

CONSTITUTION OF THE FACULTY SENATE OF THE UNIVERSITY OF SOUTH FLORIDA SARASOTA-MANATEE

ARTICLE I. Faculty Senate Membership and Meetings

A. Membership

Membership in the Faculty Senate of the University of South Florida Sarasota-Manatee (USFSM) shall consist of all faculty members on continuing instructional appointments with the rank of Lecturer, Instructor, Assistant Professor, Associate Professor, Professor, Assistant Librarian, Associate Librarian, or Librarian. Administrators who hold faculty appointments are not eligible for membership if their administrative assignment is 50 percent or greater and they are out of the bargaining unit. The Senate acts through the Faculty Senate Executive Committee as its elected representative body.

B. Meetings

The Senate shall meet at least once per semester. At the fall semester meeting, the Regional Vice Chancellor for Academic Affairs shall present a general message to the Senate on the state of the university. The Senate may meet at other times upon the call of the President of the Faculty Senate.

ARTICLE II. Faculty Senate Executive Committee

A. Membership

The Executive Committee shall be composed of a minimum of six elected members of the Senate. These members shall include President, Vice President, and one Executive Committee Senator from each college/school. Each college/school shall elect one senator to be its Executive Committee Senator. The President and Vice President shall be at-large representatives. The immediate past President shall serve in an ex-officio manner.

The President and Vice President should be from different colleges/schools.

Ex-officio members of the Senate are the Regional Chancellor and Regional Vice Chancellor for Academic Affairs and Deans of the colleges/schools. Other ex-officio members may be designated by the Senate.

B. Elections

1. Eligibility for Election to the Executive Committee

Members of the Senate holding the rank of Lecturer, Instructor, Assistant Professor, Associate Professor, Professor, Assistant Librarian, Associate Librarian, or Librarian for at least one academic year are eligible for election to the Executive Committee.

Deans, Associate Deans, Assistant Deans, and faculty who are engaged in administrative supervision over full- or part-time faculty are not eligible to serve on the Executive Committee.

2. Eligibility to Vote in Executive Committee Elections

- a) Each member of the Senate is eligible to vote in the election for the President, Vice President, and the Executive Committee Senator from the academic college/school of which he or she is a member. In voting for his or her Executive Committee Senator, if a faculty member has duties in more than one college/school, that faculty member shall be counted in the college/school in which the major portion of his or her salary is budgeted. If a faculty member is budgeted for an equal portion in more than one college/school, that faculty member may choose the college/school in which to be included.
- b) The at-large Executive Committee Senators (President and Vice President) shall also represent librarians, and librarians may vote for the at-large Executive Committee Senators.

3. Terms of Service

The term of each Executive Committee seat shall be one year, beginning the first day of the fall semester following the annual spring election. An Executive Committee member may seek reelection for a maximum of four consecutive one-year terms, after which a period of one year must elapse before that member may be reelected to the Executive Committee.

4. Timing

An annual election shall be held as specified in the *Bylaws*.

C. Duties

1. President (one course release per semester)

- a) Sets the agenda for all Senate meetings and for faculty meetings conducted by the Senate.
- b) Presides at all meetings of the Senate and of the faculty conducted by the Senate.
- c) Conducts necessary correspondence for the Senate.
- d) Is available for consultation when requested by the President of the USF System, the Regional Chancellor or Regional Vice Chancellor for Academic Affairs, administrative officers and staff, the committees of the university and the committees of the Senate.
- e) Serves on the USFSM Executive Council and the USF System Faculty Advisory Council and chairs the Executive Committee.
- f) Carries the university mace at commencements.
- g) Performs all other duties that are necessary and proper to ensure the effective operation of the Faculty Senate.

2. Vice President (one course release per year)

- a) Serves as Interim President in the absence of the President.
- b) Serves as the Chair of the Academic Programs Committee.
- c) Serves on the USFSM Academic Council.
- d) Serves on the USF System Faculty Advisory Council.

D. Vacancies

1. Executive Committee Senators

Should an Executive Committee Senator resign or become unable to serve, an election shall be held for the vacant seat at the next regularly scheduled Senate meeting.

2. President

Should the President resign or become ineligible to serve, he or she shall notify the Vice President. The Vice President shall become the Interim President and shall serve out the remainder of the term of the President.

3. Vice President

Should the Vice President become the Interim President, or for any reason become unable to serve until the end of his or her term as Vice President, the former Vice President shall appoint an Executive Committee Senator to serve as Interim Vice President until an election at a special meeting can be held.

Should both the President and Vice President simultaneously resign or become unable to serve, the Executive Committee Senator serving the longest at USFSM shall become Interim President and the Executive Committee Senator serving the second longest at USFSM shall become Interim Vice President until an election at a special meeting can be held for both offices.

ARTICLE III. Jurisdiction

A. Responsibilities

The Senate operates according to the USF Principles of Shared Governance (<http://generalcounsel.usf.edu/policies-and-procedures/pdfs/BOT-policy-07-001-governance.pdf>). The Senate serves as the main channel of communication between faculty members and the administration of the USFSM and the USF system. The Senate constitutes the principal advisory body to the Regional Chancellor and Regional Vice Chancellor for Academic Affairs and has the responsibility to review and make recommendations to them concerning decisions of the university on all matters pertaining to the welfare of the university, focusing particularly on those related to the academic mission. Executive Committee members shall report regularly to their constituencies.

