

FGCU FACULTY GOVERNANCE DOCUMENT

FLORIDA GULF COAST UNIVERSITY

FACULTY GOVERNANCE STRUCTURE AND PROCESS

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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.

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

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

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

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

61

62 **Article 1. Definition of Terms**

63

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

66 **Academic Unit:** Any one of the following: College of Arts and Sciences, Lutgert College of Business,
67 Marieb College of Health & Human Services, College of Education, U.A. Whitaker College of
68 Engineering, University Library, Daveler & Kauanui School of Entrepreneurship and The Water
69 School.

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

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

72 Endowed Chair, Professor, Associate Professor, Assistant Professor, Instructor (I, II, III) ,

73 Lecturer, University Librarian, Associate University Librarian, Assistant University

74 Librarian, Instructor University Librarian, Program Director, or Academic Advisor (I, II,

75 III, and

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

77 University (greater than 50% of activities) must be directly related to teaching, scholarship,
78 and service), and

79 (3) whose annual assignment does not include supervisory evaluation of other ranked faculty or
80 having been defined by contract as administrative or managerial or confidential employees of
81 the University.

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

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85 **Article 2. Eligibility**

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

92 **Article 3. Faculty Senate**

93 *Section 3.01 Role of the Senate*

94 The Faculty Senate is the decision-making body for FGCU faculty governance. The standing
95 teams can make recommendations to the Senate, which has final authority. The

96 Senate may enact resolutions and issue statements on any matter affecting the mission of the
97 University, and speaks for the faculty on matters of concern.

98 It is the responsibility of the senators to communicate with and get feedback from the constituents
99 in their unit. The means of communication is determined by the senate representatives in each
100 unit.

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

104 *Section 3.02 Membership*

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

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

107 (ii) Additional membership may be allocated as follows:

108 1. On March 1, the total number of full-time faculty employed at the
109 university, and the number of eligible faculty in each academic unit will be
110 determined by the Senate Parliamentarian.

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

112

113
$$\frac{\text{Number of full-time faculty in the unit}}{\text{Number of full-time faculty at the University}} \times 23$$

114

115

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

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

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

122 (d) Approximately half of the Senate seats for each unit will be elected each year. To ensure that a
123 college is represented if one of their senators is absent from a Senate meeting, each academic unit
124 may elect one or more Alternate Senators. No unit may have more alternates than regular
125 Senators, unless it has only one regular Senator. An alternate cannot represent more than one
126 Senator from her/his unit at a meeting, and is expected to indicate whom s/he is representing
127 when s/he signs in for each Senate meeting. Alternate Senators will have voting rights in place of
128 the Senators they are representing.

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

138 Senators who are not physically present during three or more Senate meetings in any one
139 semester, regardless of whether they have appointed an Alternate or a proxy, is considered to
140 have resigned. In the event of a leave of absence, including Family and Medical Leave,

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141 Parental Leave, Professional Development Leave, or Sabbatical Leave, the Senator is not
142 considered to have resigned, and their academic unit may replace the Senator during their
143 absence. It is the responsibility of the faculty member (or their representative) to notify
144 the Faculty Senate Secretary regarding their leave of absence. It is up to the faculty
145 member's academic unit to determine the means of replacement. Upon their return from
146 leave, the Senator may return to Senate to fulfill their term.

147 (f) In the event of the resignation of a Senator or Team member from his/her seat, the faculty of the
148 respective academic unit will name a replacement Senator or team member to fill the seat until
149 the next regular election for that seat. The faculty of the respective academic unit decides the
150 method for replacement.

151 (g) Regular elections for Senate seats and Senate Standing Teams will be held in the spring (no later
152 than the end of April) of each year. New Senators and team members start their term the first day
153 of the contract the following fall semester.

154 ***Section 3.03 Officers of the Senate***

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

161 (a) The President facilitates Senate meetings, represents the Senate at the Advisory Council of
162 Faculty Senates, the Dean's Council, and the FGCU Board of Trustees. The Senate President is
163 responsible for implementing the communication process between the Faculty Senate, and the
164 administration.

