

CFS

Governance

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# Governance Document

Department of Child and Family Studies  
College of Behavioral and Community Sciences  
University of South Florida

## Purpose of this Document

This document describes key governance structures and functions for the Department of Child and Family Studies (CFS) in the College of Behavioral and Community Sciences (CBCS). The CBCS also has a governance document, and the Departmental governance document is not intended to address areas covered within that document. When the CBCS Governance Document is ratified by the Provost, it will supersede any part of the Departmental governance document that is inconsistent or contradictory with the CBCS document.

Consistent with its role as a part of the University community, CFS faculty and staff conduct teaching, research and service activities. However, CFS is somewhat distinctive from traditional academic departments at USF due to its size, involvement in training and dissemination activities, inclusion of several large centers and consortia, and a diverse constituent base that includes local, state, and federal agencies; service providers, consumers, and legislators and other policy makers. CFS is also distinctive in that there is a large number of faculty and staff who are supported by outside sources such as contracts and grants. The governance structure of CFS reflects these differences, and emphasizes features to enhance flexibility and responsiveness in decision-making and policy development, and to provide ongoing staff involvement in key policy decisions. These policy decisions include those occurring within the Department and those made by CBCS that directly affect the Department.

It is a goal of the Department to foster an environment in which CFS faculty and staff are comfortable with providing informal and ongoing input to policy decisions through collegial contact with the Chair, Division and Core Directors, other Department administrators, and the CBCS Governance Council. This governance document provides guidance regarding structure and process to promote formal ongoing faculty and staff involvement in departmental decision-making and policy development. The document is designed to provide a structured process for advising and providing input to the Chair and other Departmental administrators and to ensure that faculty and staff are involved in major decisions and development of policies that affect the Department. The document provides key governance structures and activities and also describes procedures for evaluation, promotion, and tenure of faculty within the Department.

The Department will regularly convene faculty and staff meetings to promote information sharing and discussion of key issues and policy decisions. CFS faculty and staff are also encouraged, as needed, to contact the Chair, Division and Core Directors, other Department administrators, and the CBCS Faculty Council to identify issues and problems that need to be addressed at the Departmental level. Although CFS faculty and staff are encouraged to address issues with Department administrators and the CBCS Faculty Council, they are also able to consult with the CBCS Dean if there are issues of College-wide importance or problems that are not resolved satisfactorily at the Department level.

It is recognized that this document may not contravene the constitutions and laws of the state of Florida; rules, regulations, and policies of the Florida Board of Governors; rules, regulations, and policies of the University of South Florida; and any applicable collective bargaining agreement or legislatively-mandated management right. The foregoing authorities will govern in the event that any provision of this local governance document is inconsistent with or in conflict with them.

# Section 1

## Department Description and Administrative Structure

### A. CFS Vision, Mission and Values

The CFS Vision, Mission, and Values described below were originally drafted as part of a department-wide process facilitated by the CFS Impact Workgroup during 2005-2007.

#### 1. Vision

The Department of Child and Family Studies is committed to improving the well-being of individuals, children, and families within communities across the country through promoting respect, inclusion, development, achievement, mental health, and an optimum quality of life.

#### 2. Mission

- a. Generate hope and solutions for the complex issues confronting individuals, children, families and communities through leadership in research and evaluation, theory, policy, and practice innovation.
- b. Support the development of new knowledge and innovative practices through research.
- c. Advance the effective application of the best available practices in communities and agencies through education, training, dissemination, consultation, evaluation, advocacy, and collaboration.
- d. Demonstrate a sensitivity to and understanding of the cultural, economic, and social diversity of our society through the manner in which we conduct our work and the outcomes of that work.
- e. Promote accountability and improvement of services through supporting and influencing local, state, and federal policy-making bodies, funding agencies, communities and neighborhoods, and other organizations that support individuals and families.

#### 3. Values

Values are those beliefs essential to reaching the vision, mission and the purpose of the mission. Our beliefs are demonstrated by the respectful and professional ways in which we conduct research, our efforts at teaching, training, and sharing information, and our partnerships with the individuals and families that we serve.

We believe that:

- a. Families and communities are the foundation for the well-being of their members and of society as a whole.

Within the CFS work environment—

- b. Our mission can best be accomplished in a professional and supportive environment that:  
(a) relies on the contribution of every member of the department and (b) values the diversity of individuals in the department and multi-disciplinary approaches that result from their collaboration.
- c. We should pursue the active participation of stakeholders in the development of research, programs, policy, and the delivery of services.
- d. We should be accountable for our work and believe that it should result in outcomes that are valued by our stakeholders.

Regarding CFS activities—

- e. Services should have empirical support, represent community collaboration, and be delivered in the most natural environment possible.
- f. All services and supports should be provided in an individualized and inclusive manner that is sensitive to the diversity of developmental, social, economic, cultural, and familial circumstances.

All activities of the department will be conducted in accordance with anti-discrimination laws and university policies. In accordance with the departmental values as articulated in this

document, the department will actively and intentionally promote in the departmental work environment and in all work activities respect for human dignity, equal opportunity for all persons, and sensitivity to the diversity of individuals.

## B. Definitions of Staff, Faculty and Emeritus/Emerita Faculty

### 1. Staff

For purposes of CFS Governance, “CFS staff” will include those individuals who are in the USF Administration (formerly Administrative and Professional) and USF Staff (formerly University Support Personnel System – Regular status) personnel categories. All references to “CFS staff” in this document refer to both USF Administration and USF Staff personnel categories.

Hourly and salaried employees who are classified as OPS (Other Personnel Services), including people who are classified as Graduate Assistants/Associates and other part-time student employees are not eligible to participate in the formal departmental governance activities described in this document. Supervisors are encouraged to support OPS participation in departmental activities and meetings.

### 2. Faculty

Consistent with the CBCS Governance document, the “faculty” in the Department will include all individuals holding the titles of Professor, Associate Professor, Assistant Professor, Instructor, Lecturer, and Psychologist as well as individuals in the faculty pay plan holding the titles of Associate In\_\_\_, Assistant In\_\_\_, Coordinator, Research Associate, Program Director, Counselor/Advisor, and Instructional Specialist. Faculty members also include those who hold titles with “Research,” “Clinical,” and “Visiting” modifiers, and individuals serving as Post-Doctoral Fellows, regardless of their formal appointment title. All employees holding these titles are included as “faculty” regardless of the level of FTE assignment. Individuals with “Courtesy” appointments and Graduate Assistants/Associates are not considered to be “faculty” of the Department.

Emeritus/Emerita faculty status may be conferred upon retirement from the University of South Florida to faculty as recognition of honorable service to the university according to the guidelines outlined in the USF Policy on Emeritus Status. Responsibilities and privileges of Child and Family Studies Emeritus/Emerita faculty align with the USF Policy on Emeritus Status.

## C. CFS Administrative Structure and Roles

### 1. Department Chair

The Chair is the Executive Officer of the Department and is charged with implementing University, College policies and procedures as delegated by the President, Provost, and CBCS Dean. The Chair will meet all qualifications of a faculty member, and will have academic as well as administrative responsibilities. The Chair will provide leadership and direction to ensure that all Department activities are consistent with the vision, mission, and values of the department. The Chair’s administrative responsibilities and duties include, but are not limited to, overall management and administration of the Department including preparation and implementation of the Department budget, review and approval of the assigned duties of all faculty in the Department to ensure that they are maximally contributing to the mission of the University, and College, seeking external funding to support CFS programs and encouraging faculty to do likewise, and linking CFS activities to the College, the University, and the community at the local, state, national, and international levels.

