

Constitution of the University of Florida

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The Constitution includes amendments adopted by the Faculty Senate through January 18, 2007.

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PREAMBLE

Believing that a society establishes institutions of higher learning, particularly universities, because such institutions serve the higher ends of that society;

Believing that a university serves these higher ends by being a beacon of learning, a fountainhead of dedicated and unselfish service, a focus for research and creative scholarship, a means for the transmittal and extension of old knowledge and the creating of new, a vehicle for that society's improvement by providing for that society the capacity for enlightened and responsible self-criticism which will prevent that society from losing its dynamic character and falling victim to intellectual and moral decay;

Believing that a university, like all complex human institutions, functions best to serve its assigned purposes under orderly processes of organization and government;

We, the Senate of the University of Florida, do hereby enact this Constitution.

February 6, 1964

This Constitution includes amendments adopted by the Faculty Senate through January 18, 2007.

Article I
THE GOVERNANCE OF THE UNIVERSITY

The University of Florida is a state educational institution of the State of Florida. The provisions of this Constitution are governed by and subordinate to Florida law, the policies and directives of the Florida Board of Governors, and the University of Florida Board of Trustees, ~~the~~ University of Florida ~~regulations~~ ~~rules as set forth in the Florida Administrative Code~~ and the Collective Bargaining Agreement for those faculty and staff in the bargaining unit.

Comment [mf1]: Outdated terminology, no longer appropriate

Where, in this Constitution, power to act is recognized as vested in the Board of Trustees of the University of Florida, such power shall normally be exercised only after reasonable notice of such proposed action to the faculty, unit, department, school, or agency affected and an opportunity to be heard thereunto. Governance shall be shared between the administration of the University and the faculty as represented in the Faculty Senate.

Article II
ADMINISTRATION OF THE UNIVERSITY

- Section 1.** THE PRESIDENT-The President shall be the chief executive officer of the University, and shall exercise general supervision over all its activities. The President shall be appointed by the Board of Trustees. Upon the resignation, retirement, or death of the President, the Senate Steering Committee shall be available to the Board of Trustees for the purpose of consulting in the selection of a nominee for President. The President shall have a veto power over all actions of committees, college faculties and the councils of the Faculty Senate, which power shall be exercised by sending a written executive order to the body concerned. In all matters not otherwise provided for in the Constitution and Bylaws, the President shall, under the Board of Trustees, have plenary power.
- Section 2.** THE PROVOST-The Provost shall be the principal executive officer under the President and shall exercise the functions of the President in the President's absence. In the case of death or incapacitating illness of the President, the Provost shall exercise such functions until formal provisions are made by the Board of Trustees. The Provost shall assist the President in such ways as the latter may designate. The Provost shall be appointed by the President.
- Section 3.** OTHER ADMINISTRATIVE OFFICERS-There shall be such other administrative officers as the President may designate. They shall have such duties as the President may assign them. In the case of the absence, death, or incapacitating illness of the President and the Provost, the senior administrative officer, previously designated by the President and recorded with the office of the Board of Trustees, shall assume all the authority and responsibility of the President until formal provisions are made by the Board of Trustees.
- Section 4.** PRESIDENTIAL COMMITTEES-The President shall have the authority to appoint such committees and other groups as are deemed necessary to aid in the performance of presidential duties.

Section 5. ACADEMIC AND PROFESSIONAL ASSEMBLY: The Academic and Professional Assembly (APA) shall be the organizational representative of the University’s academic and professional staff not represented in the Faculty Senate. The APA shall have the authority to define its membership, to approve its own bylaws, to appoint committees and other groups as are deemed necessary to aid in the performance of its mission, and to serve in an advisory capacity to the President and the Faculty Senate.

Article III
THE FACULTY

Section 1. FACULTY DEFINED. The faculty of the University of Florida are those persons employed by the University of Florida during the regular academic year whose primary assignment is to carry out the academic mission of the University, namely, teaching, research and academic service. Titles of these persons shall be set forth in the Senate Bylaws. Questions about the faculty status of an individual shall be resolved by a committee charged with evaluating academic qualifications in the college in which the individual is appointed. The committee shall determine status based on whether the primary assignment is the carrying out of the academic mission of the University.

Section 2. ACADEMIC FREEDOM-The policy of academic freedom and responsibilities governing the University of Florida is as set forth in the University’s policy statement reprinted in full in [University of Florida regulations](#), ~~the Florida Administrative Code~~. The following principles are quoted therefrom: “The University believes that academic freedom and responsibility are essential to the full development of a true university and apply to teaching, research and creativity. In the development of knowledge, research endeavors and creative activities, a university faculty and student body must be free to cultivate a spirit of inquiry and scholarly criticism and to examine ideas in an atmosphere of freedom and confidence. A similar atmosphere is required for university teaching. Consistent with the exercise of academic responsibility, a teacher must have freedom in the classroom in discussing academic subjects. The university student must likewise have the opportunity to study a full spectrum of ideas, opinions and beliefs, so that the student may acquire maturity for analysis and judgment. Objective and skillful exposition of such matters is the duty of every instructor.”

