Provide recommendations to Faculty Senate for the development, periodic  
487 review, and revision of standards, policies, and procedures for university-level

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- 488 management of program review, creation and elimination of all degree and  
489 certificate programs and the seven-year University Program Review Plan.
- 490 • Based on information received from the Office of Curriculum and Instruction,  
491 the Undergraduate Curriculum Team (UGCT) and the Graduate Curriculum  
492 Team (GCT), provide recommendations to Faculty Senate for the development,  
493 periodic review, and revision of standards, policies, and procedures for  
494 establishing new degree programs.
  - 495 • Review the process of program review of all degree and certificate programs,  
496 inform and make recommendations to Faculty Senate regarding the outcomes of  
497 that process; specifically:
    - 498 ○ Review guidelines for the selection of, and charges to external reviewers  
499 for each program under review.
    - 500 ○ Review self-studies and make recommendations on their suitability for  
501 program review.
    - 502 ○ Review the reports of the external reviewers and make recommendations  
503 on the adequacy of the report for program review.
    - 504 ○ Review the response to the report from the program and the college  
505 leadership.
    - 506 ○ Provide comments/recommendations in addition to those of the external  
507 reviewer as appropriate.
    - 508 ○ Track program review response meetings, their results, and one-year  
509 follow-up actions.
  - 510 • Create additional working groups as deemed appropriate or necessary by the  
511 PRT members. The PRT facilitator can extend invitations for membership on  
512 working groups to FGCU faculty members, administrators, and/or staff members  
513 otherwise unaffiliated with the PRT.
  - 514 • In consultation with the Office of Planning and Institutional Performance (PIP),  
515 provide recommendations to Faculty Senate on future needs and directions in  
516 program review.

- 517
- Provide information to Faculty Senate on how well FGCU program review
- 518 procedures and products conform to current and future Florida Department of
- 519 Education's Division of Colleges and Universities' directives (e.g. Academic
- 520 Learning Compacts).
- 521

522 **Article 5. Amendments**

523

524 **Section 5.01 Initiation of Amendments**

525 Amendments to the Faculty Governance Document may be proposed by submitting in

526 writing the proposed change to the Leadership Team. The proposed amendment must be

527 endorsed by at least three sponsors in the Senate. The Leadership Team promulgates the

528 proposal to the full Senate and shall bring the proposed change to the Senate floor by the

529 second meeting after the proposal has been received.

530 **Section 5.02 Approval of Amendments**

- 531 (a) Amendments to the Faculty Governance Document may not be voted on in the same
- 532 Senate meeting in which they are introduced.
- 533 (b) Proposed amendments require approval by 60% of the full membership of the Senate in
- 534 order to pass.
- 535 (c) Unless otherwise stated in the proposal, amendments will take effect at the beginning of
- 536 the Fall or Spring semester subsequent to approval.
- 537

538

539 **Article 6. Ratification**

540

541 Adoption of this document will be decided upon by secret ballot of the full time faculty  
542 of Florida Gulf Coast University, to be held in April 1998. Approval by a simple majority  
543 of ballots cast is sufficient for adoption. This document takes effect the beginning of the  
544 Fall semester 1998, should the ratification receive sufficient votes. A special election will  
545 be held in September 1998 to elect the initial members of the standing teams. Half the  
546 seats of each team will go up for election in April 2000, the other half in April 2001. The  
547 teams will determine which seats go up early.

548