

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

Preamble

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

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

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

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

1. The CBCS Faculty have the principal responsibility for originating policy in the following areas:

- Academic policy, including initial authorization and direction of all courses, curricula, and degrees offered;
- Scholastic policy, including scholastic standards for admission, grading, continuation, graduation, and honors;
- Academic ethics, including development of policies and procedures; and
- Research.

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Deleted: under One USF, system with academic programs and faculty on more than one campus (St. Petersburg and Sarasota – Manatee)n academic unit of the One USF Geographically Distributed, University of South Florida,

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Deleted: and in consultative relationship with regional chancellors as needed,

Commented [A3]: Clarify if regional chancellors need to be included here

Commented [A4]: COPY of Sandra Stone Comment from 1/30/20: The Consolidation notebook, V2, says the governance document should include a list of faculty types, with the voting rights, roles and responsibilities, and requirements of each type. Should that be included here or somewhere else?

I see this under Faculty Assembly -- maybe it doesn't need to be in this first part.

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58 2. The [CBCS Faculty](#) shall act jointly with the administration to make recommendations  
59 in the areas of:

- 60 • Policies and procedures for faculty appointment, promotion and tenure review,  
61 reward systems; discipline and termination;
- 62 • Student conduct and activities;
- 63 • Budgetary review and strategic planning;
- 64 • Selection and review of academic administrators; and
- 65 • Development of policy concerning the general academic welfare of the  
66 University.

67 3. A commitment to shared governance requires that [the CBCS Faculty](#), primarily  
68 through their representative governance bodies, the USF Faculty Senate, as well as  
69 [College and Department](#) governance structures, must be included at all stages in the  
70 process of making/reviewing policy, developing curricula, selecting and reviewing  
71 administrators, making budgetary decisions, and all other areas relevant to the  
72 academic functioning of the University.

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- 73 • Notification after the fact does not constitute such inclusion;
- 74 • Shared governance [shall](#) operate at all levels of [the CBCS](#);
- 75 • Governance documents at all levels should reflect this spirit, and governance  
76 [shall](#) operate accordingly.

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77 The CBCS Faculty Governance document draws on [these](#) principles and:

- 78 • [Describes](#) the role of faculty in the shared governance processes related to  
79 academic and research policies and procedures of the [CBCS](#); and
- 80 • [Describes](#) the guidelines and procedures for the organization and governance of  
81 the College.

82  
83 The provisions of this governance document are governed by and subordinate to State  
84 of Florida law, the policies and directives of the Florida Board of Governors, policies and  
85 regulations of the University of South Florida as approved by the USF Board of Trustees,  
86 and any collective bargaining agreements for those faculty in the bargaining unit.

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

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

117 **Statement on Academic Freedom and Academic Responsibilities**

**Commented [A6]:** Any updates needed here...

**Commented [A7R6]:** <https://www.usf.edu/atle/teaching/academic-freedom.aspx>

**Commented [A8R6]:** <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-050.pdf>

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118  
119 Consistent with USF Policy 10-050, "Academic Freedom" is the freedom to discuss all  
120 relevant matters in the classroom, to explore relevant avenues of scholarship, research,  
121 and creative expression; to speak freely on all matters of university governance, and to  
122 speak, write, or act as a public citizen without institutional discipline or restraint.  
123 Protection of academic freedom should be a cornerstone of CBCS policies and  
124 procedures.

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

**Moved up [1]:** Statement on Academic Responsibilities¶

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**Commented [A9]:** Insert link to current agreement landing page

**Commented [A10]:** Check the mission statement is current

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128 **Respect for Distinctive Missions**

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130 The creation of CBCS brought together departments and schools with a common  
131 mission to develop and implement innovative solutions to the complex conditions that  
132 affect the behavior and well-being of individuals, families, and the communities in which  
133 we live. The departments and schools that formed CBCS varied considerably in mission,  
134 size, and structure. The diversity of units within and across campuses, departments and  
135 schools also includes clinics, centers, and research institutes. The academic units in  
136 CBCS vary considerably in the emphasis given to education/training, research, and  
137 service. Likewise, these units bring with them governance processes and administrative  
138 structures that reflect their unique histories and distinctive missions. An important  
139 premise of this document is that the growth and development of CBCS will best be  
140 served by respecting the structural and functional differences that exist in and across  
141 academic units while simultaneously implementing faculty governance processes that  
142 promote the enhancement of CBCS.

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144 **Article I. The Office of the Dean:**  
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154 The Chief Executive/Academic Officer of the College of Behavioral & Community  
155 Sciences shall be the Dean, who shall also be a tenured member of a department/school  
156 of CBCS.

