

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.  
15  
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.  
20  
21

22 The faculty governance structure enhances representation for all faculty members in the  
23 governance of the University.  
24  
25

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

102

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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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**Article 6. Ratification**

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