

FGCU FACULTY GOVERNANCE DOCUMENT

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FLORIDA GULF COAST UNIVERSITY

FACULTY GOVERNANCE STRUCTURE AND PROCESS

Mission

The purpose of faculty governance at Florida Gulf Coast University is to safeguard academic quality, promote effective and open communication, insist upon academic integrity, emphasize rights and shared responsibilities of students, staff, community, faculty, and administration, and sustain a dynamic learning environment. This mission is accomplished through a system of collegial faculty self-governance ensuring that the rights of faculty are supported and faculty responsibilities in fulfilling the mission of the university are properly executed.

Vision

The faculty governance process at Florida Gulf Coast University is dedicated to the principles, concepts, and objectives of the University mission and vision.

Guiding Principles

The Faculty Senate is an autonomous body representing the collective opinion of the FGCU faculty to the administration and community.

The faculty governance structure enhances representation for all faculty members in the governance of the University.

The Faculty Senate promotes the rights and responsibilities of faculty with respect to:

- quality teaching and learning;
- pursuing research and scholarly activity;
- providing service to our local, regional, national, and global communities; and,
- preserving and defending academic freedom.

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33 Faculty governance requires coordinated faculty representation on university-wide
34 committees and task forces to provide input and oversight in faculty affairs and
35 recommendations concerning student, staff, campus, community, and
36 administrative affairs.

37

38 The Faculty Senate engages in collegial dialog with the President of the
39 University, the Provost/Vice President for Academic Affairs and others in
40 positions of administrative leadership in order to pursue and refine the mission of
41 the University.

42 Collaborative and shared leadership among all university constituents is critical to
43 creating a campus environment conducive to advancing student achievement.
44 Fairness, mutual respect, continuous improvement, an informed faculty, and
45 collegial decision-making are the hallmarks of the governance structure.

46

47 The faculty governance system encourages transparency and reasoned discourse.
48 To accomplish these principles, the Faculty Senate shall authorize inquiry into and
49 propose policy relevant to FGCU's mission, vision, and guiding principles.

50

51 **Article 1. Definition of Terms**

52

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

55 **Academic Unit:** Any one of the following: College of Arts and Sciences, College of
56 Business, College of Health Professions, College of Education, College of
57 Professional Studies, Library Services.

58 **Faculty:** Any full-time in-unit FGCU employee, including faculty in visiting status,
59 (1) whose job classification includes at least one of the following titles: Eminent
60 Scholar, Endowed Chair, Professor, Associate Professor, Assistant Professor,
61 Instructor, Lecturer, University Librarian, Associate University Librarian,

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62 Assistant University Librarian, Instructor University Librarian, or Program
63 Director, and

64 (2) whose annual assignment consists primarily of support for the instructional
65 function of the University (greater than 50% of activities on Faculty Activity
66 Report (FAR) must be directly related to teaching, scholarship, and service),
67 and

68 (3) whose annual assignment does not include supervisory evaluation of other
69 ranked faculty.

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

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

76 **Article 2. Eligibility**

77
78 Any full-time faculty member is eligible to serve on the Faculty Senate and Senate
79 Teams, except as noted in section 4.02 Any full-time faculty member is eligible to
80 vote in all elections for faculty governance teams occurring during the term of
81 his/her contract.

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82 Article 3. Faculty Senate

83 Section 3.01 Role of the Senate

84 The Faculty Senate is the decision-making body for FGCU faculty governance.
85 The standing teams make recommendations to the Senate, which has final
86 authority. The Senate may enact resolutions on any matter affecting the academic
87 mission of the University, and speaks for the faculty on matters of concern.
88 It is the responsibility of the senators to communicate with and get feedback from
89 the constituents in their unit. The means of communication is determined by the
90 senate representatives in each unit.

91 Section 3.02 Membership

92 (a) Membership of the Faculty Senate is allocated as follows:

93 (i) Each Academic Unit is allocated a minimum of two Senators

94 (ii) Additional membership will be allocated as follows:

95 1. On April 1, the total number of full-time faculty employed
96 at the university, and the number of eligible faculty in each
97 academic unit will be determined by the Senate Leadership
98 Team. New faculty positions beginning the next Fall are
99 counted, if a letter of offer has been accepted by April 1.