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

**Commented [A12]:** Regional Chancellors ?? include or not

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162  
163 B. The duties and responsibilities of the Dean and the Dean's administrative officers  
164 shall be defined in collaboration with the Provost and President of the University  
165 of South Florida.

**Commented [A13]:** Role of regional chancellors?

166  
167 C. The Dean and the Dean's administrative staff shall solicit the opinions and advice  
168 of Faculty and the Regional Vice Chancellors (when involving the branch  
169 campuses) in major decisions affecting the academic, financial, and material  
170 resources of CBCS.

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171  
172 D. The office of the Dean shall provide requisite administrative support to the CBCS  
173 Faculty Assembly, the CBCS Faculty Council, and the CBCS Standing Committees.

174  
175 The Chair/Director of each department/school shall be appointed by the Dean  
176 after the receipt of recommendations from the department/school determined  
177 in accord with procedures developed and approved by the respective  
178 department/school and the Dean. Chairs and Directors shall be appointed for  
179 stated terms that may be renewed under conditions promulgated by the Dean.  
180 The governance documents of each department and school shall address issues  
181 of eligibility, selection, term, roles, relationships, responsibilities, and evaluation  
182 of Chairs and all other unit administrators.

**Commented [A14]:** Is this section sufficient for the requirement of the following content:  
**Chair/Director:** Eligibility, selection, term, roles, relationships, responsibilities, evaluation. Responsibilities directly managed by the Chair would be included here. Any responsibilities delegated to committees would be included below.

**Commented [A15R14]:** Comment added from Sandra Stone:  
The format provided in the Consolidation notebook, V 2, says for Chair/Director that the document should include eligibility, selection, term, roles, relationships, responsibilities, and evaluation. It also says the same information should be included for other administrative positions such as Associate Chair, Graduate Director, Undergraduate Director, and Campus Chair. I think this section has to be expanded to add all that

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**Commented [A16]:** Include other campuses leadership and representatives

**Other administrative positions:** Typically Associate Chair, Graduate Director, Undergraduate Director, Campus Chair. This should include eligibility, selection, term, roles, relationships, responsibilities, evaluation.

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**Deleted:** in coordinating and overseeing the administration of CBCS, its departments, schools, divisions, and support units, and providing leadership for new initiatives. The Dean's Council advises the Dean

183 E. The Dean's Council consists of the Department Chairs, School/Center/Program  
184 Directors, Chair of the CBCS Faculty Council, Associate and Assistant Deans, and  
185 other faculty/staff at the invitation of the Dean. The Dean serves as the Chair  
186 and convener of the Dean's Council. The Dean's Council advises the Dean on  
187 matters relating to the coordination and overseeing of administrative activities  
188 of CBCS, including but not limited to strategic planning; planning and  
189 management of academic programs; research; faculty recruitment; and resource  
190 needs and allocations.

191  
192 F. The Dean's Council shares with the CBCS Faculty Council the responsibility of  
193 advising the Dean with respect to decisions affecting the academic and research  
194 policies and procedures of CBCS; faculty appointment, tenure, promotion

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

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

212

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

215 **A. Departments and Schools:**

216 CBCS consists of academic Departments and Schools. The Chair/Director is the  
217 chief academic and administrative officer of the Department/School and reports  
218 to the Dean. The duties and responsibilities of the Chair/Director are defined by  
219 the Dean and typically include: providing leadership and direction to achieve the  
220 mission of the Department/School; providing mentorship to new faculty;  
221 developing administrative policies and procedures for the Department/School to  
222 assure sound fiscal and programmatic management; implementing the policies  
223 and procedures of the College; ensuring that proper procedures are followed in  
224 all faculty and employee hires and promotions; and supporting the faculty and  
225 staff of the department in ways that facilitate the attainment of the  
226 Department's/School's and College's mission and goals.

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227 Each Department/School is responsible for developing a faculty governance  
228 document and submitting the document to the [CBCS](#) Faculty Council for its  
229 records. Subsequent revisions to the document shall also be submitted to the  
230 Council. As part of each and all submissions, the Department/School shall  
231 provide documentation that the documents/revisions have been endorsed by a  
232 majority of faculty voting.

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

234 The College houses the Louis de la Parte Florida Mental Health Institute (FMHI).  
235 FMHI was established by the Florida legislature to improve the lives of people  
236 with mental, addictive, and developmental disorders through research, training,  
237 and education. The faculty and staff within the CBCS Departments of Child and  
238 Family Studies (CFS) and Mental Health Law and Policy (MHLP) constitute FMHI's  
239 core participants. FMHI is led by an Executive Director. The Executive Director  
240 may be, but need not be, the Dean of the College. It is the prerogative of the  
241 Executive Director, in consultation with the Dean and the faculty of FMHI, to  
242 define the administrative structure of FMHI. If the Executive Director is the CBCS  
243 Dean, he/she will report to the Provost. If the Executive Director and the CBCS  
244 Dean positions are held by separate individuals, the FMHI Executive Director will  
245 report to the CBCS Dean.

