

FGCU FACULTY GOVERNANCE DOCUMENT

FLORIDA GULF COAST UNIVERSITY FACULTY GOVERNANCE STRUCTURE AND PROCESS

Commented [RDM1]: We will start with a Table of Contents

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.

Faculty governance requires coordinated faculty representation on university-wide committees and task forces to provide input and oversight in faculty affairs and

FGCU FACULTY GOVERNANCE DOCUMENT

34 recommendations concerning student, staff, campus, community, and administrative
35 affairs.

36
37 The Faculty Senate engages in collegial dialog with the President of the University, the
38 Provost/Vice President for Academic Affairs and others in positions of administrative
39 leadership in order to pursue and refine the mission of the University.

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

44
45 The faculty governance system encourages transparency and reasoned discourse. To
46 accomplish these principles, the Faculty Senate shall authorize inquiry into and propose
47 policy relevant to FGCU's mission, vision, and guiding principles.
48

49 **Article 1. Definition of Terms**

50
51 The following terms, when used in this document only apply to faculty governance at FGCU and
52 have the meanings as assigned:

53 **Academic Unit:** Any one of the following: College of Arts and Sciences, Lutgert College of

54 Business, [College of Health Professions and Social Work](#), [Marieb College of Health &](#)
55 [Human Services](#), College of Education, [U.A.](#) Whitaker College of Engineering, Library
56 Services.

57 **Faculty:** Any full-time in-unit FGCU employee, including faculty in visiting status,
58 (I) whose job classification includes at least one of the following titles: Eminent Scholar,
59 Endowed Chair, Professor, Associate Professor, Assistant Professor, Instructor (I, II, III) ,
60 Lecturer, University Librarian, Associate University Librarian, Assistant University
61 Librarian, Instructor University Librarian, Program Director, or Academic Advisor (I, II,
62 III, [within the Division of Academic Affairs](#)), and

Commented [RDM2]: Deleted because first year advisors in student affairs are not academic advisors/ ranked

FGCU FACULTY GOVERNANCE DOCUMENT

- 63 (2) whose annual assignment consists primarily of support for the instructional function
64 of the University (greater than 50% of activities on Faculty Activity Report (FAR)
65 must be directly related to teaching, scholarship, and service), and
66 (3) whose annual assignment does not include supervisory evaluation of other ranked
67 faculty or having been defined by contract as administrative or managerial or
68 confidential employees of the University.

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

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

75 **Article 2. Eligibility**

76 Any full-time faculty member is eligible to serve on the Faculty Senate and Senate
77 Teams, except as noted in section 4.02 Any full-time faculty member is eligible to vote in
78 all elections for faculty governance teams occurring during the term of his/her contract.
79 In-unit, full-time faculty serving on Faculty Senate, as well as Faculty Senate alternates,
80 must be available to attend scheduled Senate meetings.

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. The
85 standing teams can make recommendations to the Senate, which has final authority. The
86 Senate may enact resolutions and issue statements 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 the
89 constituents in their unit. The means of communication is determined by the senate
90 representatives in each unit.

Commented [RDM3]: Deleted because Library doesn't use FAR

Commented [RDM4]: Deleted because having liaisons for each team (almost) never happens. Also, it's burdensome. We recognize that we do need to improve communication between senate and teams, but there may be others ways to do this more efficiently, such as enhanced web presence.

Commented [RDM5]: Deleted because we address issues that aren't purely academic

FGCU FACULTY GOVERNANCE DOCUMENT

91 Relevant work products of the Senate, which may include minutes, resolutions and
92 statements, should be provided to the Board of Trustees the Wednesday following their
93 approval by the Senate, with an indication of the manner
94 and results of voting.

95 **Section 3.02 Membership**

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

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

98 (ii) Additional membership ~~will~~ may be allocated as follows:

99 1. On March 1, the total number of full-time faculty employed at
100 the university, and the number of eligible faculty in each academic
101 unit will be determined by ~~the officers of~~ the Senate
102 Parliamentarian.

103 2. The number of additional Senators per unit is determined by the
104 formula:

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

108 3. The result of the formula is rounded off to the nearest whole
109 number

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

112 (c) The term of membership for Senators is two years; Senators may be re-elected by their
113 units. In the case of contract expiration and non-renewal, the academic unit replaces its
114 Senate and team members as discussed in section 3.02(h).

115 ~~(d)~~ Approximately half of the Senate seats for each unit will be elected each year. ~~If the~~
116 ~~provisions of section 3.02(e) above cause a significant imbalance in the number of seats~~
117 ~~elected each year, the Senate is authorized to take temporary measures to redress the~~
118 ~~situation without amending this faculty governance document.~~

119 ~~(e)(d)~~ To ensure that a college is represented if one of their senators is absent from a
120 Senate meeting, ~~e~~ Each academic unit may elect one or more Alternate Senators. No unit

4

Commented [RDM6]: Question for discussion: Do we want to mandate that colleges fill in all available senate seats, or can they choose to have fewer representatives? Also, should we revisit the size of the senate?

Commented [RDM7]: Deleted because what the heck is this actually saying?

Commented [MSR8]: To clarify the role of alternates

Commented [RDM9]: Where does it say how many alternates to elect? Should we limit the number of alternates to streamline the list and cut down on those who just do it for a line on the annual report?