Comment [mf2]: Outdated terminology, no longer appropriate

“The established policy of the University continues to be that the faculty member must fulfill his/her responsibility to society and to his/her profession by manifesting academic competence, scholarly discretion and good citizenship. The university instructor is a citizen, a member of a learned profession and an academic officer of an educational institution. The instructor should be constantly mindful that these roles may be inseparable in the public view, and should therefore at all times exercise appropriate restraint and good judgment.”

A faculty member who believes that he/she does not enjoy the academic freedom which it is the policy of the University to maintain and encourage shall be entitled on written request to a hearing before the Academic Freedom, Tenure, Professional Relations and Standards Committee or utilize other procedures available.

Section 3. ACADEMIC RANKS-~~The faculty Ranks~~ shall ~~include~~ ~~consist of the regular ranks of~~

~~instructor~~, assistant professor, associate professor, professor or above, ~~or the equivalent in academic and other ranks prescribed by University regulations. There may also be special faculty titles of equivalent rank (e.g., eminent scholar, graduate research professor, distinguished professor).~~ Appropriate academic rank and title, with the rights and privileges pertaining thereto, may be accorded to persons engaged in instruction, administration, research and extension.

Comment [mf3]: Instructor academic rank no longer used, other ranks are specified in regulations.

Section 4.

APPOINTMENT OF FACULTY MEMBERS-Nominations for the appointment of faculty members shall be made by the chair ~~person~~ of the department or, in units of the University not organized in departments, by the officers in charge of the work concerned, and shall be submitted to the appropriate administrative officers for approval or rejection and, in the event of approval, for transmission to the President or designee. ~~Appointments to the faculty shall be made by the President. Each original appointment shall be confirmed by the President or designee through a notice of appointment in which the salary and the terms of appointment shall be clearly stated. Thereafter, a written memorandum specifying rank and salary shall be sent to each faculty member as soon as possible after the budget for the succeeding year has been approved.~~

Comment [mf4]: Chairperson shortened to chair throughout document

Comment [mf5]: Appointments no longer handled in this manner

Section 5.

PROMOTION OF FACULTY MEMBERS-Recommendations for the promotion of faculty members shall be based upon criteria specified by the University. ~~and shall begin with the chairpersons of the department or, in units of the University not organized in departments, by the officer in charge of the work concerned and shall be submitted to the appropriate administrative officers for their approval or rejection and, in the event of approval, for transmission to the President for final action. Nominations for promotion review to the rank of associate or full professor shall originate in academic departments or units. be made by (The department chairperson or unit administrator of the academic department or unit concerned shall obtain and accompanied by the votes and/or a summary of the opinions of the individual faculty members of the department or unit holding rank superior to that of the candidate for promotion. Committees established in academic and administrative units for the purpose of evaluating the candidate for promotion shall be limited to members holding rank superior to that of the candidate. Nominations for promotion to distinguished service professor shall be made by the department chairperson or unit administrator, and accompanied by the votes and/or a summary of the opinions of the individual faculty members of the department or unit in the ranks of full professor or above, or the equivalent in academic ranks.~~

Comment [mf6]: Changed to reflect current practice

Section 6.

TENURE-

- (A) Definition of Tenure. A faculty member who has been granted tenure by the Board of Trustees shall have the status of permanent member of the faculty and be in the continuing employment of the institution until the:
1. faculty member voluntarily leaves the employment of the institution;
 2. faculty member voluntarily retires;
 3. faculty member is dismissed for cause by the President;
 4. faculty member's position is discontinued pursuant to the layoff

provision of the Board of Trustees;

5. faculty member dies.

(B) Granting of Tenure. Upon nomination of the President and approval by the Board of Trustees, tenure will be granted. Each nomination for tenure shall be acted upon with careful consideration being given to the qualifications of the faculty member, including evaluations by colleagues and immediate superior. When one of the duties of the faculty member being nominated is teaching, the quality of teaching shall be gauged through appropriate devices and may include evaluations by present and former students. Nomination of a faculty member for tenure shall signify the President is satisfied that a high degree of competence has been demonstrated and continuing employment of the faculty member will serve the best interests of the institution and the University System.

(C) Eligibility ~~of for~~ Tenure.

1. Eligibility for tenure for faculty members in the ranks of assistant professor, associate professor, professor or above, or the equivalent in academic ranks, shall normally begin when the faculty member is hired in a tenure-eligible appointment. The length of the probationary period for those in tenure-accruing positions is determined by each college. ~~begin during the fifth year of continuous full-time service or the equivalent in proportionate accrual of continuous service for part-time faculty members in a tenure-earning position, after which time an individual may be nominated for tenure in accordance with established procedures.~~

Comment [mf7]: Changed to reflect current practice

2. The decision to recommend a faculty member for tenure must be made by the end of probationary period, including, including any approved extension thereof.

Comment [mf8]: Changed to reflect current practice

3. Instructional and research faculty at the University of Florida appointed to administrative positions shall retain tenure in the faculty classification, but not in the administrative position.

~~3. The decision to recommend a faculty member for tenure must be made by the end of the sixth year of full-time academic service or the equivalent in proportionate accrual of service, including within this period any accrued transferred full-time service as a faculty member at other institutions of higher education.~~

~~4. Time counted toward eligibility for tenure while at the University of Florida must be continuous. Service earned before leave of absence shall be counted together with service earned after returning from leave. Service earned while on leave of absence may be counted for tenure eligibility subject to the approval of the President.~~

Comment [mf9]: Changed to reflect current practice

5. The Board of Trustees may approve tenure at an earlier time if it is recommended with sufficient justification by the President.

