

**College of Behavioral & Community Sciences
Governance Document
Revised February 11, 2020**

Preamble

The College of Behavioral & Community Sciences (CBCS) was formed in July 2008 and represented a union of departments/schools previously under the administrative authority of either the College of Arts and Sciences or the Louis de la Parte Florida Mental Health Institute. In October 2019, CBCS became part of a consolidated USF and now represents a multi campus college by union of academic departments/schools previously under the administrative authority of either Sarasota-Manatee, College of Liberal Arts and Social Sciences (CLASS) or St. Petersburg, College of Arts & Sciences. As a multi campus college, the Regional Vice Chancellors consult with the CBCS Dean who in turn has a direct reporting relationship to the Provost.

A community of faculty dedicated to excellence in instructional/teaching activities, research, and service is central to the mission of the CBCS. Therefore, it is necessary that faculty governance be collegial, represent diverse points of view, and foster ethical and respectful interactions. At the same time, the governance process should be efficient and cultivate broad faculty participation.

The fundamental premise of this document is that relationships of mutual respect and trust should exist among those faculty named as College administrators and faculty whose activities are focused primarily on instruction/teaching, research, and service. The College administration shall represent the interest of CBCS to the central administration of USF and oversee and allocate the human, financial, and material resources of CBCS among the various departments and schools comprising the College. The faculty of the College have the right to respectfully question the decisions and actions of any administrative officer of the College.

Shared governance among CBCS faculty and administration shall be consistent with University regulations and policies. CBCS recognizes three central principles to guide the shared governance processes of the University of South Florida:

1. The CBCS Faculty have the principal responsibility for originating policy in the following areas:
 - Academic policy, including initial authorization and direction of all courses, curricula, and degrees offered;
 - Scholastic policy, including scholastic standards for admission, grading, continuation, graduation, and honors;
 - Academic ethics, including development of policies and procedures; and
 - Research.

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40 2. The CBCS Faculty shall act jointly with the administration to make recommendations
41 in the areas of:

- 42 • Policies and procedures for faculty appointment, promotion and tenure review,
43 reward systems; discipline and termination;
- 44 • Student conduct and activities;
- 45 • Budgetary review and strategic planning;
- 46 • Selection and review of academic administrators; and
- 47 • Development of policy concerning the general academic welfare of the
48 University.

49 3. A commitment to shared governance requires that the CBCS Faculty, primarily
50 through their representative governance bodies, the USF- Faculty Senate, as well as
51 College and Department governance structures, must be included at all stages in the
52 process of making/reviewing policy, developing curricula, selecting and reviewing
53 administrators, making budgetary decisions, and all other areas relevant to the
54 academic functioning of the University.

- 55 • Notification after the fact does not constitute such inclusion;
- 56 • Shared governance shall operate at all levels of the CBCS ;
- 57 • Governance documents at all levels should reflect this spirit, and governance
58 shall operate accordingly.

59 The CBCS Faculty Governance document draws on these principles and:

- 60 • Describes the role of faculty in the shared governance processes related to
61 academic and research policies and procedures of the CBCS; and
- 62 • Describes the guidelines and procedures for the organization and governance of
63 the College.

64
65 The provisions of this governance document are governed by and subordinate to State
66 of Florida law, the policies and directives of the Florida Board of Governors, policies and
67 regulations of the University of South Florida as approved by the USF Board of Trustees,
68 and any collective bargaining agreements for those faculty in the bargaining unit.

69 **Statement on Collegiality.** The fundamental premise of this document is that the most
70 effective system of faculty governance is one in which all members of the College are
71 dedicated to the successful operation and advancement of the mission of CBCS in a
72 collegial manner. It is the unequivocal position of the CBCS that all persons who learn
73 and work together in the College shall treat each other with respect and dignity.
74 Collegiality among and between faculty, staff, and students is desirable behavior among
75 all persons in the College. Universities are, and should be, institutions where ideas, even

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76 controversial ones, are freely and openly exchanged and discussed. Disagreements shall
77 not be characterized by the disrespectful treatment of anyone. Faculty, staff, and
78 students shall speak to each other and about each other with courtesy in private and
79 public settings. This position extends to the lack of tolerance for language and behaviors
80 in professional settings that implies or condones disrespect for a class of persons or of
81 specific individuals. Faculty, staff and students shall not use language that denigrates or
82 draws inappropriate attention to age, gender, race/ethnicity/culture, religious
83 affiliation, or sexual orientation.

84 **Statement on Academic Freedom and Academic Responsibilities**

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86 Consistent with USF Policy 10-050, "Academic Freedom" is the freedom to discuss all
87 relevant matters in the classroom, to explore relevant avenues of scholarship, research,
88 and creative expression; to speak freely on all matters of university governance, and to
89 speak, write, or act as a public citizen without institutional discipline or restraint.
90 Protection of academic freedom should be a cornerstone of CBCS policies and
91 procedures.