Adopted May 3, 1998

Last updated 04/11/08, 03-25-2002 / 11-01- 2002 / 11-15- 2002 / 04-18-2003 / 10-31- 2003 / 03-05-2004 / 04-16-2004 / GAT 2-18-2005 / PRT 4-15-2005/ 2-29-2008 / 3-14-2008/ 4-11-2008/3-27-09/5-3-2010/8-11-2011 / GAT/SPBAC 12-0111/1-27-12/NP;GCT;UCT;GAT 4-13-12/Faculty Senate 4-12-2013/FacultySenate4/2014/ PRT; IAT; GRT 3-27-15/Faculty

Senate3/27/15; Faculty Senate 10/16/15

FGCU FACULTY GOVERNANCE DOCUMENT

122 may have more alternates than regular Senators, unless it has only one regular Senator.
123 An alternate cannot represent more than one Senator from her/his unit at a meeting, and is
124 expected to indicate whom ~~(s)~~ he is representing when ~~(s)~~ he signs in for each Senate
125 meeting. Alternate Senators will have voting rights in place of the Senators they are
126 representing.

127 ~~(f)~~(e) _____ Senators may arrange for a proxy to represent them at a Senate meeting. A proxy
128 shall be defined as a present senator ~~(or alternate)~~ who is authorized to vote for an absent
129 senator on a specific issue. The absent Senator seeking a Proxy to represent his or her
130 vote on eligible matters shall be considered present by proxy. A proxy does not
131 necessarily have to be in the same college as the absent senator. To designate a fellow
132 senator as a proxy, the absent senator shall send an email to the senate secretary and the
133 substituting member to confirm proxy status and identify proxy status to the leadership
134 team. The substituting proxy Senator shall vote as the absent Senator directs him or her
135 to vote. A proxy cannot represent more than one other Senator at a meeting and is
136 expected to indicate whom s/he is representing when s/he signs in for each Senate
137 meeting.

138 ~~(g) Senators who have not arranged for their Alternate Senator (or proxy) to represent them~~
139 ~~at a Senate meeting are considered absent from that meeting. A Senator who is absent~~
140 ~~from~~
141 ~~or who designates a proxy for~~ Senators who are not physically present during three or
142 more Senate meetings in any one semester, regardless of whether they have appointed an
143 Alternate or a proxy, is considered to have resigned. In the event of a leave of
144 absence, including Family and Medical Leave, Parental Leave, Professional
145 Development Leave, or Sabbatical Leave, the Senator is not considered to have
146 resigned, and their academic unit may replace the Senator during their absence. It
147 is the responsibility of the faculty member (or their representative) to notify the
148 Faculty Senate Secretary regarding their leave of absence. It is up to the faculty
149 member's academic unit to determine the means of replacement. Upon their
150 return from leave, the Senator may return to Senate to fulfill their term.

151 ~~(h)~~(f) _____

Commented [RDM10]: Question to consider: Should we have a spreadsheet available on the senate webpage that tracks attendance of full and alternate senators?

FGCU FACULTY GOVERNANCE DOCUMENT

152 ~~(g)~~ In the event of the resignation of a Senator or Team member from his/her seat,
153 the faculty of the respective academic unit will name a replacement Senator or team
154 member to fill the seat until the next regular election for that seat. The faculty of the
155 respective academic unit decides the method for replacement.

156 ~~(h)~~ Regular elections for Senate seats and Senate Standing Teams will be held in the
157 spring (no later than the end of April-15) of each year. New Senators and team members
158 start their term the first day of the contract the following fall semester.

Commented [MSR11]: Changed to give colleges more time to complete elections

159 Section 3.03 Officers of the Senate

160 ~~(a)~~ Each spring, the Senate elects a President, a Vice President, a Secretary, Communications
161 Officer, and a Parliamentarian (the Senate Executive Team) for one-year terms which
162 begin the following fall semester. The President-elect will share duties with the outgoing
163 President over the summer to facilitate the transition process. If any officer is unable to
164 fulfill his or her term, a new election process must be scheduled for the next Senate
165 Meeting, following the procedures in 3.03

166 (f).

167 ~~(b)~~(a) The President facilitates Senate ~~and Leadership Team~~ meetings, represents the
168 Senate at ~~the State organization,~~ the Advisory Council of Faculty Senates, ~~and~~ the
169 Dean's Council, and the FGCU Board of Trustees. ~~–~~The Senate President is responsible
170 for implementing the communication process between the Faculty Senate, standing
171 teams, and the administration.

172 ~~(e)~~(b) The Vice President facilitates Senate meetings in the absence of the President and
173 assists the President in drafting resolutions, leads selected Faculty Senate special
174 initiatives, serves as chair of the Senate Teams Advisory Board (SAB Council of Chairs
175 (STCC), facilitates communication between the Faculty Senate and the STCC, and as the
176 designated liaison, is responsible for communicating substantive results of Senate
177 deliberations to the FGCU Board of Trustees. ~~Relevant work products of the Senate,~~
178 ~~which may include minutes, resolutions and statements, should be provided to the Board~~
179 ~~the Wednesday following their approval by the Senate, with an indication of the manner~~
180 ~~and results of voting.~~ The Senate, by majority vote, may also direct the Vice-President to
181 transmit information items presented during a Senate meeting to the Board of Trustees.