### 2. Department Structure

CFS is divided into six units supported by an administration core that is focused on human resources, communication, as well as grant and contract administration. The Administration Core manages the Department’s human, physical plant and fiscal resources as well as

Departmental communication and information dissemination. It is the Department's primary liaison and advocate with central USF units such as Human Resources, Payroll, Purchasing, Accounts Payable, Division of Sponsored Research, the Provost's Office and the Office of the Controller. The Administrative Core serves as a knowledge and training resource for the Department on policies, procedures, rules and regulations of USF and external entities that might affect Department business and mission. The Administration Core also engages in marketing, media relations, and Department dissemination activities.

The six units are comprised of three research divisions and three academic programs that promote the CFS vision of improving the well-being of individuals, children, and families within communities across the country through academic pursuit. The three research divisions are the Florida Center for Inclusive Communities (FCIC), Child and Family Behavioral Health (CFBH), and Rightpath Research and Innovation Center (RRIC). The primary responsibilities of the research divisions are research, dissemination, teaching, and service. The three academic programs are Applied Behavior Analysis, Child and Adolescent Behavioral Health, Rehabilitation and Mental Health Counseling. These five units intersect to bring together research, teaching and service to the three broad disciplinary areas represented in the three academic programs.

The Department Chair, in consultation with the CFS Leadership Team, may change the responsibilities of these units as well as the number of units that are part of CFS.

a. Research Divisions

- i. Florida Center for Inclusive Communities (FCIC) - Florida Center for Inclusive Communities provides interdisciplinary education programs; community services; applied research; evaluation; training and technical assistance; and information dissemination to promote full participation, independence, and productivity of individuals with developmental disabilities (DD), persons who may be at risk, and their families.
- ii. Child and Family Behavioral Health (CFBH) - Child and Family Behavioral Health provides interdisciplinary research, evaluation, policy analysis as well as training and dissemination concerning children, youth, young adults and their families with or at-risk of behavioral health challenges across human service sectors including mental health, substance abuse, child welfare, juvenile justice and education. These activities are grounded in system of care values and principles of family-driven, youth – guided, community based and culturally and linguistically competent. Expertise is also brought to bear in system infrastructure including effective leadership, financing and research and evaluation methodology.
- iii. Rightpath Research and Innovation Center (RRIC) - Rightpath Research and Innovation Center employs cutting edge research methods to develop, evaluate, and disseminate tools, strategies, and programs that elevate achievement of vulnerable children. The Center, with a focus on prevention, works to improve language, literacy and mathematics development in young children who are at risk of poor outcomes due to limited English language proficiency, low socioeconomic and ethnic minority backgrounds, or those who have communication, learning, behavioral or intellectual disabilities.

b. Academic Programs

- i. Rehabilitation and Mental Health Counseling - The mission of this academic program is to promote quality behavioral health care for all, particularly people with disabilities, and to help the state and nation meet their human service and workforce needs in the area of rehabilitation and mental health counseling through teaching, research and service. This academic program offers a master's program in Rehabilitation and Mental Health Counseling and several graduate certificate programs.

- ii. Applied Behavior Analysis - The academic program in Applied Behavior Analysis is committed to preparing behavior analysts as scientist practitioners. There are program offerings at the undergraduate, graduate, and doctoral level.
  - iii. Child and Adolescent Behavioral Health - This academic program offers a Master of Science Degree in Child & Adolescent Behavioral Health and graduate certificates to prepare professionals to work in public and non-profit agencies, including schools, addressing the needs of diverse children and adolescents experiencing behavioral health challenges and their families.
- 3. **Coordination of Department Units**
  - a. **Division and Core Directors**

In consultation with the Division's faculty and staff, the Chair will appoint members of the faculty to serve as Division Director or Co-Director(s) for each of the academic divisions and a member of the faculty or staff to serve as Core Director for each of the department cores. The Directors will supervise operations related to academic programs, knowledge dissemination, budgeting, strategic planning, grant and contract support, and other areas within the Division. At the discretion of the Department Chair, a Director may assume any of the Chair's duties. The Division and Core Director(s) serve at the discretion of the Chair and are evaluated on an annual basis by the faculty and staff of the unit in which he or she serves.
  - b. **Associate Division Directors**

Division Directors or Co-Director(s) may appoint a member or members of the faculty to serve as an Associate Division Director(s) in consultation with the Department Chair as well as that Division's faculty and staff. The duties of the Associate Division Director(s) will be defined by the Division Director or Co-Director(s). Associate Division Directors serve at the discretion of the Division Director or Co-Director(s).
- 4. **CFS Leadership Team**

The Department Chair will convene a CFS Leadership Team at least once each quarter for the purpose of reviewing key policy issues and actively participating in decisions affecting the Department. The Leadership Team is comprised of the Director or Co-Director(s) of each CFS Division, the Director of each Department Core, the Chair of the CFS Governance Council, and the Department Chair. A key role and responsibility of Division and Core Directors or Co-Director(s) is to actively communicate issues and actions of the Leadership Team with the faculty and staff of their respective units. Similarly, the CFS Governance Council Chair has the responsibility to communicate issues and actions of the Leadership Team with the CFS Governance Council membership.
- 5. **CFS Administrative Function Workgroup**

The Administrative Function Workgroup is a standing departmental workgroup composed of administrative staff from the CFS Divisions and Cores who have responsibility for human resources and fiscal issues for their units. This workgroup facilitates the efficient implementation of policies and procedures related to human resources and fiscal matters.
- 6. **CFS Organizational Model**

The model in Appendix 1 represents the current functional organization of the Department. This chart is intended to capture administrative and academic/programmatic functions within CFS divisions and across the Department and should include all standing and ad hoc committees encompassed in official Departmental activity. This functional organizational chart will be updated at the same time as the CFS Governance document.



## Section 2

# Department Governance Council, Committees, and Meetings

### A. CFS Governance Council Structure and Activities

The Department will assemble a CFS Governance Council to review key policy issues, actively participate in decisions affecting the Department, and provide input and recommendations to the Department Chair and Leadership Team.

Key areas to be addressed by the CFS Governance Council will include the following:

- Strategic planning
- Budget, financial accounts
- Hiring/layoffs
- Functional units or other organizational support structures
- Space allocation, and other matters relevant to faculty and staff

#### 1. Membership

All members of the department faculty and staff (as defined in Section 1, B.1 and Section 1, B.2 of this document) are eligible to serve on the CFS Governance Council and vote in the CFS Governance Council elections, with the exception of the Department Chair and the Division Directors. Emeritus/Emerita faculty can attend and participate in CFS Governance Council meetings in an advisory capacity. Emeritus/Emerita faculty are not eligible for election and do not have voting privileges.

