

College of Behavioral & Community Sciences
Governance Document
Revised March 15, 2016

Preamble

The College of Behavioral & Community Sciences (CBCS) was formed in July, 2008 and represents 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. As an academic unit of the University of South Florida, CBCS, through its Dean, 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. In September, 2003, the USF-Tampa Faculty Senate adopted three central principles to guide the shared governance processes of the University of South Florida:

1. Faculty members 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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38 2. The faculty shall act jointly with the administration to make recommendations in the
39 areas of:

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

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

- 53 A. Notification after the fact does not constitute such inclusion;
- 54 B. Shared governance must be seen to operate at all levels of the University, from
55 departments, through Colleges, to the University as a whole;
- 56 C. Governance documents at all levels should reflect this spirit, and governance
57 should be seen to operate accordingly.

58 The CBCS Faculty Governance document draws on the USF-Tampa Faculty Senate
59 principles and:

- 60 • describes the role of faculty in the shared governance processes related to
61 academic and research policies and procedures of the College of Behavioral &
62 Community Sciences; and
- 63 • describes the guidelines and procedures for the organization and governance of
64 the College.

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

70 **Statement on Collegiality.** The fundamental premise of this document is that the most
71 effective system of faculty governance is one in which all members of the College are
72 dedicated to the successful operation and advancement of the mission of CBCS in a
73 collegial manner. It is the unequivocal position of the CBCS that all persons who learn

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74 and work together in the College shall treat each other with respect and dignity.
75 Collegiality among and between faculty, staff, and students is desirable behavior among
76 all persons in the College. Universities are, and should be, institutions where ideas, even
77 controversial ones, are freely and openly exchanged and discussed. Disagreements shall
78 not be characterized by the disrespectful treatment of anyone. Faculty, staff, and
79 students shall speak to each other and about each other with courtesy in private and
80 public settings. This position extends to the lack of tolerance for language and behaviors
81 in professional settings that implies or condones disrespect for a class of persons or of
82 specific individuals. Faculty, staff and students shall not use language that denigrates or
83 draws inappropriate attention to age, gender, race/ethnicity/culture, religious
84 affiliation, or sexual orientation.

85 **Statement on Academic Freedom**

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

91 **Statement on Academic Responsibilities**

92 The CBCS faculty acknowledge their Academic Responsibilities as described in the UFF-
93 USF Collective Bargaining Agreement.

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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, populations and the
100 communities in which we live. The departments and schools that formed CBCS varied
101 considerably in mission, size, and structure. The diversity of units within and across
102 departments and schools also includes clinics, centers, and research institutes. The
103 academic units in CBCS vary considerably in the emphasis given to undergraduate
104 education, graduate education, postgraduate education, training, research, and service.
105 Likewise, these units bring with them governance processes and administrative
106 structures that reflect their unique histories and distinctive missions. An important
107 premise of this document is that the growth and development of CBCS will best be
108 served by respecting the structural and functional differences that exist in and across
109 academic units while simultaneously implementing faculty governance processes that
110 promote the enhancement of CBCS.

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

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

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119 A. The Dean, in consultation with the CBCS faculty and the Provost, may appoint
120 Associate and Assistant Deans and other administrative staff to assist in the
121 administration of 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.

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127 C. The Dean and the Dean's administrative colleagues shall solicit the opinions and
128 advice of their faculty colleagues in major decisions affecting the academic,
129 financial, and material resources of CBCS.

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

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134 E. The Chair/Director of each department/school shall be appointed by the Dean
135 after the receipt of recommendations from the department/school determined
136 in accord with procedures developed and approved by the respective
137 department/school and the Dean. Chairs and Directors shall be appointed for
138 stated terms that may be renewed under conditions promulgated by the Dean.