Comment [mf10]: Changed to reflect current practice

~~6. Instructors shall be considered members of the faculty and shall not be eligible for tenure.~~

Comment [mf11]: Instructor rank no longer used

~~7.4.~~ Faculty members in the P.K. Yonge Developmental Research School operated by the University of Florida are not eligible for tenure but however, shall be eligible for permanent status after three years of employment. County extension faculty normally shall be eligible to receive permanent status at the end of the ~~fifth~~ sixth year of employment.

Comment [mf12]: Changed to reflect Unit's policy

(D) Transfer of Tenure. Tenure is granted by the Board of Trustees and is an obligation of the University as a whole. While no department or other budgetary unit of the University is obliged to accept the transfer of a faculty member from another unit or units, if a department or other unit accepts such a transfer, it must recognize the tenure status already attained by the transferring faculty member.

(E) Procedure for Granting Tenure. The procedure to be followed when a faculty member ~~becomes eligible~~ applies for tenure shall be:

Comment [mf13]: Changed to reflect current practice

~~1. At the time a faculty member becomes eligible for tenure, the appropriate department chairperson in charge of the academic department concerned, after consultation with the tenured members of the department in accordance with the University criteria, shall nominate the faculty member for that status according to the procedure set forth in subsection 2. below, or shall postpone such nomination and, in either case, shall inform the faculty member in writing.~~

~~2.1.~~ Nomination for Tenure review should originate in academic departments or units. ~~with the~~ The appropriate department chairperson or administrator in charge of the academic department or unit concerned, ~~concerned who~~ shall obtain the opinions and votes of the tenured members of the department or unit by a secret ballot, the results of which shall be forwarded with the nomination-tenure application to and to become effective must receive the approval of the head of the appropriate college, school, or division, of the President, and of ~~the~~ Board of Trustees grants tenure.

Comment [mf14]: Changed to reflect current practice

~~3.2.~~ Committees established in academic and administrative units for the purpose of evaluating a candidate for tenure shall be limited to tenured members.

~~4.3.~~ The faculty member shall be notified immediately in writing by the President of the final action taken on the faculty member's nomination-applications for the status of permanent member tenure.

(F) Nonrenewal and Termination of Faculty Appointments. The President, or the President's designee, in accordance with the institution's evaluation system, may choose not to renew the employment of a nontenured faculty member. The decision not to renew a faculty member's appointment may not be based on

Comment [mf15]: Changed to reflect President's right to designate the responsibility.

constitutionally impermissible grounds. Notice of nonreappointment, or of intention not to reappoint, shall be given in writing in accordance with ~~the rules of the~~ University policies.

(G) Termination of Faculty Appointments for Cause by Preferment of Charges.

1. Justifiable cause for termination of appointment is defined as incompetence or misconduct, which shall include, but not be limited to the following:
 - a. Neglect of duty and responsibilities which impairs teaching, research, or other normal and expected services to the institution;
 - b. Failure without justifiable cause to perform the terms of employment, or willful violation of the ~~rules and~~ regulations of the University of Florida;
 - c. Failure to discharge assigned duties effectively because of incompetence;
 - d. Conduct, professional or personal involving moral turpitude;
 - e. Violation of the ethics of the academic profession;
 - f. Actions which impair, interfere with, or obstruct, or aid, abet, or incite the impairment, interference with, or obstruction of, the orderly conduct, processes and functions of ~~a state~~ the University.
2. After considering charges or evidence against a faculty member, the President or the President's designee shall make a careful preliminary inquiry into the validity of the charges and evidence and shall make efforts to bring about a satisfactory adjustment of the matter, which efforts shall include informing the faculty member in writing of specific charges. At any stage of inquiry, the President or the President's designee may seek the assistance of the University staff or may employ such assistance from other sources.
3. If, in the view of the President, or the President's designee, there is a *prima facie* case against the faculty member, the President or the President's designee may refer the charges to the Senate Academic Freedom, Tenure, Professional Relations and Standards Committee, with instructions to investigate all charges and to submit a transcript of all proceedings and a written report of their findings and recommendations for appropriate action. This in no way precludes the President or the President's designee from taking any further investigative action deemed necessary.

(H) Suspension of Faculty Pending the Outcome of Investigation.