100 2. The number of additional Senators per unit is determined
101 by the formula:

102
$$\frac{\text{Number of full-time faculty in the unit}}{\text{Number of full-time faculty at the University}} \times 23$$

106 3. The result of the formula is rounded off to the nearest
107 whole number

108
109 (b) The Vice President of the Student Government Association (SGA) or his/her
110 designee is an *ex officio* member of the Senate.

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- 111 (c) The term of membership for Senators and team members is two years; Senators
112 may be re-elected by their units. In the case of contract expiration and non-
113 renewal, the academic unit replaces its Senate and team members as discussed in
114 section 3.02(h).
- 115 (d) Approximately half of the Senate seats for each unit will be elected each year. If
116 the provisions of section 3.02(c) above cause a significant imbalance in the
117 number of seats elected each year, the Senate is authorized to take temporary
118 measures to redress the situation without amending this faculty governance
119 document.
- 120 (e) Each academic unit may elect one or more Alternate Senators. No unit may have
121 more than half as many alternates as regular Senators, unless it has only one
122 regular Senator. An alternate cannot represent more than one Senator from her/his
123 unit at a meeting, and is expected to indicate whom (s)he is representing when
124 (s)he signs in for each Senate meeting. Alternate Senators will have voting rights
125 in place of the Senators they are representing.
- 126 (f) Senators may arrange for a proxy to represent them at a Senate meeting. A proxy
127 shall be defined as a present senator (or alternate) who is authorized to vote for an
128 absent senator on a specific issue. The absent Senator seeking a Proxy to represent
129 his or her vote on eligible matters shall be considered present by proxy. A proxy
130 does not necessarily have to be in the same college as the absent senator. To
131 designate a fellow senator as a proxy, the absent senator shall send an email to the
132 senate secretary and the substituting member to confirm proxy status and identify
133 proxy status to the leadership team. The substituting Senator shall vote as the
134 absent Senator directs him or her to vote. A proxy cannot represent more than
135 one other Senator at a meeting and is expected to indicate whom s/he is
136 representing when s/he signs in for each Senate meeting.
- 137 (g) Senators who have not arranged for their Alternate Senator (or proxy) to represent
138 them at a Senate meeting are considered absent from that meeting. A Senator who
139 is absent from or who designates a proxy for three or more Senate meetings in any
140 one semester is considered to have resigned.

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- 141 (h) In the event of the resignation of a Senator or Team member from his/her seat, the
142 faculty of the respective academic unit will name a replacement Senator or team
143 member to fill the seat until the next regular election for that seat. The faculty of
144 the respective academic unit decides the method for replacement.
- 145 (i) Regular elections will be held in the Spring (no later than April 15) of each year.
146 New Senators and team members start their term the first day of the contract the
147 following Fall semester.

148 ***Section 3.03 Officers of the Senate***

- 149 (a) Each spring, the Senate elects a President, a Vice President, a Secretary, and a
150 Parliamentarian for one-year terms which begin the following Fall semester. The
151 President-elect will share duties with the outgoing President over the summer to facilitate
152 the transition process. If any officer is unable to fulfill his or her term, a new election
153 process must be scheduled for the next Senate Meeting, following the procedures in 3.03
154 (f).
- 155 (b) The President facilitates Senate and Leadership Team meetings, represents the
156 Senate at the State organization, the Advisory Council of Faculty Senates and the
157 Dean's Council. The Senate President is responsible for implementing the
158 communication process between the Faculty Senate, standing teams, and the
159 administration.
- 160 (c) The Vice President facilitates Senate meetings in the absence of the President and
161 assists the President in drafting resolutions, and acts as the faculty representative
162 on the Policy Review Committee.
- 163 (d) The Secretary ensures the publication of Senate agendas and minutes in a timely
164 manner and acts as official Senate archivist.
- 165 (e) The Parliamentarian ensures that meetings are conducted, and Senate actions are
166 taken in accordance with the FGCU Faculty Governance Document.
- 167 (f) Elections for Senate offices will be held at the last meeting of the spring term.
168 Current senators will be eligible to vote. Candidates for President will be
169 nominated at the penultimate meeting of the spring term. Candidates for President
170 will have the option of presenting a statement of no more than two minutes to the

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171 Senate at the last meeting. Senators may make a statement of no more than one
172 minute regarding a candidate.

173

174 At the final meeting, following the presentations by candidates for President, the
175 election for President will be held. Nominations for Vice President, Secretary, and
176 Parliamentarian will be taken and elections held for offices in that order. The
177 election process will be managed by the Parliamentarian. In the event that the
178 Parliamentarian is a candidate for an office, the election process for that office
179 will be managed by the highest-ranking officer who is not a nominee for that
180 office.