165 The Vice President facilitates Senate meetings in the absence of the President and assists the
166 President in drafting resolutions, leads selected Faculty Senate special initiatives, serves as chair
167 of the Senate Teams Council of Chairs (STCC), facilitates communication between the Faculty
168 Senate and the STCC, and as the designated liaison, is responsible for communicating substantive
169 results of Senate deliberations to the FGCU Board of Trustees.. The Senate, by majority vote,

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- 170 may also direct the Vice-President to transmit information items presented during a Senate
171 meeting to the Board of Trustees.
- 172 (b) The Secretary takes minutes for Senate and STCC, and sends the minutes, agendas, and other
173 relevant documents to the Communications Officer for posting to the website. The secretary also
174 keeps track of the attendance of senators and collects the names of those who are using proxies.
- 175 (c) The Communications Officer (CO) ensures communication between the Senate officers,
176 Senators, STCC, and university community. The CO maintains the Senate and STCC webpages,
177 ensures the publication of Senate agendas and minutes in a timely manner, oversees any surveys
178 or other feedback about Senate affairs, and acts as official Senate archivist. The agenda and
179 minutes should be posted on the Senate web page at least 72 hours prior to the next Senate
180 meeting.
- 181 (d) The Parliamentarian ensures that meetings are conducted, and Senate actions are taken, in
182 accordance with the FGCU Faculty Governance Document. The Parliamentarian coordinates
183 elections, and compiles a list of current Senators, Alternates, and members of senate teams and
184 committees within two weeks after elections are complete.
- 185 (e) Elections for Senate offices will be held at the last meeting of the spring term. Current senators
186 will be eligible to vote. Candidates for all officers will be nominated at the penultimate meeting
187 of the spring term. Candidates will have the option of presenting a statement of no more than two
188 minutes to the Senate at the last meeting.
- 189 Senators may make a statement of no more than one minute regarding a candidate.
- 190 At the final meeting, following the presentations by candidates, the election for President will be
191 held. Nominations for Vice President, Secretary, CO, and Parliamentarian will be accepted at this
192 meeting and elections held for offices in that order. The election process will be managed by the
193 Parliamentarian. In the event that the Parliamentarian is a candidate for an office, the election
194 process for that office will be managed by the highest-ranking officer who is not a nominee for
195 that office.
- 196 (f) Any academic advisor, instructor, assistant, associate or full professor or librarian who has
197 completed one academic year of service in the FGCU Faculty Senate before the start of the term
198 of office can be elected as the Faculty Senate secretary, CO or parliamentarian. Any assistant,

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199 associate or full professor or librarians with at least three years' experience as a faculty member
200 at FGCU, including at least one year experience in the FGCU faculty senate, at the beginning of
201 the term in question, can be elected to the office of faculty senate vice president or president.

202 (g) The Senate President and the immediate past Senate President shall represent the Senate as full
203 voting members of the Advisory Council of Faculty Senates (ACFS). The Senate Vice President
204 shall be an alternate member of the ACFS and in case of absence of one of the full members shall
205 assume the rights and privileges of that full member.

206 **Section 3.04 Operation**

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

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

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

214 (d) The Faculty Senate communicates directly with the University administration through the elected
215 Senate President.

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

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

224 (g) Proposed resolutions or items of business should be communicated to the Senate officers as soon
225 as possible. The officers will then evaluate the content and, if necessary, consult with the Senate
226 Team Council of Chairs or other relevant operational areas. When a resolution or item of business

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227 is placed on a future meeting's agenda, it is listed as a New Business item. The Senate body may
228 not take action on the item while it is classified as New Business, unless parliamentary procedure
229 is suspended by vote. The item may then recur to a second meeting, where it is classified as Old
230 Business. Old Business items require a Senate vote (most commonly affirmation of the business,
231 negation of the business, or returning the business to its originator for further revision).

232 (i) If a New Business item requires early action, Senators may vote to suspend rules to
233 vole on the issue at that same meeting.

234 (h) Summer Senate Term

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

237 (ii) Definitions specific to this subsection:

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

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

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

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

251 (d) The *Summer Senate Executive Team (SSET)* shall consist of the incumbent Senate
252 officers, who shall be considered to have made the declaration required in Section 3.04(h)

253 (ii) (b). In the event that an incumbent officer resigns from the Senate without replacement,
254 the SSET Team shall nevertheless be considered fully constituted.