182 (c) The Secretary takes minutes for Senate and STCC, and sends the minutes, agendas, and
183 other relevant documents to the Communications Officer for posting to the website. The

6

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15/Faculty

Senate3/27/15; Faculty Senate 10/16/15

FGCU FACULTY GOVERNANCE DOCUMENT

184 secretary also keeps track of the attendance of senators and collects the names of those
185 who are using proxies.

- 186 (d) The Communications Officer (CO) ensures communication between the Senate officers,
187 Senators, STCC, and university community. The CO maintains the Senate and STCC
188 webpages, ensures the publication of Senate agendas and minutes in a timely manner,
189 oversees any surveys or other feedback about Senate affairs, and acts as official Senate
190 archivist. The agenda and minutes should be posted on the Senate web page at least 72
191 hours prior to the next Senate meeting.

- 192 (e) The Parliamentarian ensures that meetings are conducted, and Senate actions are taken,
193 in accordance with the FGCU Faculty Governance Document. The Parliamentarian
194 coordinates elections, and compiles a list of current Senators, Alternates, and members
195 of senate teams and committees within two weeks after elections are complete.

- 196 (f) Elections for Senate offices will be held at the last meeting of the spring term. Current
197 senators will be eligible to vote. Candidates for ~~President~~ all officers will be nominated
198 at the penultimate meeting of the spring term. Candidates ~~for President~~ will have the
199 option of presenting a statement of no more than two minutes to the Senate at the last
200 meeting.

201 Senators may make a statement of no more than one minute regarding a candidate.

202
203 At the final meeting, following the presentations by candidates ~~for President~~, the election
204 for President will be held. Nominations for Vice President, Secretary, CO, and
205 Parliamentarian will be ~~accepted at this meeting taken~~ and elections held for offices in
206 that order. The election process will be managed by the Parliamentarian. In the event that
207 the Parliamentarian is a candidate for an office, the election process for that office will be
208 managed by the highest-ranking officer who is not a nominee for that office.

- 209
210 (g) Any academic advisor ~~(within the Division of Academic Affairs)~~, instructor, assistant,
211 associate or full professor or librarian who has completed one academic year of service
212 in the FGCU Faculty Senate before the start of the term of office can be elected as the
213 Faculty Senate secretary, CO or parliamentarian. Any assistant, associate or full
214 professor or librarians with at least three years' experience as a faculty member at

Commented [MSR12]: Question for discussion: Should assistant professors be eligible for the position of president/ vice president? Should rank matter? Should length of service matter?

FGCU FACULTY GOVERNANCE DOCUMENT

215 FGCU, including at least one year experience in the FGCU faculty senate, at the
216 beginning of the term in question, can be elected to the office of faculty senate vice
217 president or president.

218

219 (h) The Senate President and the immediate past Senate President shall represent the Senate
220 as full voting members of the Advisory Council of Faculty Senates (ACFS). The Senate
221 Vice President shall be an alternate member of the ACFS and in case of absence of one
222 of the full members shall assume the rights and privileges of that full member.

223 **Section 3.04 Operation**

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

226 (b) The Senate may deliberate, make recommendations to the university and take actions
227 when appropriate on any matter impacting the academic mission of the University.

228 (c) Proxy votes will be allowed by a formal written designation to the Senate secretary.
229 Proxy votes will count toward determination of a quorum for the purpose of conducting
230 the business item(s) named in the proxy.

231 (d) The Faculty Senate communicates directly with the University administration through the
232 elected Senate President ~~in a collegial manner~~.

233 (e) Faculty Senate meetings are open to all. The non-Senate faculty members attending a
234 Senate meeting constitute a gallery. Faculty members in the gallery may participate in
235 Senate discussions, and may be recognized by ~~the facilitator~~ Senate officers in the same
236 manner as Senators, but may not vote on Senate issues.

237 (f) Discussion of business items by the Faculty Senate is limited to fifteen (15) minutes.
238 Reports delivered during meetings of the Faculty Senate are also limited to 15 minutes.
239 The time allotted for such discussion and reporting may be extended by affirmation of
240 two-thirds of the voting Senators present.

241 (g) Proposed resolutions or items of business should be communicated to the Senate officers
242 as soon as possible. The officers will then evaluate the content and, if necessary, consult
243 with the Senate Team Council of Chairs or other relevant operational areas. When a
244 resolution or item of business is placed on a future meeting's agenda, it is listed as a New
245 Business item. The Senate body may not take action on the item while it is classified as

FGCU FACULTY GOVERNANCE DOCUMENT

246 New Business, unless parliamentary procedure is suspended by vote. The item may then
247 recur to a second meeting, where it is classified as Old Business. Old Business items
248 require a Senate vote (most commonly affirmation of the business, negation of the
249 business, or returning the business to its originator for further revision).

250 The Faculty Senate may not vote on new business items at the first meeting at which the
251 items are introduced. All such business items are placed on the agenda of the next
252 meeting for formal vote.

253 (i) -If a New Business item requires early action, Senators may vote to suspend
254 rules to vole on the issue at that same meeting. Operation during Summer Term

255 ~~(e)~~(h) Summer Senate Term

256 (i) In the event that a formal response by the Faculty Senate is required during the
257 summer hiatus, the following rules of operation shall apply.

