

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

3 **Mission**

4 The purpose of faculty governance at Florida Gulf Coast University is to safeguard
5 academic quality, promote effective and open communication, insist upon academic
6 integrity, emphasize rights and shared responsibilities of students, staff, community,
7 faculty, and administration, and sustain a dynamic learning environment. This mission is
8 accomplished through a system of collegial faculty self-governance ensuring that the
9 rights of faculty are supported and faculty responsibilities in fulfilling the mission of the
10 university are properly executed.
11

12 **Vision**

13 The faculty governance process at Florida Gulf Coast University is dedicated to the
14 principles, concepts, and objectives of the University mission and vision.
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16

17 **Guiding Principles**

18 The Faculty Senate is an autonomous body representing the collective opinion of the
19 FGCU faculty to the administration and community.
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22 The faculty governance structure enhances representation for all faculty members in the
23 governance of the University.
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26 The Faculty Senate promotes the rights and responsibilities of faculty with respect to:

- 27
- 28 • quality teaching and learning;
 - 29 • pursuing research and scholarly activity;
 - 30 • providing service to our local, regional, national, and global communities; and,
 - 31 • preserving and defending academic freedom.
- 32

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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 administrative
36 affairs.

37
38 The Faculty Senate engages in collegial dialog with the President of the University, the
39 Provost/Vice President for Academic Affairs and others in positions of administrative
40 leadership in order to pursue and refine the mission of the University.

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

45
46 The faculty governance system encourages transparency and reasoned discourse. To
47 accomplish these principles, the Faculty Senate shall authorize inquiry into and propose
48 policy relevant to FGCU's mission, vision, and guiding principles.

49

50 **Article 1. Definition of Terms**

51

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

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

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

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

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

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

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

73 **Article 2. Eligibility**

74
75 Any full-time faculty member is eligible to serve on the Faculty Senate and Senate
76 Teams, except as noted in section 4.02(b)(i). Any full-time faculty member is eligible to
77 vote in all elections for faculty governance teams occurring during the term of his/her
78 contract.

79 **Article 3. Faculty Senate**

80 ***Section 3.01 Role of the Senate***

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

85 ***Section 3.02 Membership***

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

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

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

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

94 2. The number of additional Senators per unit is determined by the
95 formula:

96
$$\frac{\text{Number of full-time faculty in the unit}}{\text{Number of full-time faculty at the University}} \times 23$$

97
98
99
100 3. The result of the formula is rounded off to the nearest whole
101 number

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- 103 (b) The Vice President of the Student Government Association (SGA) or his/her designee is
104 an *ex officio* member of the Senate.
- 105 (c) The term of membership for Senators and team members is two years; Senators may be
106 re-elected by their units. In the case of contract expiration and non-renewal, the academic
107 unit replaces its Senate and team members as discussed in section 3.02(g).
- 108 (d) Approximately half of the Senate seats for each unit will be elected each year. If the
109 provisions of section 3.02(c) above cause a significant imbalance in the number of seats
110 elected each year, the Senate is authorized to take temporary measures to redress the
111 situation without amending this faculty governance document.
- 112 (e) Each academic unit may elect one or more Alternate Senators. No unit may have more
113 than half as many alternates as regular Senators, unless it has only one regular Senator.
114 An alternate cannot represent more than one Senator from her/his unit at a meeting, and is
115 expected to indicate whom (s)he is representing when (s)he signs in for each Senate
116 meeting. Alternate Senators will have voting rights in place of the Senators they are
117 representing.
- 118 (f) Senators who have not arranged for their Alternate Senator to represent them at a Senate
119 meeting are considered absent from that meeting. A Senator who is absent from three or
120 more Senate meetings in any one semester is considered to have resigned.
- 121 (g) In the event of the resignation of a Senator or Team member from his/her seat, the faculty
122 of the respective academic unit will name a replacement Senator or team member to fill
123 the seat until the next regular election for that seat. The faculty of the respective
124 academic unit decides the method for replacement.
- 125 (h) Regular elections will be held in the Spring (no later than April 15) of each year. New
126 Senators and team members start their term the first day of the contract the following Fall
127 semester.