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

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- 257 (iv) Summer Operation:
- 258 (a) Authority for all matters relating to the operation of the Summer Senate shall be
259 vested in the SSET.
- 260 (b) All official actions of the Summer Senate shall be binding upon the full Faculty
261 Senate.
- 262 (c) Any matter which is accepted by the SSET for consideration and/or action by the
263 Summer Senate may be resolved by the SSET without prior consultation of the Summer
264 Senate provided the SSET is unanimous in so doing.
- 265 (d) Any matter which is accepted by the SSET for consideration and/or action by the
266 Summer Senate and which cannot be resolved unanimously by the SSET, or which the
267 SSET wishes to refer to the Summer Senate, shall be put before the Summer Senate in the
268 manner prescribed by Subsection 3.04(h)(iv)(e).
- 269 (e) The Faculty Senate Secretary, or, if unavailable, the Faculty Senate
270 President's designee, shall contact or attempt to contact all members of the Summer
271 Senate by FGCU e-mail for the purpose of communicating the matter to be resolved,
272 together with all relevant materials which may be electronically sent, and establish a
273 deadline for the response of the Summer Senate. All such communication by the
274 Secretary or designee shall be uniform to the members of the Summer Senate. The format
275 for response shall be determined by the SSET and shall permit only a vote of preference
276 among options to resolve the matter(s) at hand, and shall not be deemed to require debate
277 or discussion.
- 278 (f) Each member of the Summer Senate shall provide the SSET on or before the
279 established deadline a vote regarding the matter(s) at hand. Any vote received after the
280 deadline is subject to disqualification.
- 281 (g) Any voting for which the number of votes equals or exceeds the number required
282 for a Summer Senate Quorum shall be deemed binding on the Faculty Senate as a whole,
283 and carry the authority of the Faculty Senate.

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

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

291 **Article 4. Standing Teams**

292 **Section 4.01 General Principles**

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

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

299 (c) The faculty of the academic units elects members to all standing teams except the Senate Teams
300 Council of Chairs (STCC). It is the option of any academic unit to forgo participation on any
301 faculty team.

302 (d) Representatives to standing teams are elected at the same time as Senators.

303 (e) Teams may establish task forces and *ad hoc* teams, which will be chaired by a member of the
304 standing team. Establishment of any sub-teams with duties expected to require more than one
305 semester to complete requires approval of the Senate.

306 (f) The VPAA or a designee thereof has the opportunity to serve in an *ex officio* capacity to each
307 faculty standing team.

308 (g) Each standing team elects a chair to lead the work of the team by calling team meetings,
309 developing agendas, and assisting the team's work in other appropriate areas. Chairs are expected
310 to attend Senate meetings where items originating from their teams are on the agenda; or, if that is
311 not possible, to arrange for some other team member to attend as a representative of the team.

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312 The chair must hold at least one face-to-face meeting with a quorum of the team each semester.
313 The chair serves as a member of the STCC. No faculty member may concurrently serve as the
314 chair of more than one standing team.

315
316 (h) The terms of service for standing team members shall be three (3) years, with elections for seats
317 to be held according to the schedule published and approved by the Institutional Affairs Team
318 and Senate Executive Team.

319 (i) If the need arises for replacement of a standing team member, the chair of that team notifies the
320 Senate parliamentarian, who is responsible for contacting the faculty leadership of the respective
321 unit for possible replacement of that team member until the end of the original term.

322

323 **Section 4.02 Composition, Responsibilities and Duties of Senate Team Council of Chairs**

324 **(a) Composition**

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

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

331 **(b) Responsibilities and Duties**

332 The STCC will coordinate operations between the standing teams and Senate. They will suggest
333 Senate agenda items that have been generated from standing team reports, and assign issues brought
334 from Senate to the appropriate standing team.

335

336 **Section 4.03 Composition, Responsibilities, and Duties of Faculty Standing Teams**

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337 (a) Faculty Affairs Team

338 (i) Composition

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

344 (ii) Responsibilities and Duties

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

- 351 (a) general faculty status of university employees, in situations where faculty or nonfaculty
352 status is not delineated by the Collective Bargaining Agreement;
- 353 (b) annual review, promotion, and reappointment issues across academic units;
- 354 (c) assessment of faculty teaching, research, and service;
- 355 (d) merit criteria;
- 356 (e) the availability and allocation of summer support opportunities;
- 357 (f) professional development and resource support;
- 358 (g) the ownership and use of intellectual property;
- 359 (h) academic freedom and integrity issues;
- 360 (i) criteria for honorary faculty status, including Emeritus status; and
- 361 (j) other issues of traditional academic concern related to faculty expectations and
362 responsibilities.