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140 F. The Dean's Council consists of the Department Chairs, School Directors, Chair of
141 the Faculty Council, Associate and Assistant Deans, Directors of other
142 appropriate programs, and other faculty/staff at the invitation of the Dean. The
143 Dean serves as the Chair and convener of the Dean's Council. The Dean's Council
144 advises the Dean in coordinating and overseeing the administration of CBCS, its
145 departments, schools, divisions, and support units, and providing leadership for
146 new initiatives. The Dean's Council advises the Dean on matters relating to the
147 coordination of administrative activities of CBCS, including but not limited to
148 strategic planning; planning and management of academic programs; research;
149 faculty recruitment; and resource needs and allocations.

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

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

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

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

162 **A. Departments and Schools:**

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

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

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

181 The College houses the Louis de la Parte Florida Mental Health Institute (FMHI).
182 FMHI was established by the Florida legislature to improve the lives of people
183 with mental, addictive, and developmental disorders through research, training,
184 and education. By nature of their teaching, research and service responsibilities
185 and activities, 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.

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C. Centers:

The College currently houses a number of Centers associated with the departments/schools and/or FMHI. It is the prerogative of the Chair/Director or the Dean to define the administrative structure of Centers in consultation with the faculty and appropriate other entities such as advisory committees.

Article III. The Faculty Assembly:

A. Membership:

1. The voting membership of the Faculty Assembly shall consist of all individuals in the faculty pay plan holding the titles of Professor, Associate Professor, Assistant Professor, Instructor, Lecturer, Instructional Specialist, and Psychologist as well as individuals in the faculty pay plan holding the titles of Associate In ____, Assistant In ____, Coordinator, Research Associate, Program Director, and Counselor/Advisor. Faculty holding titles with Visiting, Emeritus, Research, and Clinical modifiers are included in the Faculty Assembly. The Faculty Council (see Article IV) may at its discretion add position titles to the membership of the Faculty Assembly.
 - a. All CBCS individuals in the faculty pay plan holding these titles, with the exception of Emeritus, and who are appointed at least .50 FTE are included in the Faculty Assembly.
 - b. Emeritus faculty are included in the Faculty Assembly, with or without any FTE appointment.
 - c. CBCS administrators with faculty appointments, e.g., Dean, Associate/Assistant Deans, Chairs, are considered members of the Faculty Assembly.
 - d. Individuals with "Courtesy" appointments in CBCS and Graduate Assistants are not members of the Faculty Assembly.

B. Powers and Functions:

1. The Faculty Assembly shall receive and consider reports from the Dean, the Faculty Council, and the Standing Committees. It shall receive petitions and requests from CBCS faculty members. In its role as collective council for the faculty as a whole, the Faculty Assembly shall be informed of and monitor the activities of the Faculty Council and the Office of the Dean on College-wide matters.

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233 2. The Dean may be censured by a two-thirds majority vote of the members
234 of the Faculty Assembly, with at least two-thirds of the membership voting.
235 Secret balloting of the members of the Faculty Assembly shall be
236 conducted by the Faculty Council, and the results and a recommended
237 course of action shall be presented by the Council to the Dean and the
238 Provost.

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C. Meetings:

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243 1. The Faculty Assembly shall meet at least once by the end of the Fall
244 Semester, if practical by the end of the eighth week and, in addition, at
245 least once by the close of the Spring Semester. Additional meetings may
246 be called by the Faculty Council or by the Dean. Members of the Faculty
247 Assembly who wish to call a special meeting to discuss a topic or issue may
248 submit a request for consideration to the Faculty Council.

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250 2. Meetings of the Faculty Assembly shall be called and presided over by the
251 Chair of the Faculty Council or the Chair's delegate.

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D. Agenda:

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

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

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E. Voting:

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

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2. Whether through a poll, survey or other means, an affirmative decision shall be made on all matters other than censure (see Section B2 above) by a simple majority of those voting, as long as 50% of faculty members cast votes.

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Article IV: The Faculty Council

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- A. The Faculty Council is responsible for ensuring that the faculty's role in the shared governance process of CBCS is consistent with the USF-Tampa Faculty Senate principles of shared governance summarized below:

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

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

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- C. The Faculty Council is responsible for representing the views of the Faculty Assembly.