128 **Section 3.03 Officers of the Senate**

- 129 (a) Each Spring, the Senate elects a President, a Vice President, a Secretary, and a
130 Parliamentarian for one-year terms which begin the following Fall semester. The
131 President-elect will share duties with the outgoing President over the summer to facilitate

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132 the transition process. If any officer is unable to fulfill his or her term, a new election
133 process must be scheduled for the next Senate Meeting, following the procedures in 3.03
134 (f).

135 (b) The President facilitates Senate and Leadership Team meetings, represents the Senate at
136 the State organization, the Advisory Council of Faculty Senates and the Dean's Council.
137 The Senate President is responsible for implementing the communication process
138 between the Faculty Senate, standing teams, and the administration.

139 (c) The Vice President facilitates Senate meetings in the absence of the President and assists
140 the President in drafting resolutions, and acts as the faculty representative on the Policy
141 Review Committee.

142 (d) The Secretary ensures the publication of Senate agendas and minutes in a timely manner
143 and acts as official Senate archivist.

144 (e) The Parliamentarian ensures that meetings are conducted, and Senate actions are taken in
145 accordance with the FGCU Faculty Governance Document.

146 (f) Elections for Senate offices will be held at the last meeting of the spring term. Current
147 senators will be eligible to vote. Candidates for President will be nominated at the
148 penultimate meeting of the spring term. Candidates for President will have the option of
149 presenting a statement of no more than two minutes to the Senate at the last meeting.
150 Senators may make a statement of no more than one minute regarding a candidate.

151
152 At the final meeting, following the presentations by candidates for President, the election
153 for President will be held. Nominations for Vice President, Secretary, and
154 Parliamentarian will be taken and elections held for offices in that order. The election
155 process will be managed by the Parliamentarian. In the event that the Parliamentarian is a
156 candidate for an office, the election process for that office will be managed by the
157 highest-ranking officer who is not a nominee for that office.

158 **Section 3.04 Operation**

159 (a) Two-thirds (Sixty-six percent) of the voting members of the Faculty Senate must be
160 present to constitute a quorum at any meeting.

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- 161 (b) The Senate may deliberate, make recommendations to the university and take actions
162 when appropriate on any matter impacting the academic mission of the University.
- 163 (c) Proxy votes will be allowed by a formal written designation to the Senate secretary. Proxy
164 votes will count toward determination of a quorum for the purpose of conducting the
165 business item(s) named in the proxy.
- 166 (d) The Faculty Senate communicates directly with the University administration through the
167 elected Senate President in a collegial manner.
- 168 (e) Faculty Senate meetings are open to all. The non-Senate faculty members attending a
169 Senate meeting constitute a gallery. Faculty members in the gallery may participate in
170 Senate discussions, and may be recognized by the facilitator in the same manner as
171 Senators.
- 172 (f) Discussion of business items by the Faculty Senate is limited to fifteen (15) minutes.
173 Reports delivered during meetings of the Faculty Senate are also limited to 15 minutes.
174 The time allotted for such discussion and reporting may be extended by affirmation of
175 two-thirds of the voting Senators present.
- 176 (g) The Faculty Senate may not vote on new business items at the first meeting at which the
177 items are introduced. All such business items are placed on the agenda of the next
178 meeting for formal vote.
- 179 (h) Operation during Summer Term
180 (i) In the event that a formal response by the Faculty Senate is required during the
181 summer hiatus, the following rules of operation shall apply.
182 (ii) Definitions specific to this subsection:
- 183 (a) The *Summer Senate Term* shall be the period of time between the last regularly
184 scheduled Senate meeting of the spring term extending to the first regularly
185 scheduled Senate meeting of the subsequent fall term.
- 186 (b) The *Summer Senate* shall consist of those senators (i) whose term of
187 incumbency shall extend throughout the Summer Senate Term per Section 3.02
188 hereof, and (ii) who declare on or before the last regularly scheduled session of
189 the Faculty Senate prior to such Summer Senate Term that they agree to serve in
190 the capacity described below in Section 3.04(f)(iv), such declaration to be made in