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246 **C. Centers:**

**Commented [A17]:** Is this still necessary?

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250 The College currently houses a number of Centers associated with the  
251 departments/schools and/or FMHI. It is the prerogative of the Chair/Director or  
252 the Dean to define the administrative structure of Centers in consultation with  
253 the faculty, [the Regional Vice Chancellors \(when involving the branch](#)  
254 [campuses\)](#), and appropriate other entities such as advisory committees.

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Commented [A18]: Comment posted by Sandra Stone: I don't know where this part should go, but the Consolidation notebook says there should be a section on "Processes," that includes faculty and staff search processes; joint, affiliate, courtesy, and adjunct appointment processes; and relationships to home college and any processes related to multi-campus status. I'm not entirely sure what is intended for inclusion in that last part, but I don't see anything in here about search and appointment processes.

256 Article III. The CBCS Faculty Assembly:

258 A. Membership:

Commented [A19]: Look closely at the Consolidated document and USF UFF Collective Bargaining agreement on membership

259  
260 1. The voting membership of the [CBCS](#) Faculty Assembly shall consist of all  
261 individuals in the faculty pay plan [at least 0.50 FTE](#). [CBCS administrators](#)  
262 [with faculty appointments, e.g., Dean, Associate/Assistant Dean, Chairs, are](#)  
263 [considered members of the CBCS Faculty](#). Faculty holding titles with  
264 [Emeritus](#), are included in the [CBCS](#) Faculty Assembly. [Visiting faculty are](#)  
265 [excluded from the voting membership of the CBCS Faculty Assembly](#).  
266 [Individuals with "Courtesy" appointments in CBCS and Graduate Assistants](#)  
267 [are not members of the CBCS Faculty Assembly](#). The [CBCS](#) Faculty Council  
268 (see Article IV) may at its discretion add position titles to the membership  
269 of the [CBCS](#) Faculty Assembly.

Commented [A20]: Comment posted by Sandra Stone: This goes back to our discussion in the meeting -- should this list only be actual faculty titles and not include other admin titles that are given to faculty who are serving in those roles? For example, a person who is an assistant professor but also a program director -- they are still listed in the pay plan as an assistant professor, so do we need to include the program director title? Maybe there could just be a statement to the effect that some faculty members may also hold administrative titles but still maintain their faculty rank? Also, do we need to eliminate instructor and only use lecturer? Why are emeritus faculty allowed to vote?

My earlier note at the beginning of the preamble about faculty types is applicable here. The Consolidation notebook says there is to be a description of faculty types that includes voting rights, roles and responsibilities, and requirements of each type. Should that other information be included here?

271 B. Powers and Functions:

272  
273 1. The [CBCS](#) Faculty Assembly shall receive and consider reports from the  
274 Dean, the [CBCS](#) Faculty Council, and the [CBCS](#) Standing Committees. It  
275 shall receive petitions and requests from CBCS faculty members. In its role  
276 as collective council for the faculty as a whole, the [CBCS](#) Faculty Assembly  
277 shall be informed of and monitor the activities of the [CBCS](#) Faculty Council  
278 and the Office of the Dean on College-wide matters.  
279  
280 2. The Dean may be censured by a two-thirds majority vote of the members  
281 of the [CBCS](#) Faculty Assembly, with at least two-thirds of the membership  
282 voting. Secret balloting of the members of the [CBCS](#) Faculty Assembly shall  
283 be conducted by the [CBCS](#) Faculty Council, and the results and a  
284 recommended course of action shall be presented by the [CBCS](#) Faculty  
285 Council to the Dean and the Provost.

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Commented [A29]: Clarification on role of regional chancell...

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288 C. Meetings:

289  
290 1. The [CBCS](#) Faculty Assembly shall meet at least once by the end of the Fall  
291 Semester, if practical by the end of the eighth week and, in addition, at



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369 by a simple majority of those voting, as long as 50% of faculty members  
370 cast votes.  
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372 **Article IV: The CBCS Faculty Council**

373 A. The [CBCS](#) Faculty Council is responsible for ensuring that the faculty's role in  
374 the shared governance process of CBCS is consistent with the principles of  
375 shared governance [enumerated above and](#) summarized below:

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- 376 1. Originating policy related to academic and scholastic matters, academic  
377 ethics, and research;  
378  
379 2. Acting jointly with administration in making recommendations related to  
380 policies and procedures for faculty appointment, promotion and tenure  
381 review, reward systems, discipline and termination; student conduct and  
382 activities; budgetary review and strategic planning as related to  
383 academic/research matters; selection and review of academic  
384 administrators; and policies concerning the general academic welfare of  
385 the college; and  
386  
387 3. Ensuring that faculty members, through the College and Department  
388 governance structures, are included at all stages of the process of  
389 making/reviewing academic/research policy, developing curricula,  
390 selecting and reviewing administrators, making budgetary decisions  
391 related to academic/research matters, and all other areas relevant to the  
392 academic functioning of the College.