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- 311 D. The Faculty Council is responsible for:
- 312 1. Scheduling and conducting meetings of the Faculty Assembly and
- 313 following through on matters arising from such meetings;
- 314 2. Establishing standing committees and ad hoc committees as needed;
- 315 3. When necessary, the Faculty Council shall form an ad hoc committee to
- 316 hear and make recommendations regarding grievances of faculty when
- 317 those grievances involve issues that are not dealt with in the BOR/UFF
- 318 Collective bargaining Agreement;
- 319 4. Maintaining records of proceedings of meetings and distributing
- 320 information to the faculty;
- 321 5. Receiving annual reports from standing committees;
- 322 6. Preparing ballots and overseeing voting on amendments to the Faculty
- 323 Governance Document and other elections related to the
- 324 implementation of the Governance Document;
- 325 7. Soliciting faculty input regarding the academic affairs of the College
- 326 including compliance with the faculty governance processes; the Council
- 327 shall provide for a review of the implementation of the Faculty
- 328 Governance Document at least once every five years to determine if
- 329 changes are needed;
- 330 8. Responding to issues raised by the faculty related to the shared
- 331 governance process;
- 332 9. Selecting a member of the Faculty Assembly to serve as Parliamentarian;
- 333 the Parliamentarian does not need to be a member of the Faculty
- 334 Council.
- 335 10. Other duties relevant to the academic functioning of the College.
- 336 E. The Faculty Council shall consist of representatives elected from the
- 337 membership of the Faculty Assembly. Each Department/School will elect one
- 338 representative. In addition, an alternate will be selected from each
- 339 department using the process consistent with their governance procedures.
- 340 Only one person from each Department/School will attend Faculty Council
- 341 meetings and vote. For purposes of continuity, both the departmental
- 342 representative and the alternate will receive communications relevant to the
- 343 work of the Council. Departments/Schools are encouraged to attend to
- 344 diversity in gender, ethnicity, rank, and career path in their selection of
- 345 representatives.

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

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382 M. The latest version of Robert’s Rules of Order shall govern the organization
383 and conduct of the 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
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 Faculty Assembly. All meetings are open
389 to all faculty.

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

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

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A. The Faculty Council shall be responsible for developing and maintaining policies and procedures by which new faculty committees are created, staffed, and operated. These policies and procedures shall address each committee's:

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1. Mission statement and scope of work.
2. Placement within the faculty governance structure, indicating to whom the committee responds and how that committee reports to the appropriate authority.
3. Process by which members are nominated and selected/elected.
4. Representation of faculty across CBCS departments, as appropriate.
5. Method for determining the committee chair.
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).
7. Publication or dissemination method for the committee's accomplishments (e.g., reports to the Dean or 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, Faculty Council, or members of the Faculty Assembly. The Faculty Council will seek the concurrence of the Dean prior to establishing new standing committees or ad hoc committees.

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- 418 2. Committee membership should include representatives from those faculty
419 appointment groups relevant to the topic or issue addressed by the
420 committee. Members of the committees will be selected in the manner
421 determined by the Faculty Council in consultation with the Dean.
- 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 Faculty Council in relation to the purpose and function
426 of each committee, and relevant university policies. Nothing in this document
427 prohibits the Faculty Council from including Department Chairs on committees
428 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 Faculty Council will establish procedures for dissolving Standing
433 Committees when necessary.
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- 435 C. A goal of the Faculty Council and associated committees will be to seek diversity
436 in membership composition related to gender, ethnicity, and departmental
437 representation.
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- 439 D. The Chair of each Standing Committee shall ensure that minutes are kept of the
440 committee actions and shall be responsible for preparing reports of committee
441 actions to the Dean, the Faculty Council, and the Faculty Assembly.
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443 **Article VI: Standing Committees**

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

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

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457 can be proposed by the Dean as necessary, subject to final approval by the Faculty
458 Council.