The CFS Governance Council will consist of 13 members. Twelve members will be elected from CFS employment categories as follows: up to 2 representatives each from among Tenure-Line Faculty, Research Faculty, and Assistant in/Associate in/Instructor Faculty groups (a total of 6 faculty representatives), up to 3 representatives each from USF Administration and USF Staff employment categories (a total of 6 staff representatives). In addition, one of the CFS representatives to the CBCS Faculty Council will serve as the 13<sup>th</sup> member of the CFS Governance Council. The representative serving his or her second year will be the primary member (voting member) and the representative serving his or her first year will be the secondary member. In the event the primary member is unable to attend a meeting and does not wish to vote, the secondary member will become the voting member. Both members are welcome to attend all meetings.

Elections of the CFS Governance Council will be held in the spring of each academic year. These elections will be conducted by the CFS Governance Council.

At the time of the CFS Governance Council election, the CFS Governance Council chair shall also facilitate the election of the CFS representatives to the CBCS Faculty Council. CFS representatives to the CBCS Faculty Council will have staggered 2-year terms, such that each spring of each academic year one new representative will be elected. One position will be a Tenured/Tenure-Line Faculty and the other position will be a Research Faculty or an Assistant in/Associate in /Instructor Faculty.

Invitations for nomination to the CFS Governance Council will be sent to all eligible faculty and staff at least four weeks before the election. Self-nominations will be accepted and individuals within the Department may also make nominations. A representative of CFS Governance Council will contact all nominees to confirm their acceptance of the nomination. Potential candidates will consult with their direct supervisor before self-nominating to ensure that their participation on the CFS Governance Council is consistent with their workload obligations. After serving on the CFS Governance Council, members may self-nominate for additional terms of service.

In the event that fewer representatives than available slots are nominated from any given

employment category, the CFS Governance Council Chair in consultation with CFS Governance Council members will actively solicit nominees. Every effort will be made to fill each position with an employee from the specific employment category. In the event that position cannot be filled with an employee from the category, nominations will be solicited for employees from the broader employment category (i.e., Faculty or Staff). This will ensure equal faculty and staff representation and will maintain a 13 member CFS Governance Council.

Faculty and staff supported by contracts or grants will be provided with an appropriate percentage of E&G funding by the Department to cover their time spent on CFS Governance Council service.

CFS Governance Council members will be elected from within employment categories and eligible voters will only be allowed to vote for representatives from within their same employment category. Voting will be conducted by paper ballot or web-based survey and positions will be filled by the individuals within each employment category who receive the highest number of votes from among votes cast. Should candidates in any given employment category receive an equal number of votes in an election, the election will be determined a draw and a runoff will be conducted.

The members of the CFS Governance Council will serve two-year staggered terms. The terms of the initial group will be determined by a draw conducted at the first meeting with half the members appointed for a one-year term and half for a two-year term. In the event that someone is unable to fulfill their two-year term, the CFS Governance Council Chair, in consultation with CFS Governance Council members, will appoint a representative from that employment category to fill the vacancy.

CFS Governance Council members will select a CFS Governance Council Chair who will facilitate meetings, a Vice-Chair, to assist the Chair and substitute for the Chair when necessary, and a Recorder to record and distribute meeting minutes. The CFS Governance Council Chair will hold a faculty position, and the Vice Chair will hold a staff position. The Chair will serve as the CFS Governance Council representative on the CFS Leadership Team and will be responsible for communicating Departmental, CBCS, or USF faculty issues to the Council and coordinating any necessary response to these issues.

## 2. Purpose of the CFS Governance Council

### a. Purpose of the CFS Governance Council (CFSGC):

Advocacy and representation; communication; and leadership and decision-making.

- i. **Advocacy and Representation:** CFSGC represents the perspectives of CFS staff and faculty at all levels of the University and serve as a voice/advocate.
  - ii. **Communication:** CFSGC is responsible for disseminating Departmental and College information to CFS staff and faculty; likewise, the CFSGC provides input on behalf of CFS faculty and staff to CFS Leadership Team, CBCS Faculty Council, and College Administration on key topics such as policies, procedures, governance, and other topics affecting CFS and the College. The CFSGC relies upon participation of all departmental staff and faculty in the governance process (via personal communication, emails, council meeting participation, etc.) to ensure views are adequately represented.
  - iii. **Leadership and Decision-Making:** CFSGC provides multiple perspectives to the CFS administrative decision-making process. Representatives of both staff and faculty discuss policy changes and the effects on varied constituencies, leading to greater understanding and trust between faculty, staff and administration. This also includes making recommendations and decisions that impact CFS, ensuring current policies are being implemented as intended, and promptly addressing critical issues that affect CFS.
- ### b. Relationship between the CFS Governance Council and CBCS Faculty Council (comprised of faculty members from each department in the College):
- Communication/transparency and collaboration—

- i. Communication/Transparency: The relationship between the CFSGC and the CBCS Faculty Council should be one of transparency and bidirectional openness to serve the interests of Faculty and Staff across Departments.
  - ii. Collaboration: The CFS Governance Council will be responsible for maintaining its own agenda and priorities that fit the unique mission and composition of CFS, while also paying attention to possibilities for engaging in collaborative projects with the CBCS Faculty Council.
- c. Relationship between the CFS Governance Council and the CFS Leadership Team: Advocacy/representation and open communication and transparency
- i. Advocacy/Representation: The CFS Governance Council Chair brings a varied and informed voice to the CFS Leadership Team. The relationship between the CFS Governance Council and the CFS Leadership Team should enable the CFSGC active participation in decisions/procedures put forth to the Leadership Team. Ideally, the two groups would work together to facilitate greater productivity and community impact. The CFS Governance Council utilizes information gathered at the Leadership Team meetings to address issues that impact Faculty and Staff.
  - ii. Open Communication and Transparency: Communication between the CFSGC and the CFS Leadership Team should be open and transparent regarding issues of high importance while respecting the confidentiality of management decisions.
- d. Relationship between the CFS Governance Council and CBCS Councils and Committees:
- i. The CFS Governance Council may be asked to nominate members for CFS representation on various CBCS councils or committees. Individuals from the CFS Governance Council may be asked to directly serve on committees as a liaison to the CFS Governance Council and CFS employees at large.
- e. CFS Governance Council's unique contributions to:
- i. The Department of Child and Family Studies
    - The CFSGC is a model for inclusive leadership and shared decision making, representing the views of both the CFS faculty and staff
    - CFSGC provides a voice for employees in the department so that all are represented
    - CFSGC provides information and guidance to employees on issues that affect CFS staff and faculty
    - CFSGC provides a platform for sharing proactive ideas to improve our overall work within CFS
    - The CFSGC ensures that feedback and recommendations of CFS faculty and staff are communicated to each division and leaders within CFS
  - ii. The College of Behavioral and Community Sciences
    - The College is enriched by the unified voice of CFSGC, which represents a varied group of individuals that encompass each class of employees within CFS
    - CFSGC participates in decisions at the College level that affect all in CFS
    - The Council ensures that feedback and recommendations of CFS faculty and staff are communicated to other CBCS Departments and leaders
    - The CFSGC supports the best interests of CBCS, upholding its integrity; maintaining resources and reputation; ensuring that the environment remains stable, friendly, and trusting; ensuring that staff are provided with current information on issues related to the college.
  - iii. The University of South Florida
    - USF is enriched by the example of multiple views for shared decision making and the value of employee voice at all levels
    - CFSGC works to ensure that decisions made at the University level support CFS employees and our work

- f. CFS Governance Council's role in University Engagement
  - i. The CFSGC serves as an impetus for involving faculty and staff not otherwise invested in the governance and operation of CFS, College of Behavioral and Community Sciences, and USF
  - ii. As CFSGC engages staff and faculty, our representation within CFS, CBCS, and USF will be reflective of staff and faculty

### 3. Role of CFS Governance Council Chair and Members

An important role and responsibility of the CFS Governance Council Chair is to function as liaison between CFS Governance Council membership and the CFS Department Chair. The CFS Governance Council Chair will ensure that CFS Governance Council members are kept informed of current issues and actions at the University, College, and Departmental levels that are pertinent to departmental functioning and carrying out of the CFS vision and mission. The CFS Governance Council Chair will also represent the interests and concerns of employees of CFS and the CFS Governance Council to the Department Chair and College Dean.