- 1 If it appears that a faculty member's actions would adversely affect the orderly conduct and processes of the University or jeopardize the safety and welfare of the faculty member, colleagues, or students, the President or designee may, after considering charges or evidence against the faculty member, regardless of tenure status, immediately suspend the faculty member with pay from the performance of duties pending investigation by the President, the President's designee and/or the Senate Academic Freedom, Tenure, Professional Relations and Standards Committee.
2. The faculty member shall have the opportunity to be provided a written statement of the ~~revision-reason~~ for the proposed disciplinary action to be taken and shall be given at least ten working days in which to respond in writing and/or orally to the President or designee before any final determination regarding an action to be taken is effective.
3. The faculty member who is suspended from the performance of duties may exercise the right of appeal under the procedure elected in accordance with the rules of the University.
4. The President or the President's designee shall give the faculty member written notice of any proposed suspension without pay or termination. The faculty member will be allowed 10 days, excluding Saturdays, Sundays and University holidays, following receipt of the notice to respond in writing to the President or the Presidents designee regarding the reasons set forth in the notice. Within the 10 day period, the faculty member may schedule a meeting with the President or the President's designee to present any matter which should be brought to the attention of the President or the President's designee regarding the proposed suspension or termination.
5. Termination or suspension without pay shall take effect on the date set forth in the notice of termination or suspension, except that if the faculty member timely files a grievance concerning the termination or suspension, the faculty member shall not be deprived of pay and benefits until the grievance process ends with an outcome that allows the discipline.

Comment [mf16]: Correction of type

Section 7. RESIGNATIONS-If a member of the faculty of the University desires to obtain release from a position, the faculty member must offer a resignation to the next superior administrative officer. The resignation shall be transmitted through the appropriate administrative officials to the President.

Section 8. THE GENERAL ASSEMBLY-

- (A) Membership. In order to permit general communication, there shall be a General Assembly, consisting of all members of the University faculty of the rank of instructor and above. This assembly shall have no legislative or executive power.

(B) Officers. The presiding officer shall be the President or, in the President's absence, the Provost. The Registrar shall be the Secretary.

(C) Meetings. Meetings shall be held at the call of the President.

Article IV THE FACULTY SENATE

Section 1. FUNCTIONS-The Faculty Senate shall be the legislative body of the University thereby providing a forum for mutual exchange of ideas between senior officers and faculty. In this capacity, the Senate shall take cognizance of, and may legislate with respect to matters which concern more than one college, school, or other major academic unit, or which are otherwise of general university interest. In exercising its legislative function, the Senate shall make such rules, regulations, and Bylaws as it may deem advisable for the fulfillment of its duties.

Senate Bylaws may be proposed on the Senate floor and referred to an appropriate committee. Proposed Bylaws shall be reported out by appropriate committees, with the content submitted in writing to the Senate at least two weeks prior to the meeting. Bylaws adoption requires a favorable majority of those present and voting.

The Senate agenda prepared by the Senate Steering Committee shall consist of three parts: (a) reports of the President, ~~and/or~~ Provost, ~~and Faculty Senate Chair~~, (b) information items, such as reports of general decisions or summaries from committees or others as appropriate; and (c) action items containing matters to be decided at current meetings and proposals for action at subsequent meetings.

Comment [mf17]: Changed to reflect changes to Senate operation.

Section 2. -MEMBERSHIP-The Senate shall consist of elected voting members, ~~ex officio voting members~~, ex officio non-voting members, and student non-voting members. The elected voting membership of the Faculty Senate shall be apportioned equitably among the Academic Units based on a membership of one hundred fifty (150) members. Academic Units, which form the basis for representation, shall be: the Institute of Food and Agricultural Sciences (IFAS), the University Libraries, the Florida Museum of Natural History, each college (except the College of Agriculture which is represented in IFAS), and one unit representing all Faculty not otherwise represented in a college or other unit. Each year prior to the Senate elections the Academic Units will be notified by the President, or the President's designee, of the number of faculty eligible for election.

Comment [mf18]: Changed to clarify difference among different members and staff/administrative liaisons.

The number of elected members of the Senate will be apportioned among the Academic Units based on the number of faculty in each unit with each Academic Unit having at least two elected voting members. The remaining seats shall be apportioned among the Academic Units based on the number of faculty members in each unit, with the restriction that no Academic Unit will have a number of voting elected members larger than one-sixth of the elected voting membership of the Faculty Senate. The specific quotas shall be computed as set forth in the Senate Bylaws.

Only faculty as defined in Article III, Section 1, of this Constitution are eligible to be counted in determining the proportional representation of Academic Units within the Faculty Senate, to be elected to the Faculty Senate, and to vote for members of the Faculty Senate.

- (A) ~~Elected~~ Voting members. ~~The elected members of the Senate shall be one One~~ hundred fifty (150) faculty members shall be elected voting members of the Senate. Any faculty member in an Academic Unit shall be eligible for ~~consideration and~~ election to the Senate. The members shall be elected by secret ballot by the faculty members of their respective Academic Units. Elected members shall serve three-year terms commencing the first day of the fall term following their election the previous spring term. They shall not be eligible for re-election following their second consecutive term for a period of three years following such term. The terms shall be staggered so that one-third of the Senate's elected members are elected each fall. Provisions for nomination and election may be established by the Faculty of the individual Academic Units unless otherwise specified in Senate Bylaws.

Comment [mf19]: All the changes in (A) through (D) are to clarify the differences between Senate voting members, non-voting members and staff/administrative liaisons.

(B) Non-voting Members

1. Ex-officio members. Members of the Senate Steering Committee and the chairs of other constitutionally specified committees and councils elected by the Senate as described in Article V., Sections 2, 3, and 4, shall be ex-officio non-voting members if they are not otherwise elected members of the Senate.
2. Students members. Five student non-voting members shall be chosen annually for one-year terms by a procedure established by student government. In addition, three student non-voting members shall be selected annually from the Graduate School and one student non-voting member shall be selected annually from each of the following colleges: Dentistry, Law, Medicine, and Veterinary Medicine.