393 B. The [CBCS](#) Faculty Council shares with the Dean's Council the responsibility of  
394 advising the Dean on matters related to academic and research policies and  
395 procedures of the College; faculty appointment, tenure, promotion  
396 policies/procedures; faculty reward systems; and strategic planning.

397 C. The [CBCS](#) Faculty Council is responsible for representing the views of the  
398 [CBCS](#) Faculty Assembly.

399 D. The [CBCS](#) Faculty Council is responsible for:

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- 400 1. Scheduling and conducting meetings of the [CBCS](#) Faculty Assembly and  
401 following through on matters arising from such meetings;  
402 2. Establishing standing committees and ad hoc committees as needed;

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

**Commented [A30]:** Comment provided by Sandra Stone:  
Do we want to include additional members for those departments that have programs on more than one campus?

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- G. Elections of the [CBCS](#) Faculty Council shall be held in the spring of each academic year. Each Department/School will elect representatives according to the policies of their individual Governance Documents.
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- H. The members of the [CBCS](#) Faculty Council shall serve two-year terms. Full members may only serve two consecutive terms (i.e., four consecutive years) and must be re-elected for the second term. Alternates shall serve two-year terms, concurrent with the Full Member from their own Department/School, and are eligible for full membership if there is a vacancy for their Department/School slot, at which time, their full membership tenure would begin (i.e., they would be eligible for two consecutive terms/four consecutive years as a full member).
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- I. Each year, the [CBCS](#) Faculty Council shall elect a Chair and Vice Chair from among its faculty members. The Chair of the [CBCS](#) Faculty Council (or Vice Chair in the absence of the Chair) shall serve as Chair of the [CBCS](#) Faculty Assembly. The Chair and Vice Chair will be elected at a [CBCS](#) Faculty Council meeting at the end of the Spring semester, with the term of service beginning on August 7 and ending on August 6 of the following year. The Chair and Vice Chair will be elected from among those Council members whose terms are continuing into the next year.
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- J. The Chair of the [CBCS](#) Faculty Council shall be a member of and attend meetings of the Dean's Council. The Vice Chair or other member designated by the [CBCS](#) Faculty Council Chair may represent the Chair at Dean's Council meetings when the Chair is unable to attend.
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- K. The [CBCS](#) Faculty Council shall meet as necessary but no less than two times each in Fall and Spring semesters with meetings called by the Chair or designee. The Council may request attendance and reports from standing and ad hoc committees, their chairs, or the Dean. Notice of meetings of the Council shall be posted to faculty. Compliance with faculty governance guidelines will be a standing agenda item of [CBCS](#) Faculty Council meetings. The Council shall establish procedures for accepting issues from the faculty at large.
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473
- L. The [CBCS](#) Faculty Council may call a special meeting of the [CBCS](#) Faculty Assembly at any time and for any purpose.
- 474  
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477
- M. **The** latest version of Robert's Rules of Order shall govern the organization and conduct of the [CBCS](#) Faculty Council meetings. For purposes of decision-making, two-thirds of the membership must tender votes. An affirmative decision shall be made by a simple majority of those voting. Each

**Commented [A31]:** No change to quorum and voting procedures

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**Commented [A32]:** Comment/Question added by Sandra Stone:  
If branch campuses are allowed a representative, would that person also be allowed a vote, or would the dept. still just get one vote?

478 department/school will only receive one vote, whether it be from the  
479 standing Council member or their alternate. Minutes of the meeting are to  
480 be recorded and distributed to the [CBCS](#) Faculty Assembly. All meetings are  
481 open to all faculty.

482 N. The [CBCS](#) Faculty Council may take votes electronically or in person.

483

484

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

486

487 A. The [CBCS](#) Faculty Council shall be responsible for developing and maintaining  
488 policies and procedures by which new faculty committees are created, staffed,  
489 and operated. These policies and procedures shall address each committee's:

490

491

1. Mission statement and scope of work.

492

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

495

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

496

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

497

5. Method for determining the committee chair.

498

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

500

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

503

B. Procedures for Developing New Committees and Determining Membership Status

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505

506 1. Requests for developing new committees may be initiated by the Dean's  
507 Council, [CBCS](#) Faculty Council, or members of the [CBCS](#) Faculty Assembly. The  
508 [CBCS](#) Faculty Council will seek the concurrence of the Dean prior to  
509 establishing new standing committees or ad hoc committees.