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191 writing to the Faculty Senate Secretary. All Faculty Senators who elect not to
192 participate in the Summer Senate by so doing affirm their agreement with and
193 support of the actions taken by the Summer Senate.

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

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

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

203 (iv) Summer Operation:

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

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

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

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

215 (e) The Faculty Senate Secretary, or, if unavailable, the Faculty Senate President's
216 designee, shall contact or attempt to contact all members of the Summer Senate by
217 e-mail for the purpose of communicating the matter to be resolved, together with
218 all relevant materials which may be electronically sent, and establish a deadline
219 for the response of the Summer Senate. All such communication by the Secretary
220 or designee shall be uniform to the members of the Summer Senate. The format

221 for response shall be determined by the SSLT and shall permit only a vote of
222 preference among options to resolve the matter(s) at hand, and shall not be
223 deemed to require debate or discussion.

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

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

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

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

238 **Article 4. Standing Teams**

239 **Section 4.01 General Principles**

240 (a) Membership in standing teams allows representation from all academic units.

241 (b) All faculty standing teams initiate proposals and actions concerning their areas of
242 responsibility and institutional effectiveness whenever they feel that such proposals and
243 actions are needed and appropriate. No standing team may assume responsibilities beyond
244 those designated in the Faculty Governance Document without prior approval from the
245 Faculty Senate.

246 (c) The faculty of the academic units elects members to all standing teams except the
247 Leadership Team. It is the option of any academic unit to forgo participation on any
248 faculty team.

249 (d) Representatives to standing teams are elected at the same time as Senate members.

- 250 (e) Teams may establish task forces and *ad hoc* teams, which will be chaired by a member of
251 the standing team. Establishment of any sub-teams with duties expected to require more
252 than one semester to complete requires approval of the Senate.
- 253 (f) The VPAA or a designee thereof has the opportunity to serve in an *ex officio* capacity to
254 each faculty standing team.
- 255 (g) In order to assure direct, effective communication among the Senate and the standing
256 teams, each faculty team shall have a liaison, who is a member of the Senate. Liaisons
257 may be elected team members, provided they are also in the Senate; the faculty
258 Leadership Team in consultation with the standing team members will name the liaisons
259 to the faculty teams. Liaisons are non-voting members of their respective teams if they are
260 not elected members.
- 261 (h) Each standing team elects a facilitator to lead the work of the team by calling team
262 meetings, developing agendas, and assisting the team's work in other appropriate areas.
263 The facilitator must hold at least one face-to-face meeting each semester. The facilitator
264 serves as a member of the Leadership Team. No faculty member may concurrently serve
265 as the facilitator of more than one standing team.

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

267 (a) **Leadership Team**

268 (i) **Composition**

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

273 (ii) **Responsibilities and Duties**

274 The President of the Senate acts as the facilitator for the Leadership Team. The
275 Leadership Team's duties include the following: Set the agenda for Senate meetings;
276 coordinate operation of the standing teams and recommend to the Senate a means of
277 resolution if conflicts over areas of responsibility of team assignments occur. Appoint
278 faculty to *ad hoc* teams as required. (All requests for faculty membership on University

279 teams should include the approximate time commitment per week required of the
280 member and the length of time that the team will be in operation.) The Leadership Team
281 represents the faculty to the Provost/Vice President for Academic Affairs and the Deans'
282 Council, or their designated representatives, as appropriate.