- (C) Faculty Senate administrative liaison personnel. The following liaison personnel shall be provided notice of the meetings of the Faculty Senate and shall have the right of the floor: the president, provost, and vice presidents of the University, full deans of the Academic Units and the Registrar.

Comment [mf20]: All the changes in (A) through (D) are to clarify the differences between Senate voting members, non-voting members and staff/administrative liaisons.

~~(BD)~~ Responsibilities of Members

1. Senators are expected to attend all the regularly scheduled meetings of the Senate during the academic year and to make every effort to attend special meetings. Absence from three consecutive meetings of the Senate constitutes resignation from the Senate, except that a Senator whose term is interrupted by a temporary absence from the University may be replaced by a temporary senator.
2. Members of councils, standing committees and joint committees are expected to attend all regularly scheduled meetings during the academic year and to make every effort to attend special meetings. Absence from

three consecutive council or committee meetings constitutes resignation from the council or committee, except that a member whose term is interrupted by a temporary absence may be replaced on a temporary basis during that absence.

3. A senator who accepts a position having ~~ex officio membership~~ Faculty Senate liaison status as set forth in Section 1(C) of this Article concomitantly vacates the elected senate seat.
4. Senators are ordinarily expected to serve as members of Senate Councils and committees to which they may be elected or appointed.
5. Vacancies shall be filled as prescribed in the Bylaws.

Comment [mf21]: All the changes in (A) through (D) are to clarify the differences between Senate voting members, non-voting members and staff/administrative liaisons.

~~(C) Ex officio members.~~

- ~~1. The President and the Provost of the University shall be ex officio members with the right to vote. The President and Provost/Vice President for Academic Affairs shall not be eligible to serve as officers of the Senate or members of any Senate Standing Committees except the Steering Committee.~~
- ~~2. The Senate shall also include the following non-voting members with the right of the floor.~~
 - ~~a. Administrative ex officio members shall be the vice presidents of the University (except for the Provost who is a voting member), full deans of academic units, directors of schools, the Director of Libraries and the Registrar.~~
 - ~~b. Members of the Senate Steering Committee and the Chairpersons of other constitutionally specified committees and councils elected by the Senate as described in Article V, Sections 2, 3 and 4, shall be ex officio members if not elected members of the Senate.~~
 - ~~c. Five student ex officio members shall be chosen annually for one-year terms by a procedure established by student government. In addition, three student ex officio members shall be selected annually from the Graduate School and one student member will be selected annually from each of the following colleges: Dentistry, Law, Medicine and Veterinary Medicine.~~

Section 3. OFFICERS

- (A) The Faculty Senate officers shall be the Chair, the Chair Elect, the Past Chair, and the Secretary.
 1. Chair. The duties and functions of the Chair are:

- a. to preside at Faculty Senate meetings;
- b. to serve as Chair of the Senate Steering Committee;
- c. to represent the Faculty Senate on any matter within the Senate's jurisdiction or as requested by the Board of Trustees or President;
- d. ~~to serve as a full voting member of the Advisory Council of Faculty Senates;~~
- e. to serve as an ex-officio voting member of the Board of Trustees; and
- f. to perform such other duties as may be directed by the Senate.

- 2. Chair Elect. The duties and functions of the Chair Elect are:
 - a. to act as Chair in the event the Chair is absent or otherwise unable to act;
 - b. to serve on the Senate Steering Committee;
 - c. to serve as a full voting member of the Advisory Council of Faculty Senates; and
 - d. to perform such other duties as may be directed by the Senate.

- 3. Past Chair. The duties and functions of the Past Chair are:
 - a. to act as Chair in the event both the Chair and Chair Elect are absent or otherwise unable to act;
 - b. to serve on the Senate Steering Committee; ~~and~~
 - e. ~~to serve as an alternate member of the Advisory Council of Faculty Senates; and~~
 - d. to perform such other duties as may be directed by the Senate.

Comment [mf22]: No longer relevant

- 4. Parliamentarian. The duties and functions of the Parliamentarian are:
 - a. to attend all Faculty Senate meetings ~~as a non-voting member;~~
 - b. to advise the Chair on application and interpretation of rules of procedure for the Faculty Senate;
 - c. to offer advice, when requested, to any member desiring help on motions or other parliamentary procedures.
- 5. Secretary. The duties and functions of the Secretary are:
 - a. to keep the minutes of the meetings of the Faculty Senate and transmit all notices required under this Constitution and the Bylaws of the Senate;
 - b. to maintain all records of the Senate; and
 - c. to perform such other duties as may be directed by the Senate.

Comment [mf23]: Non-voting members specified above

(B) Terms of Office and Selection of Officers.

- 1. Each of the officers has a one-year term, beginning on May 15 each year.
- 2. At the April meeting of the Senate, the Senate shall elect from its voting membership by majority vote a Chair Elect for a term beginning the forthcoming May 15.
- 3. On May 15, the Chair Elect in the prior academic year shall become the

Chair, succeeding to all the duties and functions of the Chair, and the Chair shall become the Past Chair. In the case of the death or resignation of the Chair, the Chair Elect shall serve as Chair for the remainder of his or her term.