181

182 (g) Any instructor, assistant, associate or full professor or librarian with at least one
183 year's experience as a faculty member at FGCU can be elected to the office of
184 faculty senate secretary or parliamentarian. Any associate or full professor or
185 librarian with at least two years experience as a faculty member at FGCU, plus at
186 least one year experience in the FGCU faculty senate can be elected to the office
187 of faculty senate vice president or president.

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188 *Section 3.04 Operation*

- 189 (a) Two - thirds (sixty-six percent) of the voting members of the Faculty Senate must
190 be present to constitute a quorum at any meeting.
- 191 (b) The Senate may deliberate, make recommendations to the university and take
192 actions when appropriate on any matter impacting the academic mission of the
193 University.
- 194 (c) Proxy votes will be allowed by a formal written designation to the Senate
195 secretary. Proxy votes will count toward determination of a quorum for the
196 purpose of conducting the business item(s) named in the proxy.
- 197 (d) The Faculty Senate communicates directly with the University administration
198 through the elected Senate President in a collegial manner.
- 199 (e) Faculty Senate meetings are open to all. The non-Senate faculty members
200 attending a Senate meeting constitute a gallery. Faculty members in the gallery
201 may participate in Senate discussions, and may be recognized by the facilitator in
202 the same manner as Senators.
- 203 (f) Discussion of business items by the Faculty Senate is limited to fifteen (15)
204 minutes. Reports delivered during meetings of the Faculty Senate are also limited
205 to 15 minutes. The time allotted for such discussion and reporting may be
206 extended by affirmation of two-thirds of the voting Senators present.
- 207 (g) The Faculty Senate may not vote on new business items at the first meeting at
208 which the items are introduced. All such business items are placed on the agenda
209 of the next meeting for formal vote.
- 210 (h) Operation during Summer Term
- 211 (i) In the event that a formal response by the Faculty Senate is required during the
212 summer hiatus, the following rules of operation shall apply.
- 213 (ii) Definitions specific to this subsection:
- 214 (a) The *Summer Senate Term* shall be the period of time between the last
215 regularly scheduled Senate meeting of the spring term extending to the
216 first regularly scheduled Senate meeting of the subsequent fall term.

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217 (b) The *Summer Senate* shall consist of those senators (i) whose term of
218 incumbency shall extend throughout the Summer Senate Term per Section
219 3.02 hereof, and (ii) who declare on or before the last regularly scheduled
220 session of the Faculty Senate prior to such Summer Senate Term that they
221 agree to serve in the capacity described below in Section 3.04(h)(iv), such
222 declaration to be made in writing to the Faculty Senate Secretary. All
223 Faculty Senators who elect not to participate in the Summer Senate by so
224 doing affirm their agreement with and support of the actions taken by the
225 Summer Senate.

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

229 (d) The *Summer Senate Leadership Team (SSLT)* shall consist of the
230 incumbent Senate officers, who shall be considered to have made the
231 declaration required in Section 3.04(h)(ii)(b). In the event that an
232 incumbent officer resigns from the Senate without replacement, the SSLT
233 Team shall nevertheless be considered fully constituted.

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

236 (iv) Summer Operation:

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

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

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

245 (d) Any matter which is accepted by the SSLT for consideration and/or
246 action by the Summer Senate and which cannot be resolved unanimously

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247 by the SSLT, or which the SSLT wishes to refer to the Summer Senate,
248 shall be put before the Summer Senate in the manner prescribed by
249 Subsection 3.04(h)(iv)(e).

250 (e) The Faculty Senate Secretary, or, if unavailable, the Faculty Senate
251 President's designee, shall contact or attempt to contact all members of the
252 Summer Senate by e-mail for the purpose of communicating the matter to
253 be resolved, together with all relevant materials which may be
254 electronically sent, and establish a deadline for the response of the
255 Summer Senate. All such communication by the Secretary or designee
256 shall be uniform to the members of the Summer Senate. The format for
257 response shall be determined by the SSLT and shall permit only a vote of
258 preference among options to resolve the matter(s) at hand, and shall not be
259 deemed to require debate or discussion.