283 **(b) Faculty Affairs Team**

284 **(i) Composition**

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

290 **(ii) Responsibilities and Duties**

291 The Faculty Affairs Team is a standing committee of the collegial faculty governance
292 system, reporting to the Faculty Senate. It provides a direct faculty voice regarding all
293 personnel-related matters pertaining to faculty, as well as the traditional professional
294 expectations and responsibilities of faculty. The team, at the direction of the Senate
295 leadership, reviews and recommends policies, concerning matters relating to:

- 296 • general faculty status of university employees, in situations where faculty or
- 297 non-faculty status is not delineated by the Collective Bargaining Agreement;
- 298 • annual review, promotion, and reappointment issues across academic units;
- 299 • assessment of faculty teaching, research, and service;
- 300 • merit criteria;
- 301 • the availability and allocation of summer support opportunities;
- 302 • sabbaticals and leaves of absence;
- 303 • professional development and resource support;
- 304 • the ownership and use of intellectual property;
- 305 • academic freedom and integrity issues;
- 306 • criteria for honorary faculty status, including Emeritus status; and
- 307 • other issues of traditional academic concern related to faculty expectations and
- 308 responsibilities.
- 309

310 The faculty Affairs team does not negotiate or otherwise determine terms and
311 conditions of employment. Any recommendations related to terms and conditions
312 of employment will be forwarded to the UFF chapter leadership for consideration.
313

314 (c) **Student Affairs Team**

315 (i) **Composition**

316 The Student Affairs Team consists of one faculty member representing each academic
317 unit, one voting student member representing the SGA, one *ex officio* member appointed
318 by the Dean of Student Affairs, and one *ex officio* member appointed by the Dean of
319 Enrollment Management.

320 (ii) **Responsibilities and Duties**

321 The Student Affairs Team collaborates with Student Services and Enrollment
322 Management on behalf of the faculty to develop policies affecting the quality of
323 educational programs. The team will review and recommend policies concerning all
324 matters relating to student affairs. These include, but are not limited to, recruitment,
325 admission and readmission of students to the University, suspension of students,
326 withdrawal from courses and from the university, academic status, award of credit, award
327 of academic honors, student grievances, educational equity, rights and responsibilities,
328 and maintenance of academic integrity. Team members will serve on Student Services
329 Committees requiring faculty membership as decided by the team or will name
330 representatives whose appointment is subject to the consent of the Faculty Senate.

331 (d) **Undergraduate Curriculum Team**

332 (i) **Composition**

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

335 (ii) **Responsibilities and Duties**

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

341 (e) **Graduate Affairs Team**

342 (i) **Composition**

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

- 344 • Elected members (2-year terms, elected by the in-unit faculty members of their
345 respective units): one faculty member with graduate faculty appointment
346 representing each College.
- 347 • Appointed members (2-year terms): two in-unit faculty members with graduate
348 faculty appointment to be appointed by the Provost.
- 349 • *Ex-officio* members: Director of the Office of Graduate Studies; one
350 representative from the Office of Curriculum and Instruction; *ex-officio* members
351 as appropriate to the Team’s task appointed by the Team’s facilitator (1-year
352 term); one graduate student representative appointed by the SGA President (1-year
353 term).
- 354 • Members of the Graduate Affairs Team shall elect a facilitator from among the
355 Team’s faculty members.

356 **(ii) Responsibilities and Duties**

357 The Graduate Affairs Team will review and recommend action to the Faculty Senate on
358 all matters pertaining to university-level policies concerning graduate academic programs.
359 These include, but are not limited to, minimum requirements for graduate faculty
360 eligibility; admission to and completion of graduate programs; final submission of theses
361 and dissertations; the graduate grading system; graduate research committees; and the
362 distribution of graduate student assistantships and tuition waivers. The Graduate Affairs
363 Team will review petitions from faculty members and graduate programs appealing
364 decisions based on university graduate policies and procedures and forward
365 recommendations to the Director of the Office of Graduate Studies and to the Provost. In
366 addition, the Graduate Affairs Team is responsible for regular collaboration with the
367 Graduate Curriculum Team facilitator.