The Role of the CFS Governance Council Vice-Chair is to provide support to the CFS Governance Council Chair. The CFS Governance Council Vice-Chair will stand in for the CFS Governance Council Chair should the Chair be unable to attend meetings or fulfill his/her duties.

As noted under Membership, the CFS Governance Council Chair should be a faculty member to ensure communication of and attention to issues specific to Faculty lines (e.g., assigned faculty duties, tenure and promotion, faculty evaluations).

The role of the CFS Governance Council Recorder is the oversight of the recording of the Governance Council meeting minutes and distribution of minutes to the Council for review and approval. The CFS Governance Council Recorder is also responsible for ensuring approved minutes are made available to CFS employees.

Similarly, CFS Governance Council members are responsible for actively communicating issues and actions of the CFS Governance Council with the CFS faculty and staff they were elected to represent as well as introducing departmental issues to the Council for possible action.

### 4. Meetings

The CFS Governance Council will meet at least quarterly. All meetings of the CFS Governance Council will be announced in advance and are open to all faculty and staff of the Department as defined in Section 1.B.1 and 1B.2 of this document. The Department Chair will be invited to the Fall semester meeting to prepare and plan for the coming academic year. Minutes will be recorded for all meetings and distributed to the Department faculty and staff. Items for the agenda will be solicited from CFS Governance Council members at least a week before the scheduled meeting date. Meetings will utilize Robert's Rules of Order.

If faculty or staff members identify issues they feel should be addressed by the CFS Governance Council, these should be brought to the attention of their representatives on the Governance Council as well as the Governance Council Chair. The CFS Governance Council Chair will call meetings of the CFS Governance Council in a timely manner when issues arise that require the attention and input of the CFS Governance Council.

The CFS Governance Council may also identify agenda items for the Departmental staff meetings, review nominations for membership on the CFS Governance Council, and in collaboration with the Leadership Team and Department Chair, draft Departmental policies and/or operational recommendations. When votes are taken in the CFS Governance Council, a quorum will be defined as half the number of members. For purposes of decision making, a minimum of 8 votes must be placed. An affirmative decision will be made by a simple majority of those voting.

### 5. CFS Governance Council Committees and Workgroups

The CFS Governance Council will form ad hoc (time-limited) committees as necessary for issues that need to be addressed by the Council. The CFS Governance Council will also have a standing Faculty committee and a standing Staff committee (comprised of members from Administration and Staff employment categories) within the CFS Governance Council to address issues specific to employees within a particular employment category. Additional CFS employees may be solicited to serve on these committees as deemed appropriate. For issues that need an at-large vote within the department, the CFS Governance Council as a whole will determine whether the issue should be voted upon by both staff and faculty or only a specific employment category.

## B. Departmental Committees

Departmental committees may be created to provide ongoing oversight of and input into Department-related administrative functions or to assist with large-scale projects or initiatives of the Department.

Committees may be formed as deemed necessary by the Department Chair in consultation with the Leadership Team and CFS Governance Council. Some committees will consist of both CFS staff and faculty members, while others, such as Tenure and Promotion Committees, will consist solely of faculty members.

The Department Chair will appoint committee members in consultation with the Leadership Team and CFS Governance Council. The Department Chair also will appoint a chair for each committee. Committees may be either standing or ad hoc (time-limited). As committees are formed, descriptions of their composition and purpose will be distributed to all members of the Department.

Ordinarily, Committee Chairs will serve for a period of two years, and this term may be renewable for additional periods. Each committee may elect additional officers, and may consult with the Department Chair and the CFS Governance Council to determine changes in committee composition or leadership. E-mail solicitations will be sent to all faculty and staff when committee vacancies arise, and members may self-nominate for consecutive terms.

Members of each Departmental committee will determine how often the committee will meet. All meetings will be announced within the Department and are open to all members of the Department. Committee meetings will generally be held at least twice per year. All committees will keep brief minutes that will be made available upon request. Any staff member may suggest an agenda item for the meetings by e-mailing the Committee Coordinator in advance of the meeting. When votes are taken in committees, a quorum will be defined as half the number of committee members and an affirmative decision will be made by a simple majority of those voting.

Search committees are a special type of committee, and the Office of Diversity and Equal Opportunity has rules regarding their composition. The Chair of a faculty search committee will be a faculty member who whenever possible has expertise in the substantive area related to the position to be filled. The Chair of Administration and Staff search committees can be either faculty or staff as defined in this document and should have expertise in the substantive areas related to the position to be filled.

### 1. Faculty Committees

CFS will have a standing *Academic Programs and Curriculum Committee*, for issues related to curriculum, undergraduate and graduate program development, and professional continuing education programs (including graduate certificates). The committee will also be responsible for oversight of CFS faculty credentialing.

CFS will have a standing *Admissions Committee* for each academic degree and certificate program within the department. Each *Admissions Committee* will be responsible for issues related to admission of students to a specific CFS program, recommending policies for student recruitment and advisement to the specific program, establishing and monitoring the minimum program admission requirements, discussing admission trends and reviewing special admission

requirements for the program, and reviewing program recruitment and retention strategies as well as student diversity issues, consistent with the Department, College, and University goals.

CFS will have a standing department-wide *Student Affairs Committee*. The *Student Affairs Committee* shall be composed of two faculty members from each degree program and one faculty member from each certificate program. The CFS *Student Affairs Committee* will be responsible for recommending policies and procedures pertaining to maintaining student academic standards & academic integrity and consideration of CFS student grievances and appeals.

Department-level Faculty Tenure and Promotion Committees will be established as specified in CBCS Guidelines for Faculty Appointment, Tenure, and Promotion. Any changes to these guidelines will be automatically adopted as official procedure for the purpose of this CFS governance document.

### C. Departmental Faculty and Staff Meetings

CFS faculty and staff meetings will be held at least once a year during the fall semester, in addition to an annual faculty meeting held at some point during the academic year. These meetings will be facilitated by the Department Chair and/or the Chair of the CFS Governance Council. Ad hoc faculty and/or staff meetings may be convened as needed. Standing agenda items will include Department, College, and University news, and updates on Departmental policies and procedures. Other key areas to be addressed at the meetings include issues related to strategic planning, review of policy changes, hiring and lay-offs, space allocation, and the Departmental budget. During each meeting, time will be reserved for open discussion or new business from the floor.