4. The Parliamentarian shall be selected from the faculty by the Chair of the Faculty Senate.
5. The Senate Steering Committee shall appoint a Senate Secretary.

Section 4. MEETINGS-The Faculty Senate shall normally meet at least once during each calendar month of the academic year or as specified by the Bylaws of the Senate. Special meetings of the Senate may be called upon due notice at such times as the Chair or President may designate or upon petition of twenty-five members of the Senate.

Section 5. QUORUM-A quorum for any meeting of the Senate shall consist of a majority of the members present and voting. ~~In order to facilitate voting, the Senate Steering Committee shall be responsible for developing procedures to designate voting members.~~

Comment [mf24]: Redundant to Section 6 below

Section 6. VOTING PROCEDURES-The Senate Steering Committee shall be responsible for establishing the procedure for voting.

Section 7. PROXIES-No proxies shall be recognized.

Section 8. VOTING PRIVILEGES-Any member of the faculty shall have the right to attend meetings of the Senate, but shall not be entitled to a vote or to have the floor unless reporting at the request of the Senate. Members of committees elected by the Senate, but who are not members thereof, may have the privilege of the floor, but shall not vote.

Article V COUNCILS AND COMMITTEES

Section 1. PURPOSE AND CLASSIFICATION. Service on University councils and committees is the primary means of direct participation in University governance by faculty. There are five classes of University councils and committees: Senate Operations Committees, Senate Policy Councils, Senate Committees, Joint Committees, and Presidential Committees. Councils and committees are the vehicles for providing, directly or through the Faculty Senate, faculty determinations, recommendations, or consultations as appropriate. The creation or dissolution of any Senate Policy Council, Senate Operations Committee, or other Senate Standing Committee, must be approved by the Senate using the procedure set forth in Article VIII of this Constitution. Presidential Committees are established or dissolved by the President. Joint Committees are established or dissolved jointly by the President and the Senate as prescribed in Article VIII of this Constitution. Senate and Joint Committee purviews, structures and procedures may be more fully set forth in the Senate Bylaws. Ad hoc Senate committees may be established by the Senate, by a Senate Council, or by the Steering Committee. Any committee, council, or task force denominated as “joint” shall report

to both the Senate and the President.

Section 2. SENATE OPERATIONS COMMITTEES. Operational committees support the conduct of the business of the Faculty Senate. They assist the Senate to organize, to select its own officers, committees and councils, and to adopt rules for the conduct of its business.

The Senate Operations Committees are:

- (A) Steering Committee. The Steering Committee is the executive committee of the Faculty Senate. It advises the Chair of the Faculty Senate on all matters, including issues brought to its attention from outside the Senate's or administration's formal structures. The Steering Committee shall consist of 15 persons. The Chair of the Senate, the Chair Elect of the Senate and the Past Chair of the Senate shall be members. Three at large members, who at the time of their election shall be voting members of the Senate, shall serve for staggered three-year terms with one or more persons being elected ~~annually at the April meeting of the Senate to begin service on May 15.~~ The chairs of the five Senate Policy Councils shall serve ~~one year terms as members of the Steering Committee.~~ ~~The University President and Provost are ex-officio, voting members of the Steering Committee shall receive notice of, and have the right of the floor at all Steering Committee meetings.~~ The Secretary of the Senate and Senate Parliamentarian ~~are ex-officio nonvoting members serve as staff to the Steering Committee.~~ The Chair of the Senate shall be the chair of the Steering Committee.

Comment [mf25]: Changed to reflect changes to Senate operations

Comment [mf26]: Changed to reflect changes to staff/administrative roles.

The Steering Committee shall determine the agenda for each meeting of the Senate. It shall provide for reporting to the Senate by administrative officers, by the chair ~~person~~(s) of councils and committees, and by individuals. It coordinates, reviews, and refers actions and proposals from Senate and Joint Committees and from the Administration. The Steering Committee also refers matters to the Senate Policy Councils and accepts reports and recommendations from the Senate Policy Councils and committees for Senate action. Where appropriate, the Steering Committee can direct a matter to the combined attention of two or more Senate Policy Councils. It shall select an alternate member of the Advisory Council of Faculty Senates from among its members, excluding the Chair, Chair Elect, and Past Chair of the Senate.

- (B) Committee on Committees. The Committee on Committees shall be composed of six members elected by the Faculty Senate from the faculty at large. The members serve staggered three-year terms. The chair is elected by the Committee. On an annual basis, the Committee shall conduct a review of all Senate committees, which will consider the selection process for members, the purpose of the committees, and attendance at committee meetings. The Committee shall have the responsibility of recommending to the Senate the addition, reclassification, or dissolution of any Senate Committee, transformation of existing Presidential Committees into Joint Committees, or vice versa, and assignments of committees to Senate Policy Councils as Contributing or Related Committees. The Committee on Committees is also responsible for recommending any special qualifications for members of Senate Councils and

Senate Committees to the Faculty Senate. Such special qualifications shall be as set forth in this Constitution and in the Senate Bylaw. The Committee shall report to the Senate at least twice a year.