510

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

511

512

513

**Commented [A33]:** Add language for faculty advisory or  
evaluation committee directly from the Consolidation document (cut  
and paste)

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- 514 3. The Dean and Associate/Assistant Deans may serve on committees as ex officio  
515 members but may not serve as voting members.
- 516 4. The eligibility and role of Department Chairs and Directors on committees will  
517 be determined by the CBCS Faculty Council in relation to the purpose and  
518 function of each committee, and relevant university policies. Nothing in this  
519 document prohibits the CBCS Faculty Council from including Department  
520 Chairs on committees as voting or non-voting members.
- 521 5. Nothing in this document precludes the establishment of College-wide ad hoc  
522 committees by the Dean or departmental ad hoc committees by Department  
523 Chairs or Directors (see Article VII for additional information).
- 524 6. The CBCS Faculty Council will establish procedures for dissolving Standing  
525 Committees when necessary.

- 526 C. A goal of the CBCS Faculty Council and associated committees will be to seek  
527 diversity in membership composition. ↓
- 528
- 529
- 530 D. The Chair of each Standing Committee shall ensure that minutes are kept of the  
531 committee actions and shall be responsible for preparing reports of committee  
532 actions to the Dean, the CBCS Faculty Council, and the CBCS Faculty Assembly.

Deleted: related to gender, ethnicity, and departmental representation.

Commented [A35]: Add Faculty Advisory or Evaluation Committee language

Commented [A36R35]: Can we cut and paste here and reference the document?

Commented [A37]: Comment added by Sandra Stone:  
The Consolidation notebook says that the sections on standing committees need to include requirements for minutes, quorums, and how meetings will be conducted (i.e., Robert's Rules or other). Some of this is included in each section, but not all.

Commented [A38]: Comment by Sandra Stone:  
Change to lecturers

Deleted: Instructors

Commented [A39]: Please see Vol 2 Handbook Consolidation <https://www.usf.edu/sacsoc-consolidation/documents/consolidation-handbook-vol2-web.pdf>

**Tenure and Promotion Committee:** The Tenure and Promotion Committee is ordinarily responsible for mid-tenure review as well as tenure and promotion review. In some academic units, T&P reviews are carried out by the Faculty Advisory, Executive or Evaluation Committee as described above but it is recommended that T&P committees be separate from the committee responsible for annual evaluations. There are two models of Tenure and Promotion Committees: (1) Committee of the Whole in which all faculty of a given rank are required to serve. For example, for evaluation of a candidate to Associate Professor, all Associate and Full Professors must serve. (2) T&P Committee with a fixed number of faculty who are usually elected. In either case, provisions should be made for all types of faculty promotion including Instructor/Lecturers. Note that T&P committee faculty must have been appointed in the academic unit for at least two years.

Alicia to send to AS for the CBCS T&P document. Alison to reconcile that documents match

Article VI: Standing Committees

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

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

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

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

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558 [been appointed in the academic unit on any USF campus for at least 2 years.](#)  
559 Faculty members will serve two-year terms which can be renewed a single time.  
560 Each Department or School that does not have a returning member to the  
561 Committee should nominate one faculty member for service on this Committee.  
562 The [CBCS](#) Faculty Council will fill half (or half plus one) of the vacancies from the  
563 list of nominees. The Dean will select the remaining members of the Committee,  
564 from either the list of nominees or additional faculty willing to serve. Ideally,  
565 each of the Departments or Schools [and campuses \(when applicable\)](#) of the  
566 College should be represented, although this is not required in cases where  
567 there are insufficient eligible members. Ideally, members should be Professors,  
568 although tenured Associate Professors, preferably with at least three years in  
569 rank can also be included. Faculty must exclude themselves from discussion and  
570 voting on candidates for tenure and promotion from their own departments or  
571 schools, or in cases of conflict of interest. Committee members shall not vote on  
572 applications for promotion to a rank higher than that which they themselves  
573 hold. There must be a minimum of three voting members for each candidate. If  
574 there are insufficient members to vote on a candidate, additional faculty may be  
575 appointed as ad hoc members for that candidate by the Dean subject to final  
576 approval by the [CBCS](#) Faculty Council.

577  
578 [This](#) committee shall make recommendations to the Dean regarding all  
579 candidates for tenure and promotion. It shall be convened by the Dean for its  
580 initial meeting at a time early enough for it to complete its work prior to the  
581 Dean's recommendations to the Provost. [The committee](#) shall review candidates'  
582 vitae and references, Chair and departmental recommendations, and all other  
583 relevant materials. Recommendations shall be made on the basis of the College's  
584 and University's criteria for tenure and promotion.