The Senate may discuss and take a position on any subject of the university or USF System concern and may initiate policies on these matters to the USF System Faculty Advisory Council, the Regional Chancellor or the Regional Vice Chancellor for Academic Affairs either directly or through its committees. The Senate either appoints or elects faculty members to serve on university-wide committees as well as Senate standing committees and councils. Articles V and VIII of the by-laws specify how membership is determined. These committees carry out much of the work of the Senate. Faculty members are afforded an opportunity each year to volunteer for committee service. The Senate shall have a significant role in the appointment of academic administrators, as well as the periodic performance reviews of such administrators.

B. Receiving Reports

The Senate shall receive such reports as are presented to it by the USF System President, the USF System Faculty Advisory Council President, the Regional Chancellor, the

Regional Vice Chancellor for Academic Affairs and other university officials, Senate standing and ad hoc committees, and university-wide committees and councils and any USF System reports. The Senate has the final responsibility to review reports and recommendations from university-wide committees and councils to the Regional Chancellor, the Regional Vice Chancellor for Academic Affairs, and other university officials, particularly when these recommendations affect wide-range changes in the academic structure of the university.

ARTICLE IV. Committees and Councils

A. Senate Committees

1. Executive Committee

The Executive Committee advises the President of the Senate, meets with the President of the Senate and also the Regional Chancellor and Regional Vice Chancellor for Academic Affairs on a regular basis, and assists the President of the Senate in determining the agenda for Senate meetings.

2. Standing Committees and Councils

There shall be standing committees and councils of the Senate to expedite the efficient functioning of the Senate and its affairs. Committees and membership selection shall be made in accordance with the *Bylaws*.

3. Ad Hoc Committees

The Senate may establish ad hoc committees as needed, with members to be appointed by the Senate President.

B. University-Wide Committees and Councils

The Senate is the principal faculty body and the parent body for all university committees and councils and thus serves as the focal point for the committees and councils in shared faculty governance.

1. Membership

The Senate each year shall nominate candidates for the membership of each university-wide committee. Membership selection from among nominees shall be made in accordance with the *Bylaws*.

2. Standing Committees and Councils

Standing committees and councils of the university and the Senate as specified in the *Bylaws* shall have jurisdiction under the Senate. The Senate may review and amend, at its discretion, reports and recommendations from these committees and councils.

ARTICLE V. Meetings

A. The Senate shall meet in regular session at least once per semester and as necessary during the summer term.

B. The President of the Senate may call a special meeting whenever he or she deems it necessary. The President of the Senate shall call meetings at the request of the President of the USF System, the Faculty Senate Executive Committee, the Regional Chancellor or Regional Vice Chancellor for Academic Affairs, or at the written request of at least three members of the Senate Executive Committee.

C. All meetings of the Senate shall be open to members of the university community. The President of the USF System, the USF System Provost and Executive Vice-President, the Regional Chancellor, the Regional Vice Chancellor for Academic Affairs, the Regional Vice Chancellor for Student Services, and the Regional Vice Chancellor for Business and Finance shall be extended privileges of the floor upon request; other non-members may be granted privileges of the floor upon written request or upon the invitation of the President of the Senate.

D. Minutes of the meetings of the Senate shall be available to all members of the faculty and to the university community at large.

ARTICLE VI. Administrative Considerations

The university shall provide for sufficient Senate support services, for maintenance of permanent Faculty Senate files, for programmatic needs of the Senate, and for appropriate release time or compensation for the President and Vice President of the Senate. The office of the Regional Vice Chancellor for Academic Affairs shall designate a member of the administrative staff to serve as Recording Secretary at meetings of the Senate. In addition, an operating budget shall be provided from Education and General appropriations for the administrative needs of the Senate.

ARTICLE VII. Amendments

A. Amendments to this *Constitution* may be proposed either through written petition from at least 51 percent of the Senate, or through written petition by at least three voting Executive Committee members, or by a motion brought forward from the Executive Committee.

B. All amendments to this *Constitution* must be approved by a two-thirds majority vote at a Senate meeting with a quorum present, or by a two-thirds majority vote where at least 51 percent of the Senate responds in an electronic vote. All amendments to the *Constitution* must also be ratified by the Regional Vice Chancellor for Academic Affairs.

C. All amendments to the associated *Bylaws* must be approved by a 60% majority vote at a Senate meeting with a quorum present, or by a 60% majority of respondents in an electronic vote.

D. Use of electronic voting for purposes of amending the *Constitution* or *Bylaws* must be approved by a majority of the Executive Committee.

ARTICLE VIII. Robert's Rules of Order

Robert's Rules of Order (latest edition) shall be the guide for conducting Faculty Senate deliberations not otherwise specified in the *Constitution* or *Bylaws* or provided by special rules adopted by the Senate. In any cases where there is a tie vote, the motion shall fail.

ARTICLE IX. Compliance

The provisions of this *Constitution* shall not be construed in any manner so as to conflict with the laws of the State of Florida, the policies of the Board of Governors of the University of South Florida system, policies of the Board of Trustees, or contractual agreements between the Board of Trustees and bargaining agents.