92 The CBCS Faculty also acknowledge their Academic Responsibilities as described in the
93 USF Policy 10-050 and the UFF-USF Collective Bargaining Agreement.

94

95 **Respect for Distinctive Missions**

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97 The creation of CBCS brought together departments and schools with a common
98 mission to develop and implement innovative solutions to the complex conditions that
99 affect the behavior and well-being of individuals, families, and the communities in which
100 we live. The departments and schools that formed CBCS varied considerably in mission,
101 size, and structure. The diversity of units within and across campuses, departments and
102 schools also includes clinics, centers, and research institutes. The academic units in
103 CBCS vary considerably in the emphasis given to education/training, research, and
104 service. Likewise, these units bring with them governance processes and administrative
105 structures that reflect their unique histories and distinctive missions. An important
106 premise of this document is that the growth and development of CBCS will best be
107 served by respecting the structural and functional differences that exist in and across
108 academic units while simultaneously implementing faculty governance processes that
109 promote the enhancement of CBCS.

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112 **Article I. The Office of the Dean:**

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114 The Chief Executive/Academic Officer of the College of Behavioral & Community
115 Sciences shall be the Dean, who shall also be a tenured member of a department/school
116 of CBCS.

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118 A. The Dean, in consultation with the Regional Vice Chancellors (when involving
119 branch campuses), CBCS Faculty and the Provost, may appoint Associate and
120 Assistant Deans and other administrative staff to assist in the administration of
121 CBCS.

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123 B. The duties and responsibilities of the Dean and the Dean's administrative officers
124 shall be defined in collaboration with the Provost and President of the University
125 of South Florida.

126

127 C. The Dean and the Dean's administrative staff shall solicit the opinions and advice
128 of Faculty and the Regional Vice Chancellors (when involving the branch
129 campuses) in major decisions affecting the academic, financial, and material
130 resources of CBCS.

131

132 D. The office of the Dean shall provide requisite administrative support to the CBCS
133 Faculty Assembly, the CBCS Faculty Council, and the CBCS Standing Committees.

134

135 The Chair/Director of each department/school shall be appointed by the Dean
136 after the receipt of recommendations from the department/school determined
137 in accord with procedures developed and approved by the respective
138 department/school and the Dean. Chairs and Directors shall be appointed for
139 stated terms that may be renewed under conditions promulgated by the Dean.
140 The governance documents of each department and school shall address issues
141 of eligibility, selection, term, roles, relationships, responsibilities, and evaluation
142 of Chairs and all other unit administrators.

143 E. The Dean's Council consists of the Department Chairs, School/Center/Program
144 Directors, Chair of the CBCS Faculty Council, Associate and Assistant Deans, and
145 other faculty/staff at the invitation of the Dean. The Dean serves as the Chair
146 and convener of the Dean's Council. The Dean's Council advises the Dean on
147 matters relating to the coordination and overseeing of administrative activities
148 of CBCS, including but not limited to strategic planning; planning and
149 management of academic programs; research; faculty recruitment; and resource
150 needs and allocations.

151

152 F. The Dean's Council shares with the CBCS Faculty Council the responsibility of
153 advising the Dean with respect to decisions affecting the academic and research
154 policies and procedures of CBCS; faculty appointment, tenure, promotion

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155 policies/procedures; faculty reward systems; and budgetary review and strategic
156 planning related to academic/research policies and procedures.

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159 **Article II. The Units of the College:**

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161 The college consists of departments/schools, the Louis de la Parte Florida Mental Health
162 Institute, and a variety of centers.

163

A. Departments and Schools:

164 CBCS consists of academic Departments and Schools. The Chair/Director is the
165 chief academic and administrative officer of the Department/School and reports
166 to the Dean. The duties and responsibilities of the Chair/Director are defined by
167 the Dean and typically include: providing leadership and direction to achieve the
168 mission of the Department/School; providing mentorship to new faculty;
169 developing administrative policies and procedures for the Department/School to
170 assure sound fiscal and programmatic management; implementing the policies
171 and procedures of the College; ensuring that proper procedures are followed in
172 all faculty and employee hires and promotions; and supporting the faculty and
173 staff of the department in ways that facilitate the attainment of the
174 Department's/School's and College's mission and goals.

175 Each Department/School is responsible for developing a faculty governance
176 document and submitting the document to the CBCS Faculty Council for its
177 records. Subsequent revisions to the document shall also be submitted to the
178 Council. As part of each and all submissions, the Department/School shall
179 provide documentation that the documents/revisions have been endorsed by a
180 majority of faculty voting.