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

585  
586 Membership of the Promotion Committee for Research Faculty shall consist of  
587 five faculty members who are Research Professors, Research Associate  
588 Professors, Professors, or Associate Professors. Faculty members will serve two-  
589 year terms which can be renewed a single time. Each Department or School that  
590 does not have a returning member to the Committee and that has at least one  
591 faculty member who is a Research Professor or Research Associate Professor  
592 should nominate at least one faculty member for service on this Committee. The  
593 [CBCS](#) Faculty Council will fill half (or half plus one) of the vacancies on this  
594 Committee from the list of nominees. The Dean will select the remaining  
595 members of the Committee, from either the list of nominees or additional  
596 faculty willing to serve. Ideally, members should be Research Professors,  
597  
598  
599

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Commented [A40]: Comment added by Sandra Stone:

The Consolidation notebook says T&P committee faculty must have been appointed in the academic unit for at least 2 years -- we probably need to include that here.

Alicia to share with AS for CBCS T&P document

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Commented [A41]: Comment added by Sandra Stone:

What about departments with faculty on the branch campuses? Could there be a provision for representation from the branch campus if a faculty member from there is applying for tenure and/or promotion?

Commented [A42]:

Please consider if this language on process should be included in this section (Vol 2. Consolidation Handbook  
<https://www.usf.edu/sacscoec-consolidation/documents/consolidation-handbook-vol2-web.pdf>)

All tenure and promotion reviews are initiated in a faculty member's academic department, flow through the department committee, Department Chair, through a school committee/Director (where appropriate), and college committee, to the RC (with support from the regional vice chancellor, or associate vice chancellor, for academic affairs), then to the College Dean for recommendation to the Provost. Promotion and tenure cases for faculty members on branch campuses will include a formal review by the RC prior to a College Dean completing and forwarding a recommendation to the Provost.

Alicia to share with AS for the T&P document

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

611  
612 This committee shall make recommendations to the Dean regarding all  
613 candidates for promotion. It shall be convened by the Dean for its initial meeting  
614 at a time early enough for it to complete its work based on the timeline  
615 established by the Dean's Office. It shall review candidates' vitae and references,  
616 Chair and departmental recommendations, and all other relevant materials.  
617 Recommendations shall be made on the basis of the College's and University's  
618 criteria for promotion.

619  
620  
621 **C. Promotion Committee for Research Associates: Membership, Powers, and**  
622 **Functions**

623  
624 Membership of the Promotion Committee for Research Associates shall consist  
625 of five faculty members who are Research Associates, Associates In, Research  
626 Professors, Research Associate Professors, Professors, or Associate Professors.  
627 Faculty members will serve two-year terms which can be renewed a single time.  
628 Each Department or School that does not have a returning member to the  
629 Committee and that has at least one faculty member who is a Research  
630 Associate or Associate In should nominate at least one faculty member for  
631 service on this Committee. The [CBCS](#) Faculty Council will fill half (or half plus  
632 one) of the vacancies on this Committee from the list of nominees. The Dean  
633 will select the remaining members of the Committee, from either the list of  
634 nominees or additional faculty willing to serve. Ideally, members should be  
635 Research Associates, although Associates In preferably with at least three years  
636 in rank may be included. The Dean may also appoint members of this  
637 Committee who are tenured Professors or Associate Professors, Research  
638 Professors, or Research Associate Professors if the pool of appropriate Research  
639 Associates and Associates In is not sufficient. Faculty must exclude themselves  
640 from discussion and voting in cases of conflict of interest. Committee members  
641 shall not vote on applications for promotion to a rank higher than that which  
642 they themselves hold. Individuals serving on their Department or School

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

645  
646 This committee shall make recommendations to the Dean regarding all  
647 candidates for promotion. It shall be convened by the Dean for its initial meeting  
648 at a time early enough for it to complete its work based on the timeline  
649 established by the Dean's Office. It shall review candidates' vitae and references,  
650 Chair and departmental recommendations, and all other relevant materials.  
651 Recommendations shall be made on the basis of the College's and University's  
652 criteria for promotion.

653  
654 **D. Promotion Committee for Lecturer: Membership, Powers, and Functions**

Commented [A43]: Comment added by Sandra Stone:  
Need to replace instructors with lecturers.