368 **(f) Graduate Curriculum Team**

369 **(i) Composition**

370 The composition of the Graduate Curriculum Team shall be as follows:

- 371 • Elected members (2-year terms, elected by the in-unit faculty members of their
372 respective units): one faculty member with graduate faculty appointment
373 representing each College; one faculty member representing Library Services who
374 is the liaison to a graduate program.
- 375 • Appointed members (2-year terms): two in-unit faculty members with graduate
376 faculty appointment to be appointed by the Provost.
- 377 • *Ex-officio* members: Director of the Office of Graduate Studies; one
378 representative from the Office of Curriculum and Instruction; *ex-officio* members

379 as appropriate to the Team’s task appointed by the Team’s facilitator (1-year
380 term); one graduate student representative appointed by the SGA President (1-year
381 term).

- 382 • Members of the Graduate Curriculum Team shall elect a facilitator from among
383 the Team’s faculty members.

384 **(ii) Responsibilities and Duties**

385 The Graduate Curriculum Team will review proposed changes in, additions to, and
386 deletions from the graduate curriculum, course descriptions, and catalog information and
387 forward recommendations to the Director of the Office of Graduate Studies and to the
388 Provost. The Graduate Curriculum Team is responsible for developing policies and
389 procedures associated with the creation, maintenance and revision of graduate
390 curriculum. In addition, the Graduate Curriculum Team is responsible for regular
391 collaborations with the Undergraduate Curriculum Team facilitator and the Graduate
392 Affairs Team facilitator.
393

394 **(g) Institutional Affairs Team**

395 **(i) Composition**

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

399 **(ii) Responsibilities and Duties**

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

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

409 The voting membership of the SBAC consists of all voting members of the IAT.

410 All *ex officio* members of the IAT are asked to participate in the SBAC as *ex*

411 officio members. The Chair of the SBAC will be elected by the voting members at
412 the committee's first meeting of the academic year. The Provost is also included
413 as an ex officio member of the SBAC.

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

415 The SBAC shall consider University budget policies, procedures and practices,
416 with special emphasis on the academic budget. The primary charge to the SBAC
417 is to provide input and make recommendations to the Provost on the major fiscal
418 issues that the University currently faces as well as those issues that will need to
419 be confronted over the years to come. The SBAC shall provide the Provost with a
420 broad, long-term view of the budget as well as principles and strategies to guide
421 University budget planning and fiscal management. The academic budget must
422 support the mission and focus of the University, and ensure the preservation of
423 quality instruction. The SBAC will provide input to ensure that funding requests
424 support proposed program objectives and activities in accordance with FGCU
425 goals as indicated in the strategic plans of the institution. The Committee also
426 recommends funding allocations based on the priorities of the institution and on
427 program performance and evaluation, which includes expenditure history and a
428 review of current as well as projected needs. Members of IAT will serve as the
429 faculty's liaison to the administration on planning and budgetary matters. The
430 Team would consult on major budgetary requests, the annual budget, and the
431 long-term support of University programs and services. The SBAC
432 recommendations would be advisory to the Provost. The Chair of the SBAC will
433 serve on the Long Range Planning Committee.

434

435 **(h) Library Team**

436 **(i) Composition**

437 The Library Team consists of one member representing each academic unit, a student
438 representative appointed by the Student Government Association, and the Dean of
439 Library Services serving as an *ex officio* member.

440 **(ii) Responsibilities and Duties**

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

445

446 **(i) Grants & Research Team**

447 **(i) Composition**

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

450 **(ii) Responsibilities and Duties**

451 The Grants & Research Team functions as an advisory group to the Contracts & Grants
452 Office. The team will review and recommend policies concerning all matters relating to
453 contracts, grants, and research protocols, including the Institutional Animal Use and Care
454 Committee, The Human Subjects Review Board and the Environmental Health and
455 Service Committee. They will also recommend and review policy affecting overhead,
456 cost-sharing, grant administration and release time recommendations.