181

B. The Louis de la Parte Florida Mental Health Institute (FMHI):

182 The College houses the Louis de la Parte Florida Mental Health Institute (FMHI).
183 FMHI was established by the Florida legislature to improve the lives of people
184 with mental, addictive, and developmental disorders through research, training,
185 and education. The faculty and staff within the CBCS Departments of Child and
186 Family Studies (CFS) and Mental Health Law and Policy (MHLP) constitute FMHI's
187 core participants. FMHI is led by an Executive Director. The Executive Director
188 may be, but need not be, the Dean of the College. It is the prerogative of the
189 Executive Director, in consultation with the Dean and the faculty of FMHI, to
190 define the administrative structure of FMHI. If the Executive Director is the CBCS
191 Dean, he/she will report to the Provost. If the Executive Director and the CBCS
192 Dean positions are held by separate individuals, the FMHI Executive Director will
193 report to the CBCS Dean.

194

C. Centers:

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195 The College currently houses a number of Centers associated with the
196 departments/schools and/or FMHI. It is the prerogative of the Chair/Director or
197 the Dean to define the administrative structure of Centers in consultation with
198 the faculty, the Regional Vice Chancellors (when involving the branch
199 campuses), and appropriate other entities such as advisory committees.
200

201 **Article III. The CBCS Faculty Assembly:**

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203 **A. Membership:**

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- 205 1. The voting membership of the CBCS Faculty Assembly shall consist of all
206 individuals in the faculty pay plan at least 0.50 FTE. CBCS administrators
207 with faculty appointments, e.g., Dean, Associate/Assistant Dean, Chairs, are
208 considered members of the CBCS Faculty. Faculty holding titles with
209 **Emeritus**, are included in the CBCS Faculty Assembly. Visiting faculty are
210 excluded from the voting membership of the CBCS Faculty Assembly.
211 Individuals with "Courtesy" appointments in CBCS and Graduate Assistants
212 are not members of the CBCS Faculty Assembly. The CBCS Faculty Council
213 (see Article IV) may at its discretion add position titles to the membership
214 of the CBCS Faculty Assembly.

215
216 **B. Powers and Functions:**

- 217
- 218 1. The CBCS Faculty Assembly shall receive and consider reports from the
219 Dean, the CBCS Faculty Council, and the CBCS Standing Committees. It
220 shall receive petitions and requests from CBCS faculty members. In its role
221 as collective council for the faculty as a whole, the CBCS Faculty Assembly
222 shall be informed of and monitor the activities of the CBCS Faculty Council
223 and the Office of the Dean on College-wide matters.
224
 - 225 2. The Dean may be censured by a two-thirds majority vote of the members
226 of the CBCS Faculty Assembly, with at least two-thirds of the membership
227 voting. Secret balloting of the members of the CBCS Faculty Assembly shall
228 be conducted by the CBCS Faculty Council, and the results and a
229 recommended course of action shall be presented by the CBCS Faculty
230 Council to the Dean and the Provost.

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232
233 **C. Meetings:**

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- 235 1. The CBCS Faculty Assembly shall meet at least once by the end of the Fall
236 Semester, if practical by the end of the eighth week and, in addition, at

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237 least once by the close of the Spring Semester. Additional meetings may
238 be called by the CBCS Faculty Council or by the Dean. Members of the
239 CBCS Faculty Assembly who wish to call a special meeting to discuss a topic
240 or issue may submit a request for consideration to the CBCS Faculty
241 Council.

242
243 2. Meetings of the CBCS Faculty Assembly shall be called and presided
244 over by the Chair of the CBCS Faculty Council or the Chair's designee.

245
246 3. Provisions will be made for virtual attendance for branch campus
247 faculty.

248

249 **D. Agenda:**

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251 1. The Fall Semester agenda for the CBCS Faculty Assembly shall be
252 prepared by the CBCS Faculty Council Chair in consultation with the Dean.
253 The agenda shall include a state of the College address by the Dean,
254 including a report on the CBCS Strategic Plan, Annual Goals and
255 budgetary status for the year, a report of the CBCS Faculty Council,
256 reports of the activities of the Standing Committees, a roster of the
257 membership of the Standing Committees of CBCS, and an open period for
258 questions, discussions, and referrals from the floor. Any member of the
259 faculty may submit items to be placed on the agenda of the CBCS Faculty
260 Assembly. Such agenda items will be placed on the agenda either with
261 the consent of the CBCS Faculty Council, or with a majority vote of the
262 faculty attending the meeting.

263 2. The Spring Semester agenda for the CBCS Faculty Assembly shall be
264 prepared by the CBCS Faculty Council Chair in consultation with the
265 Dean. The Agenda shall include a report from the Dean of achievements
266 of the past year, progress made toward Strategic Plan goals, a report of the
267 College's finances; a report of the CBCS Faculty Council, reports of the
268 activities of the Standing Committees, recognition of faculty honors and
269 awards, and an announcement of the membership of the CBCS Faculty
270 Council for the coming academic year.

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273 **E. Voting:**

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275 1. The CBCS Faculty Council (see Article IV, below) shall establish
276 procedures for purposes of voting by the CBCS Faculty Assembly on
recommendations, resolutions, or charges.

277 2. Whether through a poll, survey or other means, an affirmative decision
278 shall be made on all matters other than censure (see Section B2 above)

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279 by a simple majority of those voting, as long as 50% of faculty members
280 cast votes.