258 (ii) ~~(j)~~ Definitions specific to this subsection:

259 (a) The *Summer Senate Term* shall be the period of time between the last
260 regularly scheduled Senate meeting of the spring term extending to the first
261 regularly scheduled Senate meeting of the subsequent fall term.

262 (b) The *Summer Senate* shall consist of those senators ~~(+)~~ whose term of
263 incumbency shall extend throughout the Summer Senate Term per Section 3.02
264 hereof, and ~~(+)~~ who declare on or before the last regularly scheduled session of the
265 Faculty Senate prior to such Summer Senate Term that they agree to serve in the
266 capacity described below in Section 3.04(h) (iv), such declaration to be made in

FGCU FACULTY GOVERNANCE DOCUMENT

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

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

273 (d) The *Summer Senate Leadership-Executive Team (SSELT)* shall consist of
274 the incumbent Senate officers, who shall be considered to have made the
275 declaration required in Section 3.04(h) (ii) (b). In the event that an incumbent
276 officer resigns from the Senate without replacement, the SSELT Team shall
277 nevertheless be considered fully constituted.

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

280 (iv) Summer Operation:

281 (a) Authority for all matters relating to the operation of the Summer Senate shall
282 be vested in the SSELT.

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

285 (c) Any matter which is accepted by the SSELT for consideration and/or action
286 by
287 the Summer Senate may be resolved by the SSELT without prior consultation of
288

289 the Summer Senate provided the SSELT is unanimous in so doing.

290 (d) Any matter which is accepted by the SSELT for consideration and/or action
291 by
292 the Summer Senate and which cannot be resolved unanimously by the SSELT, or
293 which the SSELT wishes to refer to the Summer Senate, shall be put before the
294 Summer Senate in the manner prescribed by Subsection 3.04(h)(iv)(e).

295 (e) The Faculty Senate Secretary, or, if unavailable, the Faculty Senate
296 President's designee, shall contact or attempt to contact all members of the
297 Summer Senate by [FGCU](#) e-mail for the purpose of communicating the matter to
298 be

FGCU FACULTY GOVERNANCE DOCUMENT

299 resolved, together with all relevant materials which may be electronically sent,
300 and establish a deadline for the response of the Summer Senate. All such
301 communication by the Secretary or designee shall be uniform to the members of
302 the Summer Senate. The format for response shall be determined by the ~~SSE~~LT

FGCU FACULTY GOVERNANCE DOCUMENT

- 303 and shall permit only a vote of preference among options to resolve the matter(s)
304 at hand, and shall not be deemed to require debate or discussion.
- 305 (f) Each member of the Summer Senate shall provide the SSELT on or
306 before the established deadline a ~~n-e-mailed~~ vote regarding the matter(s) at hand.
307 ~~The form of this response shall be acceptable to the SSLT, and a~~Any vote
308 received after the deadline is subject to disqualification.
- 309 (g) Any voting for which the number of votes equals or exceeds the number
310 required for a Summer Senate Quorum shall be deemed binding on the Faculty
311 Senate as a whole, and carry the authority of the Faculty Senate.
- 312 (h) Any voting for which the number of votes is less than the number
313 required for a Summer Senate Quorum shall cause the relevant matter to be
314 referred back to the SSELT for resolution in its sole discretion.
- 315 (i) The results of all voting and subsequent actions taken by the SSELT
316 shall be communicated to the entire Faculty Senate in a timely manner by the
317 SSELT, such communication deemed to have been completed upon sending an e-
318 mail with any relevant supporting information.

319 **Article 4. Standing Teams**

320 **Section 4.01 General Principles**

- 321 (a) Membership in standing teams allows representation from all academic units.
- 322 (b) All faculty standing teams initiate proposals and actions concerning their areas of
323 responsibility and institutional effectiveness whenever they feel that such proposals and
324 actions are needed and appropriate. No standing team may assume responsibilities
325 beyond those designated in the Faculty Governance Document without prior approval
326 from the Faculty Senate.
- 327 (c) The faculty of the academic units elects members to all standing teams except the
328 ~~Leadership Team~~Senate Teams Council of Chairs (STCC). It is the option of any
329 academic unit to forgo participation on any faculty team.
- 330 (d) Representatives to standing teams are elected at the same time as ~~Senatorse members~~.

FGCU FACULTY GOVERNANCE DOCUMENT

- 331 (e) Teams may establish task forces and *ad hoc* teams, which will be chaired by a member of
332 the standing team. Establishment of any sub-teams with duties expected to require more
333 than one semester to complete requires approval of the Senate.
- 334 (f) The VPAA or a designee thereof has the opportunity to serve in an *ex officio* capacity to
335 each faculty standing team.
- 336 ~~(g) In order to assure direct, effective communication among the Senate and the standing~~
337 ~~teams, each faculty team shall have a liaison, who is a member of the Senate. Liaisons~~
338 ~~may be elected team members, provided they are also in the Senate; the Senate officers~~
339 ~~shall select the liaisons for each team, subject to approval by majority vote of the Senate.~~
340 ~~Liaisons are non-voting members of their respective teams if they are not elected~~
341 ~~members.~~
- 342 ~~(h)(g)~~ Each standing team elects a chair/facilitator to lead the work of the team by
343 calling team meetings, developing agendas, and assisting the team's work in other
344 appropriate areas. ~~Facilitators-Chairs~~ are expected to attend Senate meetings where items
345 originating from their teams are on the agenda; or, if that is not possible, to arrange for
346 some other team member to attend as a representative of the team. The ~~facilitator-chair~~
347 must hold at least one face-to-face meeting with a quorum of the team each semester.
348 The ~~facilitator-chair~~ serves as a member of the Leadership Team/STCC. No faculty
349 member may concurrently serve as the ~~facilitator-chair~~ of more than one standing team.
- 350 ~~(h)~~ The terms of service for standing team members shall be three (3) years, with
351 elections for seats to be held according to the schedule published and approved by the
352 Institutional Affairs Team/IAT and Senate Executive Team.
- 353 ~~(i)~~ If the need arises for replacement of a standing team member, the ~~team-facilitator-chair~~ of
354 that team notifies the Senate parliamentarian, who is responsible for contacting the
355 faculty leadership of the respective unit for possible replacement of that team member
356 until the end of the original term.
- 357
358