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

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

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

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

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493 Membership of the Promotion Committee for Research Faculty shall consist of
494 five faculty members who are Research Professors, Research Associate
495 Professors, Professors, or Associate Professors. Faculty members will serve two-
496 year terms which can be renewed a single time. Each Department or School that
497 does not have a returning member to the Committee and that has at least one
498 faculty member who is a Research Professor or Research Associate Professor

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499 should nominate at least one faculty member for service on this Committee. The
500 Faculty Council will fill half (or half plus one) of the vacancies on this Committee
501 from the list of nominees. The Dean will select the remaining members of the
502 Committee, from either the list of nominees or additional faculty willing to serve.
503 Ideally, members should be Research Professors, although Research Associate
504 Professors preferably with at least three years in rank can also be included. The
505 Dean may also appoint members of this Committee who are tenured Professors
506 or Associate Professors if the pool of eligible Research Professors and Research
507 Associate Professors is not sufficient. Faculty must exclude themselves from
508 discussion and voting in cases of conflict of interest. Committee members shall
509 not vote on applications for promotion to a rank higher than that which they
510 themselves hold. Individuals serving on their Department or School Research
511 Faculty Promotion Committee should vote at the department/school level but
512 not at the College level.

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

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

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526 Membership of the Promotion Committee for Research Associates shall consist
527 of five faculty members who are Research Associates, Associates In, Research
528 Professors, Research Associate Professors, Professors, or Associate Professors.
529 Faculty members will serve two-year terms which can be renewed a single time.
530 Each Department or School that does not have a returning member to the
531 Committee and that has at least one faculty member who is a Research
532 Associate or Associate In should nominate at least one faculty member for
533 service on this Committee. The Faculty Council will fill half (or half plus one) of
534 the vacancies on this Committee from the list of nominees. The Dean will select
535 the remaining members of the Committee, from either the list of nominees or
536 additional faculty willing to serve. Ideally, members should be Research
537 Associates, although Associates In preferably with at least three years in rank
538 may be included. The Dean may also appoint members of this Committee who
539 are tenured Professors or Associate Professors, Research Professors, or Research
540 Associate Professors if the pool of appropriate Research Associates and

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541 Associates In is not sufficient. Faculty must exclude themselves from discussion
542 and voting in cases of conflict of interest. Committee members shall not vote on
543 applications for promotion to a rank higher than that which they themselves
544 hold. Individuals serving on their Department or School Research Associate
545 Faculty Promotion Committee should vote at the department/school level but
546 not at the College level.

547
548 This committee shall make recommendations to the Dean regarding all
549 candidates for promotion. It shall be convened by the Dean for its initial meeting
550 at a time early enough for it to complete its work based on the timeline
551 established by the Dean's Office. It shall review candidates' vitae and references,
552 Chair and departmental recommendations, and all other relevant materials.
553 Recommendations shall be made on the basis of the College's and University's
554 criteria for promotion.

555
556 **D. Promotion Committee for Instructors: Membership, Powers, and Functions**

557
558 Membership of the Promotion Committee for Instructors shall consist of five
559 faculty members who are Instructors Level 2 or Instructors Level 3. Faculty
560 members will serve two-year terms which can be renewed a single time. Each
561 Department or School that does not have a returning member to the Committee
562 and that has at least one faculty member who is an Instructor Level 2 or
563 Instructor Level 3 should nominate at least one faculty member for service on
564 this Committee. The Faculty Council will fill half (or half plus one) of the
565 vacancies on this Committee from the list of nominees. The Dean will select the
566 remaining members of the Committee, from either the list of nominees or
567 additional faculty willing to serve. Ideally, members should be Instructor Level 3,
568 however, Level 2 Instructors, preferably with at least three years in rank, can
569 also be included. The Dean may also appoint members of this Committee who
570 are tenured Professors or Associate Professors, Research Professors, or Research
571 Associate Professors if the pool of appropriate Instructors is not sufficient.
572 Faculty must exclude themselves from discussion and voting in cases of conflict
573 of interest. Committee members shall not vote on applications for promotion to
574 a rank higher than that which they themselves hold. Individuals serving on their
575 Department or School Instructor Promotion Committee should vote at the
576 department/school level but not at the College level.

577
578 This committee shall make recommendations to the Dean regarding all
579 candidates for promotion. It shall be convened by the Dean for its initial meeting
580 at a time early enough for it to complete its work based on the timeline
581 established by the Dean's Office. It shall review candidates' vitae and references,
582 Chair and departmental recommendations, and all other relevant materials.