281

282 **Article IV: The CBCS Faculty Council**

283 A. The CBCS Faculty Council is responsible for ensuring that the faculty's role in
284 the shared governance process of CBCS is consistent with the principles of
285 shared governance enumerated above and summarized below:

- 286 1. Originating policy related to academic and scholastic matters, academic
287 ethics, and research;
288
289 2. Acting jointly with administration in making recommendations related to
290 policies and procedures for faculty appointment, promotion and tenure
291 review, reward systems, discipline and termination; student conduct and
292 activities; budgetary review and strategic planning as related to
293 academic/research matters; selection and review of academic
294 administrators; and policies concerning the general academic welfare of
295 the college; and
296
297 3. Ensuring that faculty members, through the College and Department
298 governance structures, are included at all stages of the process of
299 making/reviewing academic/research policy, developing curricula,
300 selecting and reviewing administrators, making budgetary decisions
301 related to academic/research matters, and all other areas relevant to the
302 academic functioning of the College.

303 B. The CBCS Faculty Council shares with the Dean's Council the responsibility of
304 advising the Dean on matters related to academic and research policies and
305 procedures of the College; faculty appointment, tenure, promotion
306 policies/procedures; faculty reward systems; and strategic planning.

307 C. The CBCS Faculty Council is responsible for representing the views of the
308 CBCS Faculty Assembly.

309 D. The CBCS Faculty Council is responsible for:

- 310 1. Scheduling and conducting meetings of the CBCS Faculty Assembly and
311 following through on matters arising from such meetings;
312 2. Establishing standing committees and ad hoc committees as needed;

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3. When necessary, the CBCS Faculty Council shall form an ad hoc committee to hear and make recommendations regarding grievances of faculty when those grievances involve issues that are not dealt with in the BOR/UFF Collective bargaining Agreement;
 4. Maintaining records of proceedings of meetings and distributing information to the faculty;
 5. Receiving annual reports from standing committees;
 6. Preparing ballots and overseeing voting on amendments to the Faculty Governance Document and other elections related to the implementation of the Governance Document;
 7. Soliciting faculty input regarding the academic affairs of the College including compliance with the faculty governance processes; the Council shall provide for a review of the implementation of the Faculty Governance Document at least once every five years to determine if changes are needed;
 8. Responding to issues raised by the faculty related to the shared governance process;
 9. Selecting a member of the CBCS Faculty Assembly to serve as Parliamentarian; the Parliamentarian does not need to be a member of the CBCS Faculty Council.
 10. Other duties relevant to the academic functioning of the College.
- E. The CBCS Faculty Council shall consist of representatives elected from the membership of the CBCS Faculty Assembly. Each Department/School will elect one representative; however, each department and school shall also ensure that branch campus faculty have adequate representation. In addition, an alternate will be selected from each department using the process consistent with their governance procedures. Only one person from each Department/School will attend CBCS Faculty Council meetings and vote. For purposes of continuity, both the departmental representative and the alternate will receive communications relevant to the work of the Council. Departments/Schools are encouraged to attend to diversity in gender, ethnicity, rank, and career path in their selection of representatives.
- F. All members of the CBCS Faculty Assembly are eligible to serve on the CBCS Faculty Council with the exception of the Dean and those faculty members who report directly to the Dean or Assistant/Associate Deans, including the Associate/Assistant Deans and Department Chairs.

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- 349 G. Elections of the CBCS Faculty Council shall be held in the spring of each
350 academic year. Each Department/School will elect representatives according to
351 the policies of their individual Governance Documents.
- 352 H. The members of the CBCS Faculty Council shall serve two-year terms. Full
353 members may only serve two consecutive terms (i.e., four consecutive years)
354 and must be re-elected for the second term. Alternates shall serve two-year
355 terms, concurrent with the Full Member from their own Department/School,
356 and are eligible for full membership if there is a vacancy for their
357 Department/School slot, at which time, their full membership tenure would
358 begin (i.e., they would be eligible for two consecutive terms/four consecutive
359 years as a full member).
- 360 I. Each year, the CBCS Faculty Council shall elect a Chair and Vice Chair from
361 among its faculty members. The Chair of the CBCS Faculty Council (or Vice
362 Chair in the absence of the Chair) shall serve as Chair of the CBCS Faculty
363 Assembly. The Chair and Vice Chair will be elected at a CBCS Faculty Council
364 meeting at the end of the Spring semester, with the term of service
365 beginning on August 7 and ending on August 6 of the following year. The
366 Chair and Vice Chair will be elected from among those Council members
367 whose terms are continuing into the next year.
- 368 J. The Chair of the CBCS Faculty Council shall be a member of and attend
369 meetings of the Dean's Council. The Vice Chair or other member designated
370 by the CBCS Faculty Council Chair may represent the Chair at Dean's Council
371 meetings when the Chair is unable to attend.
- 372 K. The CBCS Faculty Council shall meet as necessary but no less than two times
373 each in Fall and Spring semesters with meetings called by the Chair or
374 designee. The Council may request attendance and reports from standing
375 and ad hoc committees, their chairs, or the Dean. Notice of meetings of the
376 Council shall be posted to faculty. Compliance with faculty governance
377 guidelines will be a standing agenda item of CBCS Faculty Council meetings.
378 The Council shall establish procedures for accepting issues from the faculty at
379 large.
- 380 L. The CBCS Faculty Council may call a special meeting of the CBCS Faculty
381 Assembly at any time and for any purpose.
- 382 M. The latest version of Robert's Rules of Order shall govern the organization
383 and conduct of the CBCS Faculty Council meetings. For purposes of decision-
384 making, two-thirds of the membership must tender votes. An affirmative
385 decision shall be made by a simple majority of those voting. Each