Commented [MSR13]: We don't do this. Plus, the enhanced web presence will take care of it.

Commented [MSR14]: LT representatives preferred "chair" to "facilitator"

FGCU FACULTY GOVERNANCE DOCUMENT

Section 4.02 Composition, Responsibilities and Duties of ~~Faculty Standing Teams (a)~~ ~~Leadership Team~~ Senate Team Council of Chairs

(a) ~~Composition~~

The ~~Leadership Team~~ Senate Team Council of Chairs (STCC) consists of the following members of the Faculty Senate: the President, the Vice President, the Secretary, CO, and the current ~~facilitators~~ chairs of the other standing teams and the President of the UFF chapter. The immediate Past President of the Senate shall be an *ex officio* member.

The Vice President of the Senate acts as the chair of the STCC and will set the agenda for and facilitate STCC meetings.

(~~ii~~) ~~Responsibilities and Duties~~

~~The President of the Senate acts as the facilitator for the Leadership Team. The Leadership Team's duties include the following: (a) set the agenda for Senate meetings, (b) coordinate operation of the standing teams (c) recommend to the Senate a means of resolution if conflicts over areas of responsibility of team assignments occur, and (d) appoint faculty to ad hoc teams as required. (All requests for faculty membership on University teams should include the approximate time commitment per week required of the member and the length of time that the team will be in operation.) The Leadership Team represents the faculty to the Provost/Vice President for Academic Affairs and the Deans' (Academic) Council, or their designated representatives, as appropriate. The STCC will coordinate operations between the standing teams and Senate. They will suggest Senate agenda items that have been generated from standing team reports, and assign issues brought from Senate to the appropriate standing team.~~

~~Section 4.03 Composition, Responsibilities, and Duties of Faculty Standing Teams~~

(~~a~~) ~~Faculty Affairs Team~~

(i) ~~Composition~~

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

FGCU FACULTY GOVERNANCE DOCUMENT

391 (ii) Responsibilities and Duties

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

- 399 (a) general faculty status of university employees, in situations where faculty or
400 nonfaculty status is not delineated by the Collective Bargaining Agreement;
- 401 (b) annual review, promotion, and reappointment issues across academic units;
- 402 (c) assessment of faculty teaching, research, and service;
- 403 (d) merit criteria;
- 404 (e) the availability and allocation of summer support opportunities;
- 405 ~~(f) sabbaticals and leaves of absence;~~
- 406 ~~(f)~~ professional development and resource support;
- 407 ~~(h)~~(g) the ownership and use of intellectual property;
- 408 ~~(i)~~(h) academic freedom and integrity issues;
- 409 ~~(j)~~(i) criteria for honorary faculty status, including Emeritus status; and
- 410 ~~(k)~~(j) other issues of traditional academic concern related to faculty
411 expectations and responsibilities.

412 The Faculty Affairs Team does not negotiate or otherwise determine terms and
413 conditions of employment. Any recommendations related to terms and conditions of
414 employment will be forwarded to the UFF chapter leadership for consideration.

415 (be) Student Affairs Team

417 (i) Composition

418 The Student Affairs Team consists of one faculty member representing each
419 ~~unit/college~~academic unit, one voting student member representing the SGA, and one ex
420 officio member appointed by the Vice President of Student Affairs. Ad hoc members will
421 participate as appropriate.

FGCU FACULTY GOVERNANCE DOCUMENT

422 (ii) Responsibilities and Duties

423 The Student Affairs Team collaborates with Student Affairs on behalf of the faculty to
424 develop policies affecting the quality of educational programs. The team will review and
425 recommend policies concerning matters relating to student affairs. These include, but are
426 not limited to, (a) admission and readmission of students to the University, suspension of
427 students, (b) withdrawal from courses and from the university, (c) academic status, (d)
428 award of credit, (e) award of academic honors, (f) award of Student of the Year (SOTY),
429 (g) student grievances, (h) educational equity, rights and responsibilities (including
430 student code of conduct), and (i) review policies relating to academic integrity and
431 student conduct. The team will work with Student Affairs to assure appropriate faculty
432 representation on Student Services Committees.

433

434 (c) Undergraduate Curriculum Team

435 (i) Composition

436 The Undergraduate Curriculum Team (GCT) consists of one faculty member representing
437 each academic unit, a representative(s) from the Office of Academic and Curriculum
438 Support and Instruction (ex officio) and the General Education Director (ex officio).