- (C) University Constitution and ~~Rules-Regulations~~ Committee. This committee is comprised of six members elected by the Faculty Senate from the faculty at large. The members serve staggered three-year terms. The Chair is elected by the Committee. It is charged with the review of the provisions of the University Constitution and with making recommendations in connection therewith to the Faculty Senate. Changes to the Constitution which are proposed to the Senate shall be referred to the Constitution Committee for consideration and recommendation to the Senate. The Constitution Committee acts as an agent of the Senate to interpret the meaning of any provision in the Constitution. It edits and prepares for publication revised editions of the Constitution. It advises the Faculty Senate on ~~rule-regulations~~ changes and ~~rule~~-administration.
- (D) Senate Nominating Committee. The Faculty Senate shall elect six members of the faculty-at-large to serve staggered terms and the President shall appoint three members. The Committee shall elect its chair. The Committee shall nominate, for the Faculty Senate's elections, members of all Senate Policy Councils and Committees and Joint Committees. Upon the President's request, the Committee shall make recommendations for presidential appointments. For nominations, the Committee shall consider diverse representation from the entire University from all appropriate ranks and with special qualifications where required. A major goal is to foster a faculty fully committed to the service component of its teaching, research and service mission.

Comment [mf27]: changed to reflect correct terminology

Section 3. THE SENATE POLICY COUNCILS. Five Senate Policy Councils are charged with making policy recommendations and facilitating faculty participation in shared governance in their assigned areas.

- (A) The Policy Councils are:
- (1) Academic Policy: This council's area encompasses educational policy, including the creation, modification, or deletion of academic programs and units; curriculum; academic standing; relationship of academic units to each other; general policies concerning student instruction; and academic merits of candidates for administrative positions of academic significance.
 - (2) Faculty Welfare: This council's area encompasses matters that support, encourage, define, and evaluate the quality of the faculty and retention of faculty members, including faculty rights and academic freedom; faculty support programs, such as fringe benefit packages; faculty diversity; and programs that improve the quality of faculty life.
 - (3) Budget: This council's area encompasses budget and fiscal matters as they involve the academic mission of the University, including the recommendation of budget priorities involving academics and research,

the fiscal implications of the creation, modification or deletion of academic programs, the collection and dissemination of information about University budgeting and planning; and monitoring whether the allocation of resources is consistent with Faculty Senate actions and the University's long-term and short-term strategic plans.

- (4) **Research and Scholarship:** This council's area encompasses University policies and procedures relating to research and scholarship, including university-wide research and scholarship initiatives and strategies; research grants and contracts; research infrastructure; and other matters relating to funding or producing scholarship.
 - (5) **Academic Infrastructure:** This council's area encompasses the University's infrastructure supporting the University's academic mission, including the provision of physical facilities and other physical resources; libraries; information technology; the campus master plan; and the availability of adequate computer, classroom, laboratory and other resources.
- (B) **Responsibilities of Policy Councils.** The councils make recommendations to the Senate, facilitate the implementation of policy, and serve as liaisons between the Senate and the administration within their areas. Each policy council oversees, coordinates and facilitates the work of committees which are assigned to that respective council. However, the councils have no authority to review the decisions of any committee except insofar as such decisions may be the bases of policy recommendations. The Senate Steering Committee coordinates the referring of matters to, and the receipt of recommendations from, the Senate Policy Councils.
- (1) The Committee on Committees may assign Senate committees and joint committees to Senate policy councils as "contributing committees" or "related committees." Contributing committees have charges of central importance to the work of that council. Related committees have charges of peripheral concern to the council or operate in areas over which faculty governance responsibility is highly limited. Presidential committees, as well as Senate and joint committees, may also be assigned to councils as related committees. A committee may be assigned to one council as a contributing committee and to one or more as a related committee.
 - (2) Each Senate policy council may refer business to its contributing and related committees; direct two or more Committees to work together when appropriate; create, if necessary, ad hoc committees or task forces to deal with matters within its purview; act as a council on business within its purview for which a committee is neither available nor necessary; and initiate and participate in cooperative action with other councils.
- (C) **Membership of Councils:** Voting members of each council shall consist of six

(6) members elected by the Senate from the Senate membership and the chairperson of each contributing committee. If the chairperson of a contributing committee is not an elected faculty member, then a faculty member will be elected to serve on the council by the faculty members of the Committee. The chairs of related committees to a council shall serve as non-voting members of those councils with the right to propose inquiries and other actions.

Council members elected by the Senate serve three-year staggered terms. If an elected council member's Senate term expires before the council term, the member will continue to serve on the council until the end of the three-year Council term.

- (D) Chair: Each policy council elects its own chair from its membership, for a one year, repeatable term. The Chair also serves on the Senate Steering Committee.
- (E) Election of members: Nominations for election of members of each council will be made pursuant to Article V, Section 7(B) of the Constitution. The two nominees for each council who receive the highest number of votes will be elected to three year terms.