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583 Recommendations shall be made on the basis of the College's and University's
584 criteria for promotion.

585

586

587 **E. Curriculum Committee: Membership, Powers, and Functions**

588

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

598

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

610

611 **F. Research Council: Membership, Powers, and Functions**

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

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625 The Research Council members elect the Council chair. The Associate Dean of
626 Research and a College Research Administrator representative serve as non-
627 voting, ex officio members.

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

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

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

654

655 **Article VII: Ad Hoc Committees**

656

- 657 A. Ad hoc committees may be appointed by the Dean and/or the Faculty
658 Council to serve specific purposes related to topics/issues affecting CBCS
659 across all departments and divisions. Examples include computing, diversity,
660 faculty development, and honors and awards committees.
- 661
- 662 B. In establishing College-wide ad hoc committees dealing with topics related
663 to the faculty, half of the members will be selected by the Dean and half will
664 be selected in the manner determined by the Faculty Council. If a

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665 committee has an odd number of members, the Faculty Council will fill half
666 plus one of the vacancies.

667

668 C. For each committee appointed, the committee membership and purpose of
669 the committee shall be published and distributed to the Faculty Assembly.

670

671 D. If both the Dean and Faculty Council wish to seek advice on the same topic
672 or issue, it is recommended that an Ad Hoc Committee be jointly selected
673 and appointed by the Dean and Faculty Council.

674

675

676

Article VIII. Amendment Procedures

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

685

Article IX. Initial Ratification

686

687 A. The draft of the CBCS Governance Document will be electronically distributed to
688 all faculty members.

689 B. Each department/school shall conduct meetings for discussion of the draft
690 document

691 C. Each department/school will elect two faculty members to participate in the
692 Ratification Meeting to be held no sooner than 1-month (4-weeks) and no later
693 than 2-months (8-weeks) after the distribution of the Draft Document.

694 D. All members elected (16; 2 from each department/school) must be present at
695 the time of the vote to approve the CBCS Governance document. The
696 Ratification Committee is empowered to make changes to the CBCS Governance
697 document prior to the final vote for approval.

698 E. A minimum 2/3 majority vote (11 of 16) is required for initial approval of the
699 Governance Document.

700 F. The approved Governance Document will be submitted to the Dean for approval.

701 G. After approval by the Dean, the Governance Document will be submitted to the
702 Provost for approval. Once approved by the Provost, the Governance Document
703 will become effective immediately.

704

705

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706 **Review and Adoption History**

- 707 • Reviewed by faculty: September 29, 2009 – November 11, 2009
- 708 • Adopted by faculty via unanimous vote of the Ratification Committee: November
- 709 13, 2009
- 710 • Reviewed by Dean, College of Behavioral & Community Sciences, November 13,
- 711 2009 – January 13, 2010. Minor recommendations for revision made.
- 712 • Minor revisions reviewed and approved, electronically by Ratification Committee
- 713 Members January 17, 2009 – January 26, 2009.
- 714 • Final approval by Provost's Office (Vice Provost Smith), October 21, 2010
- 715 • Final approval by CBCS Faculty Council, December 8, 2010
- 716 • Amendments proposed and discussed by CBCS Faculty Council, February 2, 2012
- 717 • Amendments reviewed by faculty, March 8, 2012 – April 25, 2012
- 718 • Final approval of amendments by CBCS Faculty Council, April 26, 2012
- 719 • Final approval of amendments by Provost's Office, July 9, 2012
- 720 • Amendments proposed and discussed by CBCS Faculty Council, March 14, 2016
- 721 • Amendments reviewed by faculty, March 14, 2016-April 7, 2016
- 722 • Proposed amendments presented to the Faculty Assembly, April 8, 2016
- 723 • Final approval of amendments by CBCS Faculty Council, May, 12, 2016
- 724 • Approved by CBCS Dean, July 20, 2016
- 725 • Final approval of amendments by Provost's Office, effective February 7, 2017