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

366

367 **(b) Student Affairs Team**

368 **(i) Composition**

369 The Student Affairs Team consists of one faculty member representing each academic unit, one
370 voting student member representing the SGA, and one ex officio member appointed by the Dean
371 of Students. Ad hoc members will participate as appropriate.

372 **(ii) Responsibilities and Duties**

373 The Student Affairs Team is the bridge between faculty and the Division of Student Success and
374 Enrollment Management (“The Division”). The Team will share ideas, relevant concerns,
375 developments, and other information between faculty and the Division and review and
376 recommend policies concerning student success that involve faculty. The Team will relay the
377 voice of the faculty to the Division while supporting the Division Comprehensive Plan initiative
378 to “Develop stronger partnerships with the academic programs and faculty”.

379

380 **(c) Undergraduate Curriculum Team**

381 **(i) Composition**

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

385

386 **(ii) Responsibilities and Duties**

387 The members of the UCT serve as a unified university entity to review and coordinate among the
388 academic programs, schools, and colleges so as to (a) preserve and maintain the integrity of
389 curriculum and course offerings, (b) review and resolve curricular issues,

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390 (c) assure public accountability by the university, (d) report to the Faculty Senate, and (e)
391 collaborate with the General Education Council, Graduate Affairs Team, and Graduate
392 Curriculum Team as appropriate. When the college representative to the Undergraduate
393 Curriculum Team is not qualified or chooses not to present changes to the curriculum from other
394 disciplines in the college they represent, the team may invite representatives from that discipline
395 to present the changes and answer questions from the curriculum team.

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

402

403 **(d) Graduate Affairs Team**

404 **(i) Composition**

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

413 **(ii) Responsibilities and Duties**

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

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419 distribution of graduate student assistantships and tuition waivers, and (g) the review of proposed
420 changes to program-level policies to ensure compliance with university-level graduate policies,
421 and (h) honorary degrees committee. The GAT will review petitions from faculty members and
422 graduate students appealing decisions based on university graduate academic policies and
423 procedures as well as from applicants appealing for reconsideration of admission, and will
424 forward recommendations to the Director of Graduate Studies. The GAT is not responsible for
425 considering student appeals covered by other university or college committees including, but not
426 limited to, grade appeals, appeals for reinstatement, appeals for residency reclassification, tuition
427 and fee appeals, and withdrawal policy appeals.

428

429 **(e) Graduate Curriculum Team**

430 **(i) Composition**

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

438 **(ii) Responsibilities and Duties**

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

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(f) Institutional Affairs Team

(i) Composition

The Institutional Affairs Team consists of one faculty member representing each academic unit and one student appointed by the SGA, one representative of the Staff Advisory Council (SAC), and up to five (5) ex officio members to be appointed by the President of FGCU (or designee).

(ii) Responsibilities and Duties

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

(g) Library Team

(i) Composition

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

(ii) Responsibilities and Duties

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

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474 (h) Grants and Research Team

475 (i) Composition

476 The Grants and Research Team consists of one faculty member representing each academic unit
477 and a representative from the Office of Research and Graduate Studies as a non-voting, ex officio
478 member and as the VPAA designee. The Team chair is elected by the Grant and Research Team
479 and must have served at least two years on the Grants and Research Team.

480 (ii) Responsibilities and Duties

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

- 487 (a) Reviewing proposals for Center and Institute establishment and making
488 recommendations;
- 489 (b) Reviewing annual reports for Centers and Institutes and making recommendations
490 regarding their performance and sustainability;
- 491 (c) Reviewing Internal Grant proposals and making recommendations for funding; (d) Reviewing
492 Multidisciplinary Research Initiative (MDRI) proposals and making recommendations
493 for funding;
- 494 (e) Reviewing and selecting from multiple grant proposals where grantor imposes
495 institutional submission limits;
- 496 (f) Reviewing guidelines and providing support to university-wide research activities, such
497 as FGCU's Research Day;
- 498 (g) Advising the Office of Research and Graduate Studies on all policies, procedures, and
499 matters related to research and sponsored programs, including items such as
500 appropriation of return overhead funds and recommendations regarding support services
501 to stimulate successful generation of sponsored research.