439

440 (ii) Responsibilities and Duties

441 The members of the UCT serve as a unified university entity to review and coordinate
442 ~~among month~~ the academic programs, schools, and colleges so as to (a) preserve and
443 maintain the integrity of curriculum and course offerings, (b) review and resolve
444 curricular issues,
445 (c) assure public accountability by the university, (d) report to the Faculty Senate, and (e)
446 € collaborate with the General Education Council, Graduate Affairs Team, and Graduate
447 Curriculum Team as appropriate. When the college representative to the Undergraduate
448 Curriculum Team is not qualified or chooses not to present changes to the curriculum
449 from other disciplines in the college they represent, the team may invite representatives
450 from that discipline to present the changes and answer questions from the curriculum
451 team.

Commented [MSR15]: Question: should there be 3 representatives from CAS (perhaps one physical science, one social science, one humanities) since majority of undergraduate courses are CAS?

FGCU FACULTY GOVERNANCE DOCUMENT

452 The Undergraduate Curriculum Team is responsible for developing policies and
453 procedures associated with the creation, maintenance and revision of undergraduate
454 curriculum, academic policies and standards, and accreditation issues. The
455 Undergraduate Curriculum Team will review proposed changes in, additions to, and
456 deletions from the undergraduate curriculum, course descriptions and catalog
457 information, and will forward recommendations to the Office of Academic Affairs.

458

459 **(de) Graduate Affairs Team**

460 **(i) Composition**

461 The Graduate Affairs Team (GAT) consists of one faculty member with graduate faculty
462 Member or Associate Member status representing each College; one faculty member
463 representing Library Services who is the liaison to a graduate program; one representative
464 from the Office of Research and Graduate Studies and one representative from the Office
465 of ~~Academic and Curriculum Support and Instruction~~ as ex-officio members; one
466 graduate student representative and one graduate student alternate (both of whom may
467 attend any meeting) appointed by the Student Government President (1-year term) to
468 serve as ex-officio members.

469 **(ii) Responsibilities and Duties**

470 The Graduate Affairs Team will review and recommend action to the Faculty Senate on
471 all matters pertaining to university-level policies concerning graduate academic
472 programs. These include, but are not limited to, (a) minimum requirements for graduate
473 faculty eligibility, (b) admission to and completion of graduate programs, (c) final
474 submissions of theses and dissertations, (d) the graduate grading system, (e) graduate
475 research committees, (f) the distribution of graduate student assistantships and tuition
476 waivers, and (g) the review of proposed changes to program-level policies to ensure
477 compliance with university-level graduate policies. The GAT will review petitions from
478 faculty members and graduate students appealing decisions based on university graduate
479 academic policies and procedures as well as from applicants appealing for
480 reconsideration of admission, and will forward recommendations to the Director of
481 Graduate Studies. The GAT is not responsible for considering student appeals covered
482 by other university or college committees including, but not limited to, grade appeals,

17

Adopted May 3, 1998

*Last updated 04/11/08, 03-25-2002 / 11-01- 2002 / 11-15- 2002 / 04-18-2003 / 10-31- 2003 / 03-05-2004 / 04-16-2004 /
GAT 2-18-2005 / PRT 4-15-2005/ 2-29-2008 / 3-14-2008/ 4-11-2008/3-27-09/5-3-2010/8-11-2011 / GAT/SPBAC 12-
0111/1-27-12/NP;GCT;UCT;GAT 4-13-12/Faculty Senate 4-12-2013/FacultySenate4/2014/ PRT; IAT; GRT 3-27-
15/Faculty*

Senate3/27/15; Faculty Senate 10/16/15

FGCU FACULTY GOVERNANCE DOCUMENT

483 appeals for reinstatement, appeals for residency reclassification, tuition and fee appeals,
484 and withdrawal policy appeals.

485

486 **(ef) Graduate Curriculum Team**

487 **(i) Composition**

488 The Graduate Curriculum Team (GCT) shall consist of one faculty member with graduate
489 faculty Member or Associate Member status representing each College; and one faculty
490 member representing Library Services who is the liaison to a graduate program. Ex-officio
491 members include the Director of Graduate Studies, one representative from the Office of
492 Academic and Curriculum and Instruction Support, and one graduate student representative
493 (1-year term) appointed by the Student Government President. Other ex-officio members (1-
494 year term) may be appointed by the Team's facilitator-chair as appropriate to the Team's task.

495

496

497 **(ii) Responsibilities and Duties**

498 The members of the GCT serve as a unified university entity to review and coordinate
499 among the academic programs, schools and colleges so as to (a) preserve and maintain the
500 integrity of curriculum and course offerings, (b) review and resolve curricular issues, (c)
501 assure public accountability by the university, (d) report to the Faculty Senate and (e)
502 collaborate with the GAT and UCT as appropriate. The GCT may invite representatives
503 from programs proposing curriculum changes to present the proposed changes and answer
504 questions from the GCT. The GCT is responsible for developing policies and procedures
505 associated with the creation, maintenance and revision of graduate curriculum. The
506 Graduate Curriculum Team will review proposed changes in, additions to, and deletions
507 from the graduate curriculum, course descriptions, and catalog information and will forward
508 recommendations to the Office of Academic Affairs.