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386 department/school will only receive one vote, whether it be from the
387 standing Council member or their alternate. Minutes of the meeting are to
388 be recorded and distributed to the CBCS Faculty Assembly. All meetings are
389 open to all faculty.

390 N. The CBCS Faculty Council may take votes electronically or in person.

391

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393 **Article V. Policy and Procedures for CBCS Standing and Ad Hoc Faculty Committees**

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395 A. The CBCS Faculty Council shall be responsible for developing and maintaining
396 policies and procedures by which new faculty committees are created, staffed,
397 and operated. These policies and procedures shall address each committee's:
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399 1. Mission statement and scope of work.

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2. Placement within the faculty governance structure, indicating to whom the
committee responds and how that committee reports to the appropriate
authority.

403

3. Process by which members are nominated and selected/elected.

404

4. Representation of faculty across CBCS departments, as appropriate.

405

5. Method for determining the committee chair.

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6. Length of service for each member appointed and methods for changing
appointments (e.g., renewal of a term, replacement or removal of a member).

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7. Publication or dissemination method for the committee's accomplishments
(e.g., reports to the Dean or CBCS Faculty Assembly, posting on the CBCS
Intranet, email distribution, etc.)

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B. Procedures for Developing New Committees and Determining Membership Status

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1. Requests for developing new committees may be initiated by the Dean's
Council, CBCS Faculty Council, or members of the CBCS Faculty Assembly. The
CBCS Faculty Council will seek the concurrence of the Dean prior to
establishing new standing committees or ad hoc committees.

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2. Committee membership should include representatives from those faculty
appointment groups relevant to the topic or issue addressed by the
committee. Members of the committees will be selected in the manner
determined by the CBCS Faculty Council in consultation with the Dean.

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- 422 3. The Dean and Associate/Assistant Deans may serve on committees as ex officio
423 members but may not serve as voting members.
- 424 4. The eligibility and role of Department Chairs and Directors on committees will
425 be determined by the CBCS Faculty Council in relation to the purpose and
426 function of each committee, and relevant university policies. Nothing in this
427 document prohibits the CBCS Faculty Council from including Department
428 Chairs on committees as voting or non-voting members.
- 429 5. Nothing in this document precludes the establishment of College-wide ad hoc
430 committees by the Dean or departmental ad hoc committees by Department
431 Chairs or Directors (see Article VII for additional information).
- 432 6. The CBCS Faculty Council will establish procedures for dissolving Standing
433 Committees when necessary.
- 434
- 435 C. A goal of the CBCS Faculty Council and associated committees will be to seek
436 diversity in membership composition.
- 437
- 438 D. The Chair of each Standing Committee shall ensure that minutes are kept of the
439 committee actions and shall be responsible for preparing reports of committee
440 actions to the Dean, the CBCS Faculty Council, and the CBCS Faculty Assembly.
- 441

442 **Article VI: Standing Committees**

443

444 The Standing Committees shall include: the Tenure and Promotion Committee for
445 Tenured/Tenure track faculty; the Promotion Committee for Research Faculty; the
446 Promotion Committee for Faculty Associates; the Promotion Committee for Lecturers,
447 and the Curriculum Committee.

448

449 General Issues Concerning Membership: During the second semester of each academic
450 year, faculty vacancies on the various Standing Committees of CBCS shall be filled by the
451 CBCS Faculty Council and the Dean from a list of faculty nominated by each
452 department/school, or other willing faculty members. In general, the CBCS Faculty
453 Council and Dean will each fill half of the vacancies on each Committee, but for
454 Committees with odd numbers of appointments, the CBCS Faculty Council will make one
455 more than half of the appointments. Once initial committee appointments have been
456 made, replacements can be proposed by the Dean as necessary, subject to final
457 approval by the CBCS Faculty Council.