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502

503 **(i) Technology Team**

504 **(i) Composition**

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

507 **(ii) Responsibilities and Duties**

508 The Technology Team functions as an advisory group to academic computing and other
509 University computing bodies. The team will review and recommend policies concerning all
510 matters relating to University computing, including distance learning needs and requirements.

511

512 **(j) General Education Council**

513 **(i) Composition**

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

520

521 **(ii) Responsibilities and Duties**

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

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

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

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

535

536 (k) Program Review Team

537 (i) Composition

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

545

546 (ii) Responsibilities and Duties

547 a. Provide recommendations to Faculty Senate for the development, periodic review, and
548 revision of standards, policies, and procedures for university-level management of
549 program review, creation and elimination of all degree and certificate programs, and in
550 compliance with the Board of Governors' Regulation 8.015.

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- 551 b. Participate in the three-year process of program review of all degree and certificate
552 programs, inform and make recommendations to Faculty Senate regarding the outcomes
553 of that process; specifically:
- 554 i. Review guidelines for the selection of, and charges to external reviewers for
555 each program under review.
 - 556 ii. Review self-studies and make recommendations on their suitability for program
557 review.
 - 558 iii. Review the reports of the external reviewers and make recommendations on the
559 adequacy of the report for program review.
 - 560 iv. Review the response to the report from the program and the college leadership.
 - 561 v. Provide comments/recommendations in addition to those of the external
562 reviewer as appropriate.
 - 563 vi. Track program review response meetings, their results, and one-year follow-up
564 actions.
- 565 Step 1: PRT reviews CVs of potential external reviewers identified by program
566 and makes recommendation.
- 567 Step 2: Program writes self-study.
- 568 Step 3: External reviewer reviews program's self-study and submits report of
569 findings.
- 570 Step 4: Program responds to the external review report.
- 571 Step 5: PRT comments on program's self-study, external review report, and
572 program's response.
- 573 Step 6: Provost meets with program administrators.
- 574 Step 7: Program writes one-year follow-up report.
- 575 Step 8: PRT comments on follow-up report to Provost's recommendations.
- 576 Step 9: Provost meets with program administrators.

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- 577 c. Create additional working groups as deemed appropriate or necessary by the PRT
578 members. The PRT chair can extend invitations for membership on working groups
579 to FGCU faculty members, administrators, and/or staff members otherwise
580 unaffiliated with the PRT.
- 581 d. In consultation with the Office of Planning and Institutional Performance (PIP),
582 provide recommendations to Faculty Senate on future needs and directions in
583 program review.
- 584 e. Provide information to Faculty Senate on how well FGCU program review
585 procedures and products conform to current and future Florida directives.
- 586

587 (I) University Committee Appointments Team

588 (i) Composition

589 The Appointments Team shall consist of one faculty member representing each academic unit.

590

591 (ii) Responsibilities

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

- 595 • Soliciting names of qualified faculty candidates, ensuring that all qualified faculty have
596 equitable opportunity to volunteer for service;
 - 597 • Disseminating information regarding university-wide committees with open faculty positions
598 on request of the authority responsible for each respective committee;
 - 599 • Selecting nominees from among the volunteers in the number requested for the committee
600 slot(s). In the event the nominees for a particular committee are to be chosen by election, the
601 team is responsible for compiling results of the election;
 - 602 • Communicating the list of nominees to the appropriate authority responsible for the
603 respective committee.
- 604

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605 **Article 5. Amendments**

606 *Section 5.01 Initiation of Amendments*

607 Amendments to the Faculty Governance Document may be proposed by submitting in writing the
608 proposed change to the STCC. The proposed amendment must be endorsed by at least three
609 sponsors in the Senate. The STCC promulgates the proposal to the full Senate and shall bring the
610 proposed change to the Senate floor by the second meeting after the proposal has been received.

611 *Section 5.02 Approval of Amendments*

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