The date and time of the annual faculty and staff meeting will be announced by the Department Chair or his/her designee at the beginning of the academic year, and reminders sent via e-mail at least two weeks prior to the meeting. Staff can request a specific item of interest to be included in the meeting agenda by contacting the Chair in advance of the meeting. If unresolved issues arise, the latest version of Robert's Rules of Order will govern the organization and conduct of the meeting. A member of the faculty and staff will be appointed as Parliamentarian and will be responsible for interpreting procedures according to Robert's Rules of Order.

The CFS Governance Council may request that the Department Chair call additional meetings of the Department on special topics, should they deem it necessary. The total number of the faculty and staff attending the meeting will constitute a quorum. Minutes of all Department Faculty and staff meetings will be recorded and distributed following each meeting.

Substantive issues that impact the direction of the Department should be discussed at faculty and staff meetings. In addition, the Department Chair, in consultation with the CFS Governance Council, may request a vote of the faculty and staff on issues related to strategic plans, proposed budgets, or other areas identified as of significant importance. The CFS Governance Council will establish procedures for purposes of voting at faculty and staff meetings on recommendations, resolutions, or changes. Whether through a poll, survey, or other means, an affirmative decision will be made by a simple majority of those voting.

## **Section 3**

# **Appointment, Assignment, Evaluation, Promotion and Tenure**

In all matters of appointment, assignment, evaluation, promotion, and tenure, CFS faculty and staff will work under the principle that collegiality and teamwork is an integral part of the success in accomplishing the mission of the Department.

## **A. Appointment, Retention, and Reappointment of the Department Chair**

### **1. Hiring and Appointment of the Department Chair**

It is the responsibility of the Dean to appoint the Department Chair. The Dean will solicit input from the CFS Leadership Team, CFS Governance Council, and departmental faculty and staff prior to making the appointment. The goal of the appointment process is to promote transparency in the selection of the Department Chair. The Department Chair serves at the discretion of the Dean.

Upon learning that the Department Chair position is to be vacated, the Dean will determine if there will be an external or internal search based on input from the CFS Leadership Team, CFS Governance Council, and departmental faculty and staff and other factors such as the strategic direction and mission of the Department, availability of funds, and interest among existing faculty in serving as Department Chair.

In the event of an internal search and/or interim appointment, the Dean will seek input from the CFS Leadership Team, CFS Governance Council, and departmental faculty and staff through a recommendation process. Self-recommendations will be accepted as will recommendations from other members of the College and the University, including the Dean. Those faculty members who are recommended will be contacted by the Dean to determine their interest in applying for the position.

In the event that an external search is conducted, members of CFS faculty and staff will comprise the majority of those on the search committee. The search committee will screen candidates and provide feedback on perceived strengths of each finalist as well as areas of concern or those in need of further exploration. All searches will be conducted in accordance with College and University policies, procedures, and regulations.

### **2. Retention of the Department Chair**

The Dean will conduct a survey of CFS faculty and staff on an annual basis to assess the Chair's performance. During the course of any year, if issues arise between the Chair, CFS Leadership Team, CFS Governance Council, and CFS faculty and staff that are determined to be irresolvable through ordinary channels and through informal and formal processes within the Department, the CFS Governance Council may ask the Dean to review these issues. At the discretion of the Dean, a vote of CFS faculty and staff may be called regarding the ongoing status of the Department Chair. Should a decision be made to replace the Chair, the choice of an Interim Chair will be made by the Dean, in consultation with the Department leadership and the CFS Governance Council.

### **3. Reappointment of the Department Chair**

At the conclusion of the Department Chair term, the Dean will consult with the Department Chair regarding his/her willingness to seek reappointment. In the event the Department Chair does not wish to be reappointed, the Dean will follow the guidelines outlined in Section 3, A-1. If reappointment is sought, the Dean will solicit input from the CFS Leadership Team, CFS Governance Council, and CFS faculty and staff prior to making the appointment.

## **B. Faculty Hiring**

Many CFS faculty members are supported fully or in part by grant and contract funds. The availability of these faculty positions is specified by the funding contracts and the scope of work of the funded projects. The hiring and continued employment of grant and contract funded faculty is contingent upon the availability of funding through these projects.

Development of faculty lines using E&G rate and the allocation of E&G faculty rate will be identified as part of a department strategic planning process and will be addressed at the CFS Leadership Team, CFS Governance Council, and departmental faculty and staff meetings.

Plans for recruitment for tenure track faculty lines must be integrated within the College's annual plan for faculty recruitment in order to meet recruitment goals, budgetary issues, and approval of the Dean.

For tenure track faculty lines, the Department Chair will appoint a Coordinator/Chair of each search committee. That person will be a faculty member who will work with the Department Chair to determine the remaining committee membership. Whenever possible this person should have expertise in the substantive area related to the position to be hired.

Search procedures will follow College, and USF guidelines for the recruitment and selection of faculty. The Search Committee will screen all candidates and present a short list of the top-rated candidates to the Department Chair.

The Department Chair, in consultation with the Dean and search committee Coordinator, will arrange for candidate interviews. Following the interviews, the search committee will meet to discuss the candidates and make recommendations to the Department Chair. The Department Chair will submit his/her final selection along with information regarding the search committee's recommendations to the Dean for final approval.

CFS faculty hiring emphasizes diversity as well as knowledge/skills, not only for affirmative action goals, but also because of our values and our mission. Faculty hiring will reflect these goals in both the membership of the search committee as well as the recruitment process and applicant pool.

### **C. Assignment of Duties and Responsibilities**

Development of position descriptions will follow USF Human Resources policies and procedures and any applicable Collective Bargaining Agreements. Position descriptions for USF Administration and USF staff employees will be developed by the position supervisor in consultation with higher level supervisors or program directors, as appropriate. Faculty assigned duties will be developed by the faculty member's supervisor(s) in consultation with the faculty member and any higher level supervisors or program directors, as appropriate.

### **D. Performance Evaluation**

All faculty and staff within the Department will receive an annual performance evaluation. All evaluations must be signed by the evaluator and the CFS faculty or staff evaluated before submission to the Assistant Dean, in the case of faculty, and to the Human Resources Director, in the case of staff. Evaluations of CFS faculty and staff will follow USF Human Resources policies and procedures and any applicable Collective Bargaining Agreements.

Evaluations for CFS Staff employees are based on the responsibilities described in the employee's Position Description Questionnaire and are written by the employee's supervisor.

Faculty will be evaluated according to performance of their assigned faculty duties. The procedure for faculty evaluations will include a self-evaluation and an evaluation written by the faculty member's supervisor. Faculty in junior ranks and those seeking tenure or promotion will also receive annual feedback as part of the evaluation regarding their progress toward tenure and/or promotion. Faculty assigned duty forms determine the research, teaching, and service loads of faculty. Annual evaluations will take into account the percentage of assignment to each of the formal evaluation categories including research, teaching, service and, when appropriate, administration.



## E. Faculty Tenure and Promotion

All tenure and promotion criteria and review procedures will follow the policies and procedures specified in the most current revision of the *Child and Family Studies Guidelines for Appointment, Tenure, and Promotion*<sup>1</sup>. Any changes to these guidelines will be automatically adopted as official procedure for the purpose of this CFS governance document.