Alicia to change to Lecturer

655  
656 Membership of the Promotion Committee for Lecturers shall consist of five  
657 faculty members who are Senior Lecturer or Master Lecturer. Faculty members  
658 will serve two-year terms which can be renewed a single time. Each Department  
659 or School that does not have a returning member to the Committee and that has  
660 at least one faculty member who is an Senior Lecturer or Master Lecturer should  
661 nominate at least one faculty member for service on this Committee. The CBCS  
662 Faculty Council will fill half (or half plus one) of the vacancies on this Committee  
663 from the list of nominees. The Dean will select the remaining members of the  
664 Committee, from either the list of nominees or additional faculty willing to serve.  
665 Ideally, members should be Master Lecturers, however, Senior Lecturers,  
666 preferably with at least three years in rank, can also be included. The Dean may  
667 also appoint members of this Committee who are tenured Professors or  
668 Associate Professors, Research Professors, or Research Associate Professors if  
669 the pool of appropriate Lecturers is not sufficient. Faculty must exclude  
670 themselves from discussion and voting in cases of conflict of interest. Committee  
671 members shall not vote on applications for promotion to a rank higher than that  
672 which they themselves hold. Individuals serving on their Department or School  
673 Lecturer Promotion Committee should vote at the department/school level but  
674 not at the College level.

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Commented [A44]: Comments added by Sandra Stone:  
There are instructors/lecturers on the branch campuses -- should  
there be a branch campus representative if one of those is applying  
for promotion?

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675  
676 This committee shall make recommendations to the Dean regarding all  
677 candidates for promotion. It shall be convened by the Dean for its initial meeting  
678 at a time early enough for it to complete its work based on the timeline  
679 established by the Dean's Office. It shall review candidates' vitae and references,  
680 Chair and departmental recommendations, and all other relevant materials.  
681 Recommendations shall be made on the basis of the College's and University's  
682 criteria for promotion.

683  
684

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

695  
696 Membership of the Curriculum Committee shall consist of six faculty members at  
697 any rank [including at least one member from a branch campus](#), whose regular  
698 assignment includes academic instruction, to consist of [one representative from](#)  
699 [each CBCS department/school](#). Faculty members will serve two-year terms  
700 which can be renewed a single time. Each Department or School that does not  
701 have a returning member to the Committee should nominate one faculty  
702 member for service on this Committee. The [CBCS](#) Faculty Council will fill half (or  
703 half plus one) of the vacancies on this Committee from the list of nominees. The  
704 Dean will fill the remaining vacancies on the Committee, from either the list of  
705 nominees or additional faculty willing to serve.

Commented [A45]: [Comment added by Sandra Stone](#)  
If departments have a presence on the branch campuses, should there be a branch campus representative on this committee?

706  
707 This committee shall make recommendations to the appropriate individual or  
708 body relevant to curricula, advising, and all other issues relevant to  
709 undergraduate and graduate education in the College. This committee shall  
710 review all proposals for new undergraduate and graduate courses and programs,  
711 as well as proposals for substantive changes in College undergraduate and  
712 graduate requirements and requirements for undergraduate and graduate  
713 certificates and degrees in the various programs of the College. It shall make  
714 recommendations to the University Undergraduate Council and University  
715 Graduate Council regarding action on such proposals. It may, if it chooses, return  
716 proposals to departments or programs with suggestions for revision. It may also  
717 encourage and plan networking opportunities among various departments.

718  
719 **F. Research Council: Membership, Powers, and Functions**

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

Commented [A46]: [Comment by Sandra Stone](#):  
Should this include representation from the branch campuses? One of the issues that has been discussed at length during consolidation is the disparity across campuses in regard to research resources. It seems a branch campus voice would be very important on this committee.

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

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

- 743 1. Develop guidelines and procedures and recommend awardees for the college  
744 Internal Awards grant programs. Members (with the exception of the chair) are  
745 eligible to apply for an Internal Award while serving on the Council pursuant to  
746 the guidelines in their operating procedures.
- 747 2. Develop strategies and tactics for publicizing research achievements, community  
748 partnerships, innovative products, results of sabbaticals, etc.
- 749 3. Serve as a liaison between investigators and research administrators. The  
750 Research Council will survey faculty researchers at least once every three years  
751 to assess the extent to which research needs of faculty are being met. The  
752 members compile feedback on research support operations from fellow  
753 researchers, research administrators, and support personnel on an ongoing basis  
754 to help guide improvements in and compliance with college and university  
755 policies and procedures pertaining to research matters.
- 756 4. Recommend strategies for promoting growth and excellence in research. The  
757 Research Council helps facilitate programs for mentoring faculty and for  
758 promoting interdisciplinary and international research collaborations, and  
759 facilitates community partnerships to support research activities. Members liaise  
760 with their units about strategies for promoting successful grant writing and grant  
761 management and for maintaining high integrity in research and creative  
762 activities.