457

458 **(j) Technology Team**

459 **(i) Composition**

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

462 **(ii) Responsibilities and Duties**

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

467

468 **(j) General Education Council**

469 **(i) Composition**

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

475 **(ii) Responsibilities and Duties**

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

- 480 • Review proposed changes to distribution requirements for General Education;
- 481 • Reviewing proposals to add or remove courses from the approved list of
482 general education courses;
- 483 • Reviewing proposals to add or remove the writing-intensive designation from
484 courses;
- 485 • Recommending to the Director of General Education policies and procedures
486 necessary to carry out the Council's duties;
- 487 • Advising the Director of General Education on matters related to articulation
488 between high schools, community colleges, other universities and FGCU;
- 489 • Reviewing as needed university policies related to awarding credit through
490 acceleration programs (e.g., Advanced Placement, International
491 Baccalaureate);
- 492 • Reviewing requirements for the Associate of Arts degree as needed;
- 493 • Advising the Director of General Education on other policies related to
494 general education.

495
496 The Council shall act as the unit-level review body for curricular proposals affecting
497 general education requirements. Proposals approved by the Council shall be forwarded to
498 the University Undergraduate Curriculum Team for final review.

499

500 **(k) Program Review Team**

501 **(i) Composition**

502 The composition of the PRT shall be as follows: Each academic unit will be
503 represented by one elected faculty member. Elected members from academic units

504 will serve staggered 2-year terms. These members will be nominated and elected
505 by the in-unit faculty members of their respective units. *Ex-officio* members:
506 Associate Vice President of Planning and Institutional Performance and/or
507 designee.

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(ii) Responsibilities and Duties

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- Provide recommendations to Faculty Senate for the development, periodic review, and revision of standards, policies, and procedures for university-level management of program review, creation and elimination of all degree and certificate programs and the seven-year University Program Review Plan.
- Based on information received from the Office of Curriculum and Instruction, the Undergraduate Curriculum Team (UGCT) and the Graduate Curriculum Team (GCT), provide recommendations to Faculty Senate for the development, periodic review, and revision of standards, policies, and procedures for establishing new degree programs.
- Review the process of program review of all degree and certificate programs, inform and make recommendations to Faculty Senate regarding the outcomes of that process; specifically:
 - Review guidelines for the selection of, and charges to external reviewers for each program under review.
 - Review self-studies and make recommendations on their suitability for program review.
 - Review the reports of the external reviewers and make recommendations on the adequacy of the report for program review.
 - Review the response to the report from the program and the college leadership.
 - Provide comments/recommendations in addition to those of the external reviewer as appropriate.
 - Track program review response meetings, their results, and one-year follow-up actions.
- Create additional working groups as deemed appropriate or necessary by the PRT members. The PRT facilitator can extend invitations for membership on working groups to FGCU faculty members, administrators, and/or staff members otherwise unaffiliated with the PRT.
- In consultation with the Office of Planning and Institutional Performance (PIP), provide recommendations to Faculty Senate on future needs and directions in program review.
- Provide information to Faculty Senate on how well FGCU program review procedures and products conform to current and future Florida Department of Education's Division of Colleges and Universities' directives (e.g. Academic Learning Compacts).

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546 **Article 5. Amendments**

547 **Section 5.01 Initiation of Amendments**

548 Amendments to the Faculty Governance Document may be proposed by submitting in
549 writing the proposed change to the Leadership Team. The proposed amendment must be
550 endorsed by at least three sponsors in the Senate. The Leadership Team promulgates the
551 proposal to the full Senate and shall bring the proposed change to the Senate floor by the
552 second meeting after the proposal has been received.

553 **Section 5.02 Approval of Amendments**

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

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562 **Article 6. Ratification**

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

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