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

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

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

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

275 **Article 4. Standing Teams**

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276 **Section 4.01 General Principles**

- 277 (a) Membership in standing teams allows representation from all academic units.
- 278 (b) All faculty standing teams initiate proposals and actions concerning their areas of
279 responsibility and institutional effectiveness whenever they feel that such
280 proposals and actions are needed and appropriate. No standing team may assume
281 responsibilities beyond those designated in the Faculty Governance Document
282 without prior approval from the Faculty Senate.
- 283 (c) The faculty of the academic units elects members to all standing teams except the
284 Leadership Team. It is the option of any academic unit to forgo participation on
285 any faculty team.
- 286 (d) Representatives to standing teams are elected at the same time as Senate
287 members.
- 288 (e) Teams may establish task forces and *ad hoc* teams, which will be chaired by a
289 member of the standing team. Establishment of any sub-teams with duties
290 expected to require more than one semester to complete requires approval of the
291 Senate.
- 292 (f) The VPAA or a designee thereof has the opportunity to serve in an *ex officio*
293 capacity to each faculty standing team.
- 294 (g) In order to assure direct, effective communication among the Senate and the
295 standing teams, each faculty team shall have a liaison, who is a member of the
296 Senate. Liaisons may be elected team members, provided they are also in the
297 Senate; the faculty Leadership Team in consultation with the standing team
298 members will name the liaisons to the faculty teams. Liaisons are non-voting
299 members of their respective teams if they are not elected members.
- 300 (h) Each standing team elects a facilitator to lead the work of the team by calling team
301 meetings, developing agendas, and assisting the team's work in other appropriate
302 areas. The facilitator must hold at least one face-to-face meeting each semester.
303 The facilitator serves as a member of the Leadership Team. No faculty member
304 may concurrently serve as the facilitator of more than one standing team.

305

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306 **Section 4.02 Composition, Responsibilities and Duties of Faculty Standing Teams**

307 **(a) Leadership Team**

308 **(i) Composition**

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

313 **(ii) Responsibilities and Duties**

314 The President of the Senate acts as the facilitator for the Leadership Team. The
315 Leadership Team's duties include the following: (a) set the agenda for Senate
316 meetings, (b) coordinate operation of the standing teams (c) recommend to the
317 Senate a means of resolution if conflicts over areas of responsibility of team
318 assignments occur, and (d) appoint faculty to *ad hoc* teams as required. (All
319 requests for faculty membership on University teams should include the
320 approximate time commitment per week required of the member and the length of
321 time that the team will be in operation.) The Leadership Team represents the
322 faculty to the Provost/Vice President for Academic Affairs and the Deans'
323 (Academic) Council, or their designated representatives, as appropriate.

324

325 **(b) Faculty Affairs Team**

326 **(i) Composition**

327 The Faculty Affairs Team consists of two (2) faculty members representing each
328 academic unit, with the exception of Library Services, which may choose to have
329 only one. At least one member from each unit must be at the rank of Associate
330 Professor or higher, with the exception of Library Services. Members must have at
331 least four years full-time experience in higher education to be eligible for service
332 on the Faculty Affairs Team.

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333 **(ii) Responsibilities and Duties**

334 The Faculty Affairs Team is a standing committee of the collegial faculty
335 governance system, reporting to the Faculty Senate. It provides a direct faculty
336 voice regarding all personnel-related matters pertaining to faculty that are not
337 subject to collective bargaining, as well as the traditional professional
338 expectations and responsibilities of faculty The team, at the direction of the
339 Senate leadership, reviews and recommends policies, consistent with the
340 Collective Bargaining Agreement, concerning matters relating to:

- 341 (a) general faculty status of university employees, in situations where faculty
342 or non-faculty status is not delineated by the Collective Bargaining
343 Agreement;
- 344 (b) annual review, promotion, and reappointment issues across academic
345 units;
- 346 (c) assessment of faculty teaching, research, and service;
- 347 (d) merit criteria;
- 348 (e) the availability and allocation of summer support opportunities;
- 349 (f) sabbaticals and leaves of absence;
- 350 (g) professional development and resource support;
- 351 (h) the ownership and use of intellectual property;
- 352 (i) academic freedom and integrity issues;
- 353 (j) criteria for honorary faculty status, including Emeritus status; and
- 354 (k) other issues of traditional academic concern related to faculty expectations
355 and responsibilities.