458

459 **A. Promotion and Tenure Committee: Membership, Powers, and Functions**

460

461 Membership of the Tenure and Promotion Committee shall consist of seven
462 tenured faculty members at the rank of Associate Professor and above who have

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463 been appointed in the academic unit on any USF campus for at least 2 years.
464 Faculty members will serve two-year terms which can be renewed a single time.
465 Each Department or School that does not have a returning member to the
466 Committee should nominate one faculty member for service on this Committee.
467 The CBCS Faculty Council will fill half (or half plus one) of the vacancies from the
468 list of nominees. The Dean will select the remaining members of the Committee,
469 from either the list of nominees or additional faculty willing to serve. Ideally,
470 each of the Departments or Schools and campuses (when applicable) of the
471 College should be represented, although this is not required in cases where
472 there are insufficient eligible members. Ideally, members should be Professors,
473 although tenured Associate Professors, preferably with at least three years in
474 rank can also be included. Faculty must exclude themselves from discussion and
475 voting on candidates for tenure and promotion from their own departments or
476 schools, or in cases of conflict of interest. Committee members shall not vote on
477 applications for promotion to a rank higher than that which they themselves
478 hold. There must be a minimum of three voting members for each candidate. If
479 there are insufficient members to vote on a candidate, additional faculty may be
480 appointed as ad hoc members for that candidate by the Dean subject to final
481 approval by the CBCS Faculty Council.

482
483 This committee shall make recommendations to the Dean regarding all
484 candidates for tenure and promotion. It shall be convened by the Dean for its
485 initial meeting at a time early enough for it to complete its work prior to the
486 Dean's recommendations to the Provost. The committee shall review candidates'
487 vitae and references, Chair and departmental recommendations, and all other
488 relevant materials. Recommendations shall be made on the basis of the College's
489 and University's criteria for tenure and promotion.

490
491 **B. Promotion Committee for Research Faculty: Membership, Powers, and**
492 **Functions**

493
494 Membership of the Promotion Committee for Research Faculty shall consist of
495 five faculty members who are Research Professors, Research Associate
496 Professors, Professors, or Associate Professors. Faculty members will serve two-
497 year terms which can be renewed a single time. Each Department or School that
498 does not have a returning member to the Committee and that has at least one
499 faculty member who is a Research Professor or Research Associate Professor
500 should nominate at least one faculty member for service on this Committee. The
501 CBCS Faculty Council will fill half (or half plus one) of the vacancies on this
502 Committee from the list of nominees. The Dean will select the remaining
503 members of the Committee, from either the list of nominees or additional
504 faculty willing to serve. Ideally, members should be Research Professors,

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505 although Research Associate Professors preferably with at least three years in
506 rank can also be included. The Dean may also appoint members of this
507 Committee who are tenured Professors or Associate Professors if the pool of
508 eligible Research Professors and Research Associate Professors is not sufficient.
509 Faculty must exclude themselves from discussion and voting in cases of conflict
510 of interest. Committee members shall not vote on applications for promotion to
511 a rank higher than that which they themselves hold. Individuals serving on their
512 Department or School Research Faculty Promotion Committee should vote at the
513 department/school level but not at the College level.

514
515 This committee shall make recommendations to the Dean regarding all
516 candidates for promotion. It shall be convened by the Dean for its initial meeting
517 at a time early enough for it to complete its work based on the timeline
518 established by the Dean's Office. It shall review candidates' vitae and references,
519 Chair and departmental recommendations, and all other relevant materials.
520 Recommendations shall be made on the basis of the College's and University's
521 criteria for promotion.

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524 **C. Promotion Committee for Research Associates: Membership, Powers, and**
525 **Functions**

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527 Membership of the Promotion Committee for Research Associates shall consist
528 of five faculty members who are Research Associates, Associates In, Research
529 Professors, Research Associate Professors, Professors, or Associate Professors.
530 Faculty members will serve two-year terms which can be renewed a single time.
531 Each Department or School that does not have a returning member to the
532 Committee and that has at least one faculty member who is a Research
533 Associate or Associate In should nominate at least one faculty member for
534 service on this Committee. The CBCS Faculty Council will fill half (or half plus
535 one) of the vacancies on this Committee from the list of nominees. The Dean
536 will select the remaining members of the Committee, from either the list of
537 nominees or additional faculty willing to serve. Ideally, members should be
538 Research Associates, although Associates In preferably with at least three years
539 in rank may be included. The Dean may also appoint members of this
540 Committee who are tenured Professors or Associate Professors, Research
541 Professors, or Research Associate Professors if the pool of appropriate Research
542 Associates and Associates In is not sufficient. Faculty must exclude themselves
543 from discussion and voting in cases of conflict of interest. Committee members
544 shall not vote on applications for promotion to a rank higher than that which
545 they themselves hold. Individuals serving on their Department or School

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546 Research Associate Faculty Promotion Committee should vote at the
547 department/school level but not at the College level.

548
549 This committee shall make recommendations to the Dean regarding all
550 candidates for promotion. It shall be convened by the Dean for its initial meeting
551 at a time early enough for it to complete its work based on the timeline
552 established by the Dean's Office. It shall review candidates' vitae and references,
553 Chair and departmental recommendations, and all other relevant materials.
554 Recommendations shall be made on the basis of the College's and University's
555 criteria for promotion.