509

510 **(fg) Institutional Affairs Team**

511 **(i) Composition**

512 The Institutional Affairs Team consists of one faculty member representing each
513 academic unit and one student appointed by the SGA, one representative of the Staff

18

Adopted May 3, 1998

*Last updated 04/11/08, 03-25-2002 / 11-01- 2002 / 11-15- 2002 / 04-18-2003 / 10-31- 2003 / 03-05-2004 / 04-16-2004 /
GAT 2-18-2005 / PRT 4-15-2005/ 2-29-2008 / 3-14-2008/ 4-11-2008/3-27-09/5-3-2010/8-11-2011 / GAT/SPBAC 12-
0111/1-27-12/NP;GCT;UCT;GAT 4-13-12/Faculty Senate 4-12-2013/FacultySenate4/2014/ PRT; IAT; GRT 3-27-
15/Faculty*

Senate3/27/15; Faculty Senate 10/16/15

FGCU FACULTY GOVERNANCE DOCUMENT

514 Advisory Council (SAC), and up to five (5) ex officio members to be appointed by the
515 President of FGCU (or designee).

516 (ii) Responsibilities and Duties

517 The Institutional Affairs Team is a standing committee of the collegial faculty
518 governance system, reporting to the Faculty Senate. It functions as a faculty advisory
519 group and coordinates with University administration, Planning Budget
520 CommitteeUniversity governance structures, other nonacademic units as well as the
521 community on institutional policy matters. The team will investigate, review and make
522 policy recommendations concerning all matters relating to, but not limited to, campus
523 planning; environmental concerns, institutional effectiveness; academic assessment;
524 ~~coordination of intern programs and community service activities~~; support of faculty
525 research, scholarship, and service; academic calendar; and boundary-spanning activities
526 and gifts.

527 528 (gk) Library Team

529 (i) Composition

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

532 (ii) Responsibilities and Duties

533 The University Library Committee functions as an advisory group to the Dean of Library
534 Services. The team will review and make recommendations on matters relating to the
535 Library, such as, but not limited to, library instruction, service policies, collection
536 development, and library technology development.

537 538 (h) Grants and Research Team

539 (i) Composition

540 The Grants and Research Team consists of one faculty member representing each
541 academic unit and a representative from the Office of Research and Graduate Studies as a
542 non-voting, ex officio member and as the VPAA designee. The Team ~~facilitator chair~~ is
543 elected by the Grant and Research Team and must ~~be at the rank of Associate Professor~~
544 ~~or higher, and~~ have served at least ~~one two years~~ on the Grants and Research Team.

FGCU FACULTY GOVERNANCE DOCUMENT

545 (ii) Responsibilities and Duties

546 The Grants and Research Team is a standing committee of the collegial faculty
547 governance system, reporting to the Faculty Senate. It provides a direct faculty voice
548 regarding all matters pertaining to the Office of Research and Graduate Studies. The
549 team, at the direction of the Senate leadership, reviews and recommends policies,
550 concerning matters relating to research and sponsored programs at the University. The
551 Grants and Research Team has specific responsibility for:

- 552 (a) Reviewing proposals for -Center and Institute establishment and making
553 recommendations;
- 554 (b) Reviewing annual reports for Centers and Institutes and making recommendations
555 regarding their performance and sustainability;
- 556 (c) Reviewing Internal Grant proposals and making recommendations for funding; (d)
557 Reviewing Multidisciplinary Research Initiative (MDRI) proposals and making
558 recommendations for funding;
- 559 (e) Reviewing and selecting from multiple grant proposals where grantor imposes
560 institutional submission limits;
- 561 (f) Reviewing guidelines and providing support to university-wide research activities,
562 such as FGCU's Research Day;
- 563 (g) Advising the Office of Research and Graduate Studies on all policies, procedures,
564 and matters related to research and sponsored programs, including items such as
565 appropriation of return overhead funds and recommendations regarding support
566 services to stimulate successful generation of sponsored research.

567

568 (iii) Technology Team

569 (i) Composition

570 The Technology Team consists of one faculty member representing each academic unit
571 and an *ex officio* member from academic computing.

572 (ii) Responsibilities and Duties

573 The Technology Team functions as an advisory group to academic computing and other
574 University computing bodies. The team will review and recommend policies concerning

FGCU FACULTY GOVERNANCE DOCUMENT

575 all matters relating to University computing, including distance learning needs and
576 requirements.

577

578 (j) General Education Council

579 (i) Composition

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

586

587 (ii) Responsibilities and Duties

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

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

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

597 When the college representative to the General Education Council is not qualified or
598 chooses not to present changes to the curriculum from other disciplines in the college
599 they represent, the team may invite representatives from that discipline to present the
600 changes and answer questions from the General Education Council team.

601

FGCU FACULTY GOVERNANCE DOCUMENT

(k) Program Review Team

(i) Composition

The composition of the Program Review Team shall be as follows: Each academic unit will be represented by two elected faculty members, with the following two exceptions: The College of Arts and Sciences will have four elected members, ~~of Library Services~~; may choose to have either one member, or to serve on an as-needed basis. Elected members from academic units will serve staggered 3-year terms. These members will be nominated and elected by the in_unit faculty members of their respective units. *Ex officio* members: A representative from Academic Affairs.