356 The Faculty Affairs Team does not negotiate or otherwise determine terms and
357 conditions of employment. Any recommendations related to terms and
358 conditions of employment will be forwarded to the UFF chapter leadership for
359 consideration.
360

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361 (c) Student Affairs Team

362 (i) Composition

363 The Student Affairs Team consists of one faculty member representing each
364 unit/college, one voting student member representing the SGA, one *ex officio*
365 member appointed by the Vice President of Student Affairs, and one *ex officio*
366 member appointed by the Provost and Vice President of Academic Affairs.

367 (ii) Responsibilities and Duties

368 The Student Affairs Team collaborates with Student Affairs on behalf of the
369 faculty to develop policies affecting the quality of educational programs. The
370 team will review and recommend policies concerning matters relating to student
371 affairs. These include, but are not limited to, (a) admission and readmission of
372 students to the University, suspension of students, (b) withdrawal from courses
373 and from the university, (c) academic status, (d) award of credit, (e) award of
374 academic honors, (f) award of Student of the Year (SOTY), (g) student
375 grievances, (h) educational equity, rights and responsibilities (including student
376 code of conduct), and (i) maintenance of academic integrity. The team will work
377 with Student Affairs to assure appropriate faculty representation on Student
378 Services Committees.

379

380 (d) Undergraduate Curriculum Team

381 (i) Composition

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

384 (ii) Responsibilities and Duties

385 The members of the UCT serve as a unified university entity to review and
386 coordinate among the academic programs, schools, and colleges so as to (a)
387 preserve and maintain the integrity of curriculum and course offerings, (b) review
388 and resolve curricular issues, (c) assure public accountability to the university, (d)
389 report to the Faculty Senate, and (e) collaborate with the General Education

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390 Council, GAT, and GCT as appropriate. When the college representative to the
391 Undergraduate Curriculum Team is not qualified or chooses not to present
392 changes to the curriculum from other disciplines in the college they represent, the
393 team may invite representatives from that discipline to present the changes and
394 answer questions from the curriculum team.

395 The Undergraduate Curriculum Team is responsible for developing policies and
396 procedures associated with the creation, maintenance and revision of
397 undergraduate curriculum, academic policies and standards, and accreditation
398 issues. The Undergraduate Curriculum Team will review proposed changes in,
399 additions to, and deletions from the undergraduate curriculum, course descriptions
400 and catalog information, and will forward recommendations to the Office of
401 Academic Affairs.

402

403 **(e) Graduate Affairs Team**

404 **(i) Composition**

405 The Graduate Affairs Team (GAT) consists of one faculty member with graduate
406 faculty *member* status representing each College; one faculty member representing
407 Library Services who is the liaison to a graduate program; the Director of
408 Graduate Studies and one representative from the Office of Curriculum and
409 Instruction as *ex-officio members*; one graduate student representative and one
410 graduate student alternate (both of whom may attend any meeting) appointed by
411 the Student Government President (1-year term) to serve as *ex-officio members*.

412 **(ii) Responsibilities and Duties**

413 The Graduate Affairs Team will review and recommend action to the Faculty
414 Senate on all matters pertaining to university-level policies concerning graduate
415 academic programs. These include, but are not limited to (a) minimum
416 requirements for graduate faculty eligibility (b) admission to and completion of
417 graduate programs, (c) final submission of theses and dissertations, (d) the
418 graduate grading system, (e) graduate research committees, (f) and the distribution

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419 of graduate student assistantships and tuition waivers and (g) will review petitions
420 from faculty members and graduate appealing decisions based on University
421 graduate policies and procedures, and forward recommendations to the Director of
422 Graduate Studies and to the Provost.
423

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424 (f) Graduate Curriculum Team

425 (i) Composition

426 The composition of the Graduate Curriculum Team (GCT) shall consist of one
427 faculty member with graduate faculty *member* status representing each College; one
428 faculty member representing Library Services who is the liaison to a graduate
429 program; and the Director of the Office of Graduate Studies, one representative from
430 the Office of Curriculum and Instruction as ex-officio members; other ex-officio
431 members appointed by the Team's facilitator (1-year term) as appropriate to the
432 Team's task; and one graduate student representative appointed by the SGA
433 President (1-year term).