### 1. Departmental Tenure and Promotion Committee (D-TAP) Committee

Consistent with the most current revision of the *Child and Family Studies Guidelines for Appointment, Tenure, and Promotion*, the Chair of Child and Family Studies (CFS) will establish on an annual basis, or as needed, a Departmental Tenure and Promotion Committee (D-TAP) to review applications for tenure and/or promotion for faculty in tenure-track positions and to make recommendations to the Department Chair and the CBCS Tenure and Promotion (TAP) Committee. When possible, Departmental representatives serving on the CBCS TAP Committee should not serve on the D-TAP Committee. In cases where a faculty member serves on both the TAP and D-TAP, the individual may participate in the discussion of the TAP Committee but may not vote on the application at the college level.

The D-TAP Committee will consist of no less than three and not more than five tenured faculty members who are at the same rank or higher than the candidate. The size of the committee may be larger at the discretion of the Department Chair and CFS Governance Council. If there is not a sufficient number of eligible faculty to compose the D-TAP, the membership of the committee may be supplemented with tenured faculty from other departments at CBCS or within the University. The Department Chair and the CFS Governance Council will solicit committee nominees from eligible tenured faculty. If more than five people are nominated, the tenured faculty will vote to elect a five-member D-TAP Committee from among those nominated.

Nominees to the D-TAP committee must have held a faculty appointment for a minimum of two years.

### 2. Departmental Research Professor Promotion (D-RPP) Committee

Consistent with the most current revision of the *Child and Family Studies Guidelines for Appointment, Tenure, and Promotion*, the Chair of Child and Family Studies (CFS) will establish on an annual basis, or as needed, a Departmental Committee for the Research Professor Career path (D-RPP) to review applications of faculty and to make recommendations to the Department Chair and the CBCS RPP Committee. When possible, Departmental representatives serving on the CBCS RPP Committee should not serve on the D-RPP. In cases where a faculty member serves on both the RPP and D-RPP, the individual may participate in the discussion of the RPP Committee but may not vote on the application at the college level.

The D-RPP Committee will consist of no less than three and not more than five faculty members in the same career path. The size of the committee may be larger at the discretion of the Department Chair and CFS Governance Council. If there is not a sufficient number of eligible faculty to compose the D-RPP, the membership of the committee may be supplemented with: (1) individuals from other career path groups within the Department who hold rank higher than that of the candidate, or (2) by eligible faculty in the Research Professor career path from other departments in the College or within the University. The Department Chair and the CFS Governance Council will solicit committee nominees from eligible faculty. If more than five people are nominated, the tenured faculty will vote to elect a five-member D-RPP Committee from among those nominated.

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<sup>1</sup> The Tenure and Promotion guidelines may vary depending the date the faculty member was hired. Faculty are advised to consult with the CBCS Associate Dean for Academic Affairs to help them determine which set of guidelines is appropriate for their situation.

Nominees to the D-RPP committee must have held a faculty appointment for a minimum of two years.

3. Departmental Research Associate Promotion (D-RAP) Committee

Consistent with the most current revision of the *Child and Family Studies* guidelines for promotion for the Research Associate Career Path, the Chair of Child and Family Studies (CFS) will establish on an annual basis, as needed, a Departmental Committee for the Research Associate Career Path (D-RAP) to review applications of faculty and to make recommendations to the Department Chair and the CBCS RAP Committee. When possible, Departmental representatives serving on the CBCS RAP Committee should not serve on the D-RAP. In cases where a faculty member serves on both the CBCS RAP and D-RAP, the individual may participate in the discussion of the CBCS RAP Committee but may not vote on the application at the college level.

The D-RAP Committee will consist of no less than three and not more than five faculty members in the same career path. The size of the committee may be larger at the discretion of the Department Chair and CFS Governance Council. If there is not a sufficient number of eligible faculty to compose the D-RAP, the membership of the committee may be supplemented with: (1) individuals from other career path groups within the Department who hold rank higher than that of the candidate, or (2) by eligible faculty in the Research Associate career path from other departments in the College, or within the University. The Department Chair and the CFS Governance Council will solicit committee nominees from eligible faculty. If more than five people are nominated, the tenured faculty will vote to elect a five-member D-RAP Committee from among those nominated.

Nominees to the D-RAP committee must have held a faculty appointment for a minimum of two years.

4. Departmental Instructor Promotion (D-IP) Committee

Consistent with the most current revision of the *Child and Family Studies* guidelines for promotion for the Instructor Career Path, the Chair of Child and Family Studies (CFS) will establish on an annual basis, as needed, a Departmental Committee for the Instructor Career Path (D-IP) to review applications of faculty and to make recommendations to the Department Chair and the CBCS IP Committee. When possible, Departmental representatives serving on the CBCS IP Committee should not serve on the D-IP. In cases where a faculty member serves on both the CBCS IP and D-IP, the individual may participate in the discussion of the CBCS IP Committee but may not vote on the application at the college level.

The D-IP Committee will consist of no less than three and not more than five faculty members in the same career path. The size of the committee may be larger at the discretion of the Department Chair and CFS Governance Council. If there is not a sufficient number of eligible faculty to compose the D-IP, the membership of the committee may be supplemented with: (1) individuals from other career path groups within the Department who hold rank higher than that of the candidate, or (2) by eligible faculty in the Instructor career path from other departments in the College, or within the University. The Department Chair and the CFS Governance Council will solicit committee nominees from eligible faculty. If more than five people are nominated, the tenured faculty will vote to elect a five-member D-IP Committee from among those nominated.

Nominees to the D-IP committee must have held a faculty appointment for a minimum of two years.

## **Section 4**

### **Allocation of Resources**

The allocation of resources refers to decisions about budget, staff support for faculty, equipment, utilization of office space/rooms, permission to access data or information, etc. The Department will strive for transparency in all decisions related to the allocation of resources.

#### **A. Resource Oversight**

All faculty and staff responsible for oversight of CFS resources, which includes Division as well as Department-wide resources, must adhere to College and University (USF) procedures. It is the role of the Department Chair, Leadership Team, and CFS Governance Council to ensure that faculty and staff are informed about the availability of resources, the need to cut resources (e.g., due to budget reductions or financial exigency), and the appropriate method by which CFS faculty may access these resources.

It is the role of the Department Chair, Leadership Team, and CFS Governance Council to ensure that resource utilization coordinates with CFS strategic planning. A guiding principle is that department resources should be invested wisely to support fulfilling the CFS vision, mission, and goals.

In order to provide information about CFS budget and resource allocation processes, the director of the CFS Administration Core and/or the CFS departmental chair will periodically update members of the Leadership Team and CFS Governance Council with information on the CFS budget and resource allocations. For the CFS Governance Council this information will be provided at least once annually in the spring or fall of each year.

Principal Investigators are responsible for the fiscal management of the grants and contracts under their administration. However, the allocation of resources should be executed collaboratively with the CFS Division in which the project is housed and with the Department as a whole.

Each Division and Core Director will provide oversight and approval for his/her unit-level resources. The CFS Chair will serve as the final level of oversight and approval for the allocation of Department resources.