556

557 **D. Promotion Committee for Lecturer: Membership, Powers, and Functions**

558

559 Membership of the Promotion Committee for Lecturers shall consist of five
560 faculty members who are Senior Lecturer or Master Lecturer. Faculty members
561 will serve two-year terms which can be renewed a single time. Each Department
562 or School that does not have a returning member to the Committee and that has
563 at least one faculty member who is an Senior Lecturer or Master Lecturer should
564 nominate at least one faculty member for service on this Committee. The CBCS
565 Faculty Council will fill half (or half plus one) of the vacancies on this Committee
566 from the list of nominees. The Dean will select the remaining members of the
567 Committee, from either the list of nominees or additional faculty willing to serve.
568 Ideally, members should be Master Lecturers, however, Senior Lecturers,
569 preferably with at least three years in rank, can also be included. The Dean may
570 also appoint members of this Committee who are tenured Professors or
571 Associate Professors, Research Professors, or Research Associate Professors if
572 the pool of appropriate Lecturers is not sufficient. Faculty must exclude
573 themselves from discussion and voting in cases of conflict of interest. Committee
574 members shall not vote on applications for promotion to a rank higher than that
575 which they themselves hold. Individuals serving on their Department or School
576 Lecturer Promotion Committee should vote at the department/school level but
577 not at the College level.

578

579 This committee shall make recommendations to the Dean regarding all
580 candidates for promotion. It shall be convened by the Dean for its initial meeting
581 at a time early enough for it to complete its work based on the timeline
582 established by the Dean's Office. It shall review candidates' vitae and references,
583 Chair and departmental recommendations, and all other relevant materials.
584 Recommendations shall be made on the basis of the College's and University's
585 criteria for promotion.

586

587

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E. Curriculum Committee: Membership, Powers, and Functions

Membership of the Curriculum Committee shall consist of six faculty members at any rank including at least one member from a branch campus, whose regular assignment includes academic instruction, to consist of one representative from each CBCS department/school. Faculty members will serve two-year terms which can be renewed a single time. Each Department or School that does not have a returning member to the Committee should nominate one faculty member for service on this Committee. The CBCS Faculty Council will fill half (or half plus one) of the vacancies on this Committee from the list of nominees. The Dean will fill the remaining vacancies on the Committee, from either the list of nominees or additional faculty willing to serve.

This committee shall make recommendations to the appropriate individual or body relevant to curricula, advising, and all other issues relevant to undergraduate and graduate education in the College. This committee shall review all proposals for new undergraduate and graduate courses and programs, as well as proposals for substantive changes in College undergraduate and graduate requirements and requirements for undergraduate and graduate certificates and degrees in the various programs of the College. It shall make recommendations to the University Undergraduate Council and University Graduate Council regarding action on such proposals. It may, if it chooses, return proposals to departments or programs with suggestions for revision. It may also encourage and plan networking opportunities among various departments.

F. Research Council: Membership, Powers, and Functions

Membership of the Research Council shall consist of one representative from each Department or School in the college, and at least one member from a branch campus, appointed by the CBCS Faculty Council and Dean. The Dean may appoint at-large faculty members representing broader constituencies, such as Centers or Institutes in the college, to serve as ex officio members. In order to be eligible, faculty must have demonstrated productivity in research or other creative activity, have accessed research support infrastructure, and be willing to network with other researchers in their units. Research Council members serve three-year terms, which are staggered. Each Department or School that does not have a returning member to the Committee should nominate at least one faculty member for service on this Committee. The CBCS Faculty Council will fill half (or half plus one) of the vacancies on this Committee from the list of nominees. The Dean will fill the remaining vacancies on the Committee, from either the list of nominees or additional faculty willing to serve. The Research Council members elect the Council chair. The Associate Dean of Research and a College Research Administrator representative serve as non-voting, ex officio members.

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630 The Research Council is responsible for advising the Dean and Associate Dean of
631 Research on matters pertaining to guidelines and procedures intended to
632 promote growth, excellence, and integrity in research and creative activity
633 throughout the college. The Research Council meets as needed and at least twice
634 per semester during the Fall and Spring Semesters.

635 The Research Council is responsible for a number of activities, including:

- 636 1. Develop guidelines and procedures and recommend awardees for the college
637 Internal Awards grant programs. Members (with the exception of the chair) are
638 eligible to apply for an Internal Award while serving on the Council pursuant to
639 the guidelines in their operating procedures.
- 640 2. Develop strategies and tactics for publicizing research achievements, community
641 partnerships, innovative products, results of sabbaticals, etc.
- 642 3. Serve as a liaison between investigators and research administrators. The
643 Research Council will survey faculty researchers at least once every three years
644 to assess the extent to which research needs of faculty are being met. The
645 members compile feedback on research support operations from fellow
646 researchers, research administrators, and support personnel on an ongoing basis
647 to help guide improvements in and compliance with college and university
648 policies and procedures pertaining to research matters.
- 649 4. Recommend strategies for promoting growth and excellence in research. The
650 Research Council helps facilitate programs for mentoring faculty and for
651 promoting interdisciplinary and international research collaborations, and
652 facilitates community partnerships to support research activities. Members liaise
653 with their units about strategies for promoting successful grant writing and grant
654 management and for maintaining high integrity in research and creative
655 activities.