434 (ii) Responsibilities and Duties

435 The members of the GCT serve as a unified university entity to review and
436 coordinate among the academic programs, schools and colleges so as to (a) preserve
437 and maintain the integrity of curriculum and course offerings, (b) review and resolve
438 curricular issues, (c) assure public accountability by the university, (d) report to the Faculty
439 Senate and (e) collaborate with the GAT and UCT as appropriate. When the college
440 representative to the Graduate Team is not qualified or chooses not to present changes to
441 the curriculum from other disciplines in the college they represent, the team may invite
442 representatives from that discipline to present the changes and answer questions from the
443 curriculum team. The Graduate Curriculum Team is responsible for developing policies and
444 procedures associated with the creation, maintenance and revision of graduate curriculum,
445 academic policies and standards, and accreditation issues. The Graduate Curriculum Team
446 will review proposed changes in, additions to, and deletions from the graduate curriculum,
447 course descriptions, and catalog information and will forward recommendations to the
448 Office of Academic Affairs.

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450 (g) Institutional Affairs Team

451 (i) Composition

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

455 (ii) Responsibilities and Duties

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

465 Senate Budget Advisory Committee (SBAC)

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

471 Responsibilities and Duties of the Senate Budget Advisory Committee

472 The SBAC shall consider University budget policies, procedures and
473 practices, with special emphasis on the academic budget. The primary
474 charge to the SBAC is to provide input and make recommendations to the
475 Provost on the major fiscal issues that the University currently faces as
476 well as those issues that will need to be confronted over the years to come.
477 The SBAC shall provide the Provost with a broad, long-term view of the
478 budget as well as principles and strategies to guide University budget
479 planning and fiscal management. The academic budget must support the

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480 mission and focus of the University, and ensure the preservation of quality
481 instruction. The SBAC will provide input to ensure that funding requests
482 support proposed program objectives and activities in accordance with
483 FGCU goals as indicated in the strategic plans of the institution. The
484 Committee also recommends funding allocations based on the priorities of
485 the institution and on program performance and evaluation, which includes
486 expenditure history and a review of current as well as projected needs.
487 Members of IAT will serve as the faculty's liaison to the administration on
488 planning and budgetary matters. The Team would consult on major
489 budgetary requests, the annual budget, and the long-term support of
490 University programs and services. The SBAC recommendations would be
491 advisory to the Provost. The Chair of the SBAC will serve on the Long
492 Range Planning Committee.

493

494 **(h) Library Team**

495

(i) Composition

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

498

(ii) Responsibilities and Duties

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

503

504 **(i) Grants and Research Team**

505

(i) Composition

506 The Grants and Research Team consists of one faculty member representing each
507 academic unit and the Associate Vice President for Research as a non-voting, *ex*
508 *officio* member and as the VPAA designee. The Team facilitator is elected by the

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509 Grant and Research Team and must be at the rank of Associate Professor or
510 higher and have served at least one year on the Grants and Research Team.

511 **(ii) Responsibilities and Duties**

512 The Grants and Research Team is a standing committee of the collegial faculty
513 governance system, reporting to the Faculty Senate. It provides a direct faculty
514 voice regarding all matters pertaining to the Office of Research and Sponsored
515 Programs. The team, at the direction of the Senate leadership, reviews and
516 recommends policies, concerning matters relating to research and sponsored
517 programs at the University. The Grants and Research Team has specific
518 responsibility for:

- 519 (a) Reviewing proposals for Center and Institute establishment and making
520 recommendations;
- 521 (b) Reviewing annual reports for Centers and Institutes and making
522 recommendations regarding their performance and sustainability;
- 523 (c) Reviewing Internal Grant proposals and making recommendations for
524 funding;
- 525 (d) Reviewing Graduate Research Assistantship proposals and making
526 recommendations for funding;
- 527 (e) Reviewing and selecting from multiple grant proposals where grantor
528 imposes institutional submission limits;
- 529 (f) Reviewing guidelines and providing support to university-wide research
530 activities, such as FGCU's Research Day;
- 531 (g) Advising the Office of Research and Sponsor Programs on all policies,
532 procedures, and matters related to research and sponsored programs,
533 including items such as appropriation of return overhead funds and
534 recommendations regarding support services to stimulate successful
535 generation of sponsored research.

536

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537 (j) Technology Team

538 (i) Composition

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

541 (ii) Responsibilities and Duties

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

547

548 (k) General Education Council

549 (i) Composition

550 The General Education Council (GEC) consists of three faculty members from the
551 College of Arts and Sciences; one faculty member from each of the other
552 academic units; Director of General Education (*ex officio*); a representative of the
553 Academic Advising Council (non-voting); and a Student Government
554 representative. Faculty must teach at least one undergraduate course per year or
555 be a Librarian liaison to an undergraduate program, to be eligible to serve on the
556 Council.