#### **B. Space Allocation**

Decisions regarding the allocation of office space will be made within the CFS Divisions for division-specific projects. Requests for new office space or changes in existing office space should be made first to the appropriate Division or Core Director who will work collaboratively with faculty and staff to accommodate space needs. Should a cross-division project occur or projects for which space needs are beyond the resources of an individual division, the allocation of office space will be determined by the CFS Leadership Team in consultation with the Department Chair.

## **Section 5**

### **Conflict Resolution and Grievances**

#### **A. Relationship to CFS Governance**

This section pertains to potential conflicts among faculty and staff members, between the Department Chair and faculty and staff, between faculty and students, and in supervisory relationships. The shared governance processes of CFS are intended to maintain a climate in which open communications occur and in which resolution of conflicts in the work environment can be resolved without going through formal procedures. Although the collegial resolution of conflicts is desired, faculty and staff have the right to follow the formal conflict and grievance procedures set forth in university policy and applicable collective bargaining agreements at any time they feel this is necessary.

#### **B. Informal Conflict Resolution Process**

It is important that all faculty and staff strive to make the CFS work environment collaborative and collegial. Should conflicts among faculty and/or staff members arise, every effort should be made to resolve conflicts informally and among those directly involved in the conflict.

If a conflict is not resolved informally, it is recommended that attempts at formal resolution of the conflict begin with a meeting of the immediate supervisor and the individual faculty or staff members directly involved for the purpose of discussing and resolving the issues in a collegial manner. If attempts to resolve conflicts at this level are unsuccessful, the faculty or staff member may elect to meet with the Division or Core Director or next level supervisor to explore how the conflict can be resolved on an informal basis within the division. If the situation has not been resolved at the division level, the faculty or staff member may elect to meet with the Department Chair to discuss the issue. If the faculty or staff member remains dissatisfied with the attempts at resolution within CFS, he or she will inform the Department that he/she wishes to meet with the CBCS dean and discuss the situation.

#### **C. Formal Grievance Process**

Actions that apply to a “formal grievance process” will be resolved using guidelines established through USF Human Resources and any applicable Collective Bargaining Agreements.

#### **D. Sexual Harassment and Discrimination**

In cases of sexual harassment or discrimination, University Guidelines must be followed.

## Section 6

### Amending the CFS Governance Document

This governance document will be reviewed by the CFS Governance Council, in collaboration with the Department Chair and Leadership Team, in January of each year to determine if there is need for any revisions. Special attention shall be paid to whether the number of faculty in any given category might necessitate change in the number of Council membership slots assigned to that category. If the CFS Governance Council decides that revisions are necessary, the CFS Governance Council Chair and Department Chair will alert faculty and staff to the process for revising the governance document and ensure that faculty and staff are involved in providing input regarding potential revisions. Substantive changes to this governance document will be approved by a majority vote of the CFS faculty and staff voting.

#### CFS Governance Document Adoption History<sup>1</sup>

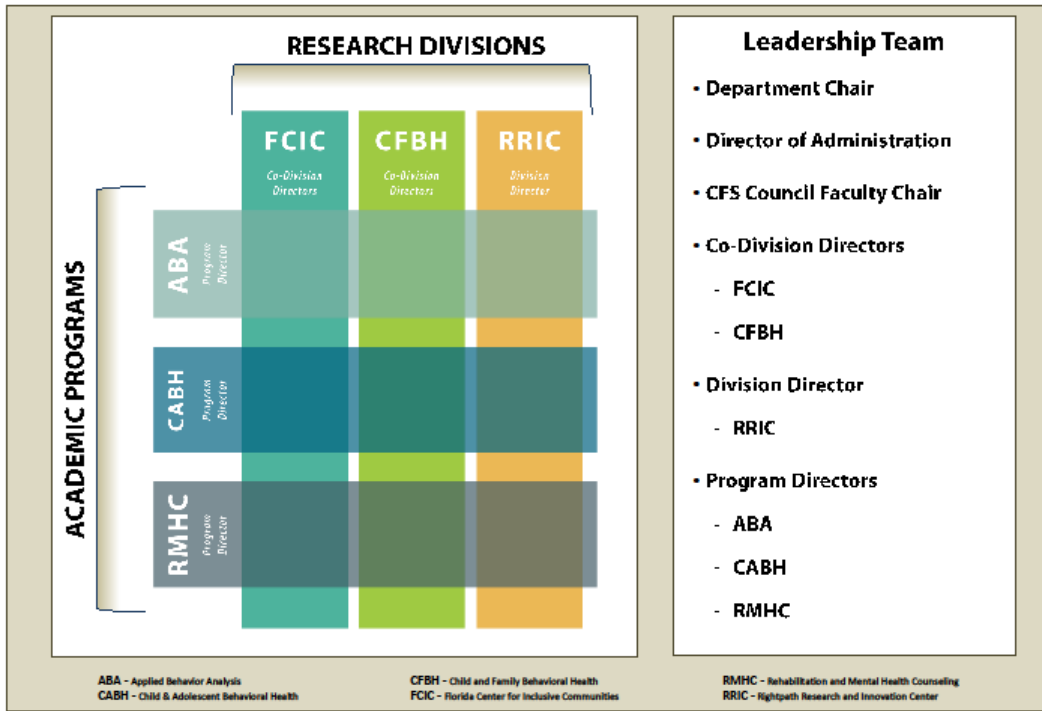
01-05-07	Initial Governance Workgroup Meeting
01-26-07	TREaD Review of Governance Process
06-07-07	CFS Leadership Team Partial Document Draft Review
06-12-07	DARES Leadership Team Partial Document Draft Review
07-03-07	CFS Faculty and Staff Governance Process and Partial Document Draft Review
07-19-07	S&L Governance Process and Partial Document Draft Review:
08-15-07	CFS Leadership Team Partial Document Draft Review
09-06-07	CFS Faculty and Staff Full Document Draft Review
09-12-07	DARES Leadership Team Full Document Review
09-25-07	CFS Leadership Team Full Document Review
10-04-07	FMHI Deans Office Full Document Review
10-11-07	Final Document Prepared for Ratification
10-24-07	CFS Faculty and Staff Vote for Ratification
11-02-07	Approved by the Department Faculty and Staff
01-11-08	Approved by the FMHI Dean
05-13-08	First Council seated
02-10-10	CFS Governance revised
04-14-11	CFS Governance revised
12-13-12	CFS Governance revised

04-09-13	CFS Governance revised
09-16-13	Appendices 2 and 3 added
9-21-15	CFS Governance revised (four amendments approved by CFS faculty and staff)
11-20-15	Revised Teaching Credentials document (Appendix 2 of the CFS Governance document) approved by vote of CFS.
12-15-16	Revised CFS Governance document approved by vote of CFS.
9-1-17	CFS Governance document amended to include Rightpath Research and Innovation Center as new division
12/6/17	Approved by CBCS Dean Serovich

REVISION HISTORY WILL BE ADDED TO THE ABOVE LIST AS CHANGES ARE MADE.

# Appendix 1: CFS Organizational Model

## CFS Organization Model



## **Appendix 2: Departmental Statement of Teaching Credentials**

Behavioral health is defined as the interdisciplinary scientific study of healthy and problematic behavior and factors that influence behavior, and includes content areas such as substance abuse, rehabilitation, mental health, and intellectual and physical disabilities. The Department of Child & Family Studies (CFS) in the College of Behavioral & Community Sciences at the University of South Florida (USF) provides a scientific, philosophical, applied, and humanistic approach to the understanding of behavioral health and is committed to improving the well-being of individuals, children, adolescents, and families within communities across America as well as globally through promoting respect, inclusion, development, achievement, behavioral health, and an optimum quality of life.