656 **G Faculty Advisory Committee: Faculty Evaluation**

657

658 **Article VII: Ad Hoc Committees**

659

- 660 A. Ad hoc committees may be appointed by the Dean and/or the CBCS Faculty
661 Council to serve specific purposes related to topics/issues affecting CBCS
662 across all departments and divisions. Examples include computing, diversity,
663 faculty development, and honors and awards committees.
- 664
- 665 B. In establishing College-wide ad hoc committees dealing with topics related
666 to the faculty, half of the members will be selected by the Dean and half will
667 be selected in the manner determined by the CBCS Faculty Council. If a
668 committee has an odd number of members, the CBCS Faculty Council will fill
669 half plus one of the vacancies.
- 670

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- 671 C. For each committee appointed, the committee membership and purpose of
672 the committee shall be published and distributed to the CBCS Faculty
673 Assembly.
674
- 675 D. If both the Dean and CBCS Faculty Council wish to seek advice on the same
676 topic or issue, it is recommended that an Ad Hoc Committee be jointly
677 selected and appointed by the Dean and CBCS Faculty Council.
678

679

680 **Article VIII. Departmental/School Governance**

681

682 CBCS Departments and Schools will develop governance documents and procedures in
683 accordance with the USF Consolidation Handbook Volume 1 and 2.
684

685

686

Article IX. Amendment Procedures

- 687 A. Amendments to this document require a vote of the CBCS Faculty Council. All
688 faculty members should receive copies of any suggested amendment at least
689 one month prior to a vote being taken, and faculty should have an opportunity
690 to discuss such amendments within their Department/School to inform the votes
691 of CBCS Faculty Council members. The CBCS Faculty Council shall vote on
692 amendments to the CBCS Faculty Governance Document. For purposes of
693 amending, two-thirds of the CBCS Faculty Council must tender votes. An
694 affirmative decision shall be made by a two-thirds majority of those voting.

695

Article XI. Initial Ratification

696

- 697 A. The draft of the CBCS Governance Document will be electronically distributed to
698 all faculty members.
- 699 B. Each department/school shall conduct meetings for discussion of the draft
700 document
- 701 C. Each department/school will elect two faculty members to participate in the
702 Ratification Meeting to be held no sooner than 1-month (4-weeks) and no later
703 than 2-months (8-weeks) after the distribution of the Draft Document.
- 704 D. All members elected (16; 2 from each department/school) must be present at
705 the time of the vote to approve the CBCS Governance document. The
706 Ratification Committee is empowered to make changes to the CBCS Governance
707 document prior to the final vote for approval.
- 708 E. A minimum 2/3 majority vote (11 of 16) is required for initial approval of the
709 Governance Document.
- 710 F. The approved Governance Document will be submitted to the Dean for approval.

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711 G. After approval by the Dean, the Governance Document will be submitted to the
712 Provost for approval. Once approved by the Provost, the Governance Document
713 will become effective immediately.
714

715

716 **Review and Adoption History**

- 717 • Reviewed by faculty: September 29, 2009 – November 11, 2009
- 718 • Adopted by faculty via unanimous vote of the Ratification Committee: November
719 13, 2009
- 720 • Reviewed by Dean, College of Behavioral & Community Sciences, November 13,
721 2009 – January 13, 2010. Minor recommendations for revision made.
- 722 • Minor revisions reviewed and approved, electronically by Ratification Committee
723 Members January 17, 2009 – January 26, 2009.
- 724 • Final approval by Provost’s Office (Vice Provost Smith), October 21, 2010
- 725 • Final approval by CBCS Faculty Council, December 8, 2010
- 726 • Amendments proposed and discussed by CBCS Faculty Council, February 2, 2012
- 727 • Amendments reviewed by faculty, March 8, 2012 – April 25, 2012
- 728 • Final approval of amendments by CBCS Faculty Council, April 26, 2012
- 729 • Final approval of amendments by Provost’s Office, July 9, 2012
- 730 • Amendments proposed and discussed by CBCS Faculty Council, March 14, 2016
- 731 • Amendments reviewed by faculty, March 14, 2016-April 7, 2016
- 732 • Proposed amendments presented to the CBCS Faculty Assembly, April 8, 2016
- 733 • Final approval of amendments by CBCS Faculty Council, May, 12, 2016
- 734 • Approved by CBCS Dean, July 20, 2016
- 735 • Final approval of amendments by Provost’s Office, effective February 7, 2017