(ii) Responsibilities and Duties

- a. 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 in compliance with the Board of Governors' Regulation 8.015.
- b. Participate in the three-year process of program review of all degree and certificate programs, inform and make recommendations to Faculty Senate regarding the outcomes of that process; specifically:
 - i. Review guidelines for the selection of, and charges to external reviewers for each program under review.
 - ii. Review self-studies and make recommendations on their suitability for program review.
 - iii. Review the reports of the external reviewers and make recommendations on the adequacy of the report for program review.
 - iv. Review the response to the report from the program and the college leadership.
 - v. Provide comments/recommendations in addition to those of the external reviewer as appropriate.

FGCU FACULTY GOVERNANCE DOCUMENT

- 631 vi. Track program review response meetings, their results, and one-year
632 follow-up actions.
633 Step 1: PRT reviews CVs of potential external reviewers identified by
634 program and makes recommendation.
635 Step 2: Program writes self-study.
636 Step 3: External reviewer reviews program's self-study and submits
637 report of findings.
638 Step 4: Program responds to the external review report.
639 Step 5: PRT comments on program's self-study, external review report,
640 and program's response.
641 Step 6: Provost meets with program administrators.
642 Step 7: Program writes one-year follow-up report.
643 Step 8: PRT comments on follow-up report to Provost's
644 recommendations.
645 Step 9: Provost meets with program administrators.
646 c. Create additional working groups as deemed appropriate or necessary by the
647 PRT members. The PRT ~~facilitator~~ chair can extend invitations for
648 membership on working groups to FGCU faculty members, administrators,
649 and/or staff members otherwise unaffiliated with the PRT.
650 d. In consultation with the Office of Planning and Institutional Performance
651 (PIP), provide recommendations to Faculty Senate on future needs and
652 directions in program review.
653 e. Provide information to Faculty Senate on how well FGCU program review
654 procedures and products conform to current and future Florida directives.
655

656 (iii) University Committee Appointments Team

657 (i) Composition

658 The Appointments Team shall consist of one faculty member representing each academic
659 unit.
660

FGCU FACULTY GOVERNANCE DOCUMENT

661 (ii) Responsibilities

662 The Appointments Team functions as the group responsible for generating nominees to fill
663 faculty slots on all university-wide committees with faculty representation. For each such
664 committee, the Appointments Team shall be responsible for:

- 665 • Soliciting names of qualified faculty candidates, ensuring that all qualified faculty
666 have equitable opportunity to volunteer for service;
- 667 • Disseminating information regarding university-wide committees with open faculty
668 positions on request of the authority responsible for each respective committee;
- 669 • Selecting nominees from among the volunteers in the number requested for the
670 committee slot(s). In the event the nominees for a particular committee are to be
671 chosen by election, the team is responsible for compiling results of the election;
- 672 • Communicating the list of nominees to the appropriate authority responsible for the
673 respective committee.

674

675 (iii) Senate Planning and Budget Advisory Committee (SPBAC)

676 (i) Composition

677 The SPBAC is an affiliated committee of the Faculty Senate. The membership of the
678 SPBAC consists of all in-unit faculty appointed by the President to represent faculty on
679 the Planning and Budget Council (PBC) and its affiliated committees. The facilitator
680 chair of the SPBAC will be elected by members at the committee's first meeting of the
681 academic year and serves as a member of the Senate Leadership Team.

682

683 (ii) Responsibilities and Duties

684 The membership of the SPBAC represents the voice and interests of the faculty in
685 institutional planning and budgeting as carried out by the Planning and Budget Council
686 and its affiliated committees (Budget; Safety and Facilities; Enrollment/Retention
687 Management; Environmental Sustainability; Strategic Planning and Institutional
688 Effectiveness). The primary charge of the SPBAC is to provide input to the PBC process
689 that will help ensure budgets and processes that support the mission and focus of the
690 University and ensure the preservation of quality instruction. The SPBAC shall be
691 responsible for:

FGCU FACULTY GOVERNANCE DOCUMENT

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- Coordinating regular communication and consultation between its members and the Faculty Senate and Faculty Senate Leadership Team;
 - Contacting and consulting with relevant Standing Teams of the Faculty Senate for input, feedback, or other comment when deemed necessary or prudent on issues associated with the University planning and budgeting processes.
 - Identifying from within its membership alternates for fellow members when they are unable to attend requisite meetings of the PBC and/or its affiliated committees.

Commented [MSR16]: May be eliminated and replaced.

FGCU FACULTY GOVERNANCE DOCUMENT

701 Article 5. Amendments

702 Section 5.01 Initiation of Amendments

703 Amendments to the Faculty Governance Document may be proposed by submitting in
704 writing the proposed change to the [Leadership Team STCC](#). The proposed amendment
705 must be endorsed by at least three sponsors in the Senate. The [Leadership Team STCC](#)
706 promulgates the proposal to the full Senate and shall bring the proposed change to the
707 Senate floor by the second meeting after the proposal has been received.

708 Section 5.02 Approval of Amendments

- 709 (a) Amendments to the Faculty Governance Document may not be voted on in the same
710 Senate meeting in which they are introduced.
- 711 (b) Proposed amendments require approval by 60% of the full membership of the Senate in
712 order to pass.
- 713 (c) Unless otherwise stated in the proposal, amendments will take effect at the beginning of
714 the fall or spring semester subsequent to approval.

715

716 ~~Article 6. — Ratification~~

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

724