557

558 (ii) Responsibilities and Duties

559 Members of the GEC serve as a unified university entity to (a) preserve and
560 maintain academic integrity of general education curriculum and course offerings,
561 (b) review and resolve curricular issues, (c) assure public accountability by the
562 University, (d) report to the Faculty Senate, and (e) collaborate with the UCT
563 when appropriate.

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564 The Council will have primary responsibility for all curricular aspects of the
565 General Education Program and is the unit-level review body for curricular
566 proposals affecting general education and related university requirements.

567 The Council will collaborate with the Director of General Education on policy
568 matters related to administration of the program.

569 When the college representative to the General Education Council is not qualified
570 or chooses not to present changes to the curriculum from other disciplines in the
571 college they represent, the team may invite representatives from that discipline to
572 present the changes and answer questions from the General Education Council
573 team.

574

575 **(I) Program Review Team**

576 **(i) Composition**

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

583

584 **(ii) Responsibilities and Duties**

585 a. Provide recommendations to Faculty Senate for the development,
586 periodic review, and revision of standards, policies, and procedures for
587 university-level management of program review, creation and elimination
588 of all degree and certificate programs and the seven-year University
589 Program Review Plan.

590 b. Based on information received from the Office of Curriculum and
591 Instruction, the Undergraduate Curriculum Team (UGCT) and the

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- 592 Graduate Curriculum Team (GCT), provide recommendations to Faculty
593 Senate for the development, periodic review, and revision of standards,
594 policies, and procedures for establishing new degree programs.
- 595 c. Review the process of program review of all degree and certificate
596 programs, inform and make recommendations to Faculty Senate
597 regarding the outcomes of that process; specifically:
- 598 i. Review guidelines for the selection of, and charges to external
599 reviewers for each program under review.
 - 600 ii. Review self-studies and make recommendations on their suitability
601 for program review.
 - 602 iii. Review the reports of the external reviewers and make
603 recommendations on the adequacy of the report for program
604 review.
 - 605 iv. Review the response to the report from the program and the college
606 leadership.
 - 607 v. Provide comments/recommendations in addition to those of the
608 external reviewer as appropriate.
 - 609 vi. Track program review response meetings, their results, and one-
610 year follow-up actions.
- 611 d. Create additional working groups as deemed appropriate or necessary
612 by the PRT members. The PRT facilitator can extend invitations for
613 membership on working groups to FGCU faculty members,
614 administrators, and/or staff members otherwise unaffiliated with the
615 PRT.
- 616 e. In consultation with the Office of Planning and Institutional
617 Performance (PIP), provide recommendations to Faculty Senate on
618 future needs and directions in program review.
- 619 f. Provide information to Faculty Senate on how well FGCU program
620 review procedures and products conform to current and future Florida

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621 Department of Education's Division of Colleges and Universities'
622 directives (e.g. Academic Learning Compacts).
623

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624 **Article 5. Amendments**

625 *Section 5.01 Initiation of Amendments*

626 Amendments to the Faculty Governance Document may be proposed by
627 submitting in writing the proposed change to the Leadership Team. The proposed
628 amendment must be endorsed by at least three sponsors in the Senate. The
629 Leadership Team promulgates the proposal to the full Senate and shall bring the
630 proposed change to the Senate floor by the second meeting after the proposal has
631 been received.

632 *Section 5.02 Approval of Amendments*

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

639

640 **Article 6. Ratification**

641

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

650

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- 651 Updates to bylaws reflected as 3-27-09 changes on the footer were approved by the
652 Faculty Senate on the dates as listed below:
653 Section 3.01 Role of the Senate approved 1/30/09
654 Section 3.03 (g) Officers of the Senate approved 1/30/09
655 Section 3.03 (c) Student Affairs Team approved 3/13/09
656 Section 3.03 (i) Grants and Research Team approved 3/13/09
657 Section 4.01 (d) Undergraduate Curriculum Team approved 3/27/09
658 Section 4.01 (e) Graduate Affairs Team approved 3/27/09
659 Section 4.01 (f) Graduate Curriculum Team approved 3/27/09
660 Section 4.01 (k) General Education Council approved 3/27/09
661 Section 3.02 Membership items (f) and (g) proxy 3/27/09
662
663 HSH 3-27-09