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763 **G Faculty Advisory Committee: Faculty Evaluation**

764 **Article VII: Ad Hoc Committees**

- 765 A. Ad hoc committees may be appointed by the Dean and/or the [CBCS](#) Faculty  
766 Council to serve specific purposes related to topics/issues affecting CBCS  
767 across all departments and divisions. Examples include computing, diversity,  
768 faculty development, and honors and awards committees.
- 769 B. In establishing College-wide ad hoc committees dealing with topics related  
770 to the faculty, half of the members will be selected by the Dean and half will  
771 be selected in the manner determined by the [CBCS](#) Faculty Council. If a  
772 committee has an odd number of members, the [CBCS](#) Faculty Council will fill  
773 half plus one of the vacancies.

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- 778 C. For each committee appointed, the committee membership and purpose of  
779 the committee shall be published and distributed to the [CBCS](#) Faculty  
780 Assembly.  
781  
782 D. If both the Dean and [CBCS](#) Faculty Council wish to seek advice on the same  
783 topic or issue, it is recommended that an Ad Hoc Committee be jointly  
784 selected and appointed by the Dean and [CBCS](#) Faculty Council.  
785

**Commented [A47]:** According to Vol 2 handbook a required section on processes must be included in the revised governance document. <https://www.usf.edu/sacscoc-consolidation/documents/consolidation-handbook-vol2-web.pdf>

Need to insert a section on **Processes:**

**Processes:** Faculty and Staff search processes. Joint, affiliate, courtesy, adjunct appointment processes. Relationships to home college and any processes related to multi-campus status.

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

787 [CBCS Departments and Schools will develop governance documents and procedures in accordance with the USF Consolidation Handbook Volume 1 and 2.](#)

792 **Article IX. Amendment Procedures**

- 794 A. Amendments to this document require a vote of the [CBCS](#) Faculty Council. All  
795 faculty members should receive copies of any suggested amendment at least  
796 one month prior to a vote being taken, and faculty should have an opportunity  
797 to discuss such amendments within their Department/School to inform the votes  
798 of [CBCS](#) Faculty Council members. The [CBCS](#) Faculty Council shall vote on  
799 amendments to the CBCS Faculty Governance Document. For purposes of  
800 amending, two-thirds of the [CBCS](#) Faculty Council must tender votes. An  
801 affirmative decision shall be made by a two-thirds majority of those voting.

802 **Article X. Initial Ratification**

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- 803 A. The draft of the CBCS Governance Document will be electronically distributed to  
804 all faculty members.  
805 B. Each department/school shall conduct meetings for discussion of the draft  
806 document  
807 C. Each department/school will elect two faculty members to participate in the  
808 Ratification Meeting to be held no sooner than 1-month (4-weeks) and no later  
809 than 2-months (8-weeks) after the distribution of the Draft Document.  
810 D. All members elected (16; 2 from each department/school) must be present at  
811 the time of the vote to approve the CBCS Governance document. The  
812 Ratification Committee is empowered to make changes to the CBCS Governance  
813 document prior to the final vote for approval.  
814 E. A minimum 2/3 majority vote (11 of 16) is required for initial approval of the  
815 Governance Document.  
816 F. The approved Governance Document will be submitted to the Dean for approval.  
817

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820 G. After approval by the Dean, the Governance Document will be submitted to the  
821 Provost for approval. Once approved by the Provost, the Governance Document  
822 will become effective immediately.

823  
824

825 **Review and Adoption History**

- 826 • Reviewed by faculty: September 29, 2009 – November 11, 2009
- 827 • Adopted by faculty via unanimous vote of the Ratification Committee: November  
828 13, 2009
- 829 • Reviewed by Dean, College of Behavioral & Community Sciences, November 13,  
830 2009 – January 13, 2010. Minor recommendations for revision made.
- 831 • Minor revisions reviewed and approved, electronically by Ratification Committee  
832 Members January 17, 2009 – January 26, 2009.
- 833 • Final approval by Provost's Office (Vice Provost Smith), October 21, 2010
- 834 • Final approval by CBCS Faculty Council, December 8, 2010
- 835 • Amendments proposed and discussed by CBCS Faculty Council, February 2, 2012
- 836 • Amendments reviewed by faculty, March 8, 2012 – April 25, 2012
- 837 • Final approval of amendments by CBCS Faculty Council, April 26, 2012
- 838 • Final approval of amendments by Provost's Office, July 9, 2012
- 839 • Amendments proposed and discussed by CBCS Faculty Council, March 14, 2016
- 840 • Amendments reviewed by faculty, March 14, 2016-April 7, 2016
- 841 • Proposed amendments presented to the [CBCS](#) Faculty Assembly, April 8, 2016
- 842 • Final approval of amendments by CBCS Faculty Council, May, 12, 2016
- 843 • Approved by CBCS Dean, July 20, 2016
- 844 • Final approval of amendments by Provost's Office, effective February 7, 2017