The CFS is committed to maintaining the highest standards of academic excellence for its undergraduate, graduate, and certificate courses. To achieve this goal, the CFS carefully reviews and credentials all instructors of record for our academic undergraduate, graduate, and certificate courses. We follow the USF and SACS requirements for credentialing, while at the same time, recognizing that behavioral health is an interdisciplinary field of study.

To maintain the breadth and quality of our interdisciplinary field of study, it is necessary to recruit faculty from a variety of disciplines and backgrounds. Thus, to be credentialed to teach undergraduate students in a baccalaureate course or undergraduate certificate, instructors of record must have a doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline). Faculty and instructors of record teaching graduate, post-baccalaureate, and/or graduate certificate course work, must have an earned doctorate/terminal degree in the teaching discipline or a related discipline. As behavioral health is an interdisciplinary field of study, graduate and doctoral degrees (or a minimum of 18 graduate credits) can be in (including but not limited to) public health, health services research, psychology, sociology, anthropology, education, political science, human development, developmental disabilities, applied behavior analysis, geography, women's and gender studies, medicine, nursing, business, communications, public administration, rehabilitation counseling, mental health counseling, marriage and family therapy, addictions and substance abuse, law, and/or social work. CFS faculty/instructors who teach in the Rehabilitation and Mental Health Counseling CORE/CACREP program should be Certified Rehabilitation Counselors (CRCs) or certificate-eligible, or Licensed Mental Health Counselors (LMHCs) or license-eligible. Faculty/instructors who teach in the Rehabilitation and Mental Health Counseling Program without an CRC/LMHC or eligibility for either but who hold a Ph.D. or equivalent may be credentialed to teach Research and Evaluation, Legal and Ethical Issues, Human Growth and Development, Diagnosis and Psychopathology, and Individual Evaluation and Assessment courses or others with the approval of the department chair. CFS faculty/instructors who teach in the Applied Behavior Analysis program should be Board Certified Behavior Analysts (BCBA) or certificate-eligible. Exceptions can be made based on credentials, clinical and/or research and teaching experiences. In some cases, CFS faculty may be credentialed based upon professional licensure or certification, research accomplishments, special training, or other competencies relevant to the course(s) being taught.



## **Appendix 3: Academic Programs & Curriculum Committee (APCC)**

### **A. Structure**

The Academic Programs and Curriculum Committee (APCC) in the Department of Child & Family Studies (CFS) shall be a standing committee in the CFS. The APCC shall be composed of one CFS faculty member representing each graduate certificate program and each academic degree program within CFS. In addition, the CFS Governance Council Faculty Subcommittee will recommend to the CFS Chair two additional faculty members to serve on the CFS APCC. Each faculty member will serve a two year term on the CFS APCC. The CFS APCC will meet regularly throughout the academic year, according to a schedule determined by committee members. The CFS Governance Council Faculty Subcommittee shall also recommend a master's and a doctoral level student representative to serve as ex-officio non-voting members of the APCC for one year terms only. Each year, members of the CFS APCC will elect the APCC Chair during the first meeting of the fall semester.

### **B. Functions and Duties**

- Oversee degree programs, certificate programs, and courses offered by the CFS and review and approve new degree programs, new certificate programs, new focus/concentration areas within CFS degree programs, and new course proposals which originate in the CFS.
- Monitor the curricula, degree, and certificate programs in the CFS and periodically review the academic policies in CFS.
- Oversee periodic reviews of CFS academic degree and certificate programs as a means of providing ongoing evaluations to assist in program improvement and meeting the standards set by the Southern Association of Colleges and Schools (SACS).
- Monitor and coordinate academic degree and certificate programs CFS collaborates with other departments and colleges at USF.

### **C. Faculty Credentialing to Teach CFS Courses**

The credentialing of CFS faculty to teach CFS courses will be the responsibility of the CFS program directors of degree and certificate programs for the CFS faculty who teach in those specific CFS degree and certificate programs. If a CFS faculty teaches in both CFS degree and certificate programs, the credentialing will be determined by the academic degree program director.

### **D. Faculty Credentialing to Serve on Thesis Committees**

The established criteria for credentialing a faculty member to an associate or full member are to be considered guidelines and other records of achievement may be considered for the final decision.

#### **1. Associate Member**

All faculty members appointed in CFS in continuing or visiting positions at the rank of Assistant Professor or above on all pathways are expected to hold an appropriate terminal degree, to demonstrate suitable competence in graduate-level teaching, and/or to provide evidence of either an established record of research and scholarly publication or sufficient potential for securing such a record over a period of several years. Since these are essentially the qualifications for (basic) membership on the CFS Graduate Faculty, all faculty appointed to positions at the rank of Assistant, Associate, or Full Professor (both tenure and non-tenure earning) will automatically be considered as members of the CFS Graduate Faculty at the level of Associate Member.

In addition, faculty members who have a Joint appointment in CFS at the rank of Assistant Professor or above will automatically be considered as members of the CFS Graduate Faculty at the level of Associate Member. Associate Members may serve as Chairs of thesis committees

after serving as members on three thesis committees where students have completed their degree or they have served as Co-Chairs of two thesis committees where the students have completed their thesis.

## 2. Full Member

Full Member of the CFS Graduate Faculty shall be restricted to new and continuing members of the CFS faculty who have had suitable experience in graduate education, who are currently engaged in teaching, active research, and scholarly publication, and who intend to serve as Chairs/Co-Chairs of dissertation committees.

Evidence of suitable experience in graduate education shall include:

- a. Service as a member of the Graduate Faculty either at USF or another graduate institution for a minimum period of three years, and
- b. Documented experience at USF or another graduate institution as either a Chair of two thesis or one doctoral committees where students have completed their thesis/dissertation, or
- c. A Member of at least three thesis/dissertation committees where a student has completed their thesis/dissertation, or
- d. A Co-Chair of at least two thesis/dissertation committees where the students have completed their thesis/dissertation.

Evidence of current research and publication activity shall refer only to the three-year period immediately preceding the nomination to Full Member and shall document that at least one of the following applies to the faculty member:

- a. Sole or senior author of at least two articles reporting the results of original research in a peer-refereed publication;
- b. Principal or Investigator (or co-principal or co-investigator) of a funded, peer-reviewed grant;
- c. Co-Author of at least three articles reporting the results of original research in a peer-refereed publication;
- d. Editor or Co-Editor of at least one textbook;
- e. Author or co-author of at least two book chapters;
- f. Other evidence judged by the CFS Degree program director or graduate certificate program director initiating the recommendations. Appointments to the CFS Graduate Faculty as Full Members may be nominated by CFS graduate degree or graduate certificate program directors and must be approved (by the majority vote) of the CFS APCC.

## E. Courtesy Faculty Appointments

The CFS APCC (by majority vote) may recommend approval of Courtesy Faculty appointments from other departments/schools within CBCS, as well as faculty affiliated with other Colleges within USF.