Section 4. OTHER SENATE STANDING COMMITTEES. In addition to Senate Operations Committees, several other Committees are elected from the faculty wholly by the Senate or, where specifically indicated, by other means. These are:

- (A) Academic Freedom, Tenure, Professional Relations and Standards. The Academic Freedom, Tenure, Professional Relations and Standards Committee shall be composed of fifteen members elected by the Faculty Senate who will serve staggered three-year terms. Nominees for membership on this committee shall be tenured faculty holding the rank of professor (or equivalent) or above. The Chair is elected by the Committee. It shall be the duty of the Committee to conduct hearings on charges involving University practices bearing upon tenure or academic freedom or matters involving University practices generally applicable to faculty members bearing on professional ethics and the general welfare of the faculty.
- (B) Honorary Degrees, Distinguished Alumnus Awards and Memorials Committee. Eight faculty members elected by the Faculty Senate for staggered three-year terms comprise this committee. Members, selected from diverse fields, shall hold the rank of professor (or its equivalent) or above and shall have strong records of teaching and research. The Chair is elected by the Committee. The Committee shall formulate principles covering the conferring of honorary degrees by the University and shall initiate or entertain suggestions as to individuals to whom honorary degrees shall be granted.
- (C) University Libraries Committee. The University Libraries Committee shall be composed of nine (9) faculty members and four (4) students. Faculty members shall be elected by the Senate for staggered three-year terms. The faculty members on the Committee shall include at least one (1) Assistant Professor, one (1) Associate Professor, and one (1) Professor, and no more than two members

from any academic unit. Two (2) graduate students shall be selected for one-year terms by the Graduate Student Council, and two (2) undergraduate students shall be selected for one-year terms by Student Government. The Chair shall be elected by the Committee. The Committee shall assist the Director of University Libraries in maintaining and promoting the welfare of the University Libraries. It shall meet with the Director of University Libraries to review and formulate library policies to serve the needs and concerns of the faculty and students. It shall also serve as an advocate for the University Libraries to the University community. The Director shall present matters of policy to the Committee in a timely manner, provide the Committee with pertinent information about library operations and services, meet with the Committee frequently, and report to the Committee on actions taken in response to the Committee's recommendations. The Committee shall advise the Faculty Senate about the state of the Libraries and the Committee's position on policy matters affecting the Libraries. The Committee shall forward an annual report to the Faculty Senate and the University Administration, and provide other reports whenever advisable.

- (D) The Compensation Committee shall have six faculty members who shall represent a broad range of academic disciplines and units. The members shall be elected by the Faculty Senate from the Faculty at large to staggered three year terms. The committee shall elect its own chair. The committee shall have one administrative representative appointed by the President to serve as a liaison able to provide the required information to carry out the committee's responsibilities. The committee shall evaluate and report on compensation relative to peer institutions, raise results and salary structures at the University, and make recommendations with respect to raise procedures at the University.

Section 5. JOINT COMMITTEES. Faculty involvement is important for the disposition of certain key University issues with academic and administrative implications. In the spirit of shared governance, these issues are dealt with by Joint Committees. These committees are established and dissolved jointly by the President and the Senate and include members appointed by the President and members elected by the Senate to represent the faculty. Typically one half of each Committee's membership is comprised of elected faculty members and one half of appointed faculty members, except as specified otherwise in the Senate Bylaws. Joint Committees report to the President and, to the extent allowed, provide information on committee activities and meeting minutes to the Senate. At any time the President or Senate may evaluate the effectiveness of Joint Committees in conjunction with the Committee on Committees. Through the mechanism established in Article VIII, such committees may be mutually restructured.

The Joint Committees are:

- (1) Academic Personnel Board
- (2) Curriculum Committee
- (3) General Education Committee
- (4) Graduate Council
- (5) Lakes, Vegetation and Landscape Committee
- (6) Land Use and Facilities Planning Committee
- (7) Parking and Transportation Committee

- (8) Preservation of Historic Buildings and Sites Committee
- (9) Research Policy Committee
- (10) Student Petitions Committee
- (11) Sustainability Committee

Section 6. PRESIDENTIAL COMMITTEES. Presidential committees aid the president in the performance of his or her duties as chief executive of the University. Presidential committees are created by, report to and have membership appointed by the President. A list of Presidential committees and their responsibilities will be published annually by the Provost.

Section 7. MEMBERSHIP ELIGIBILITY AND NOMINATION PROCESS.

- (A) Any member of the faculty may be elected by the Senate to serve on Senate or Joint Committees, except that only current members of the Senate may be elected to the Senate Steering Committee and only current members of the Senate may be elected to at large seats on Policy Councils. Steering Committee members whose committee terms run beyond their Senate terms will serve as ~~ex-officio~~non-voting members of the Senate. No member of the Senate may be elected to more than two Senate or Joint committees. In some cases special expertise and qualifications are required for nomination to membership on certain committees, and such qualifications shall be set forth in the Constitution or Bylaws.
- (B) The Senate Nominating Committee shall serve as the nominating committee for all Senate Policy Councils and Senate Committees and for elected members of Joint Committees. The nominating process is intended to insure that all University faculty have the opportunity to recommend themselves or others for committee service and that council and committee elections for each academic year can be completed to assure all councils and committees are in operation at the start of each fall semester. The process will be determined by the Senate and set forth in the Bylaws.
- (C) The President shall and the Faculty Senate Chair may appoint ~~non-voting ex-officio members~~liaisons to provide special expertise on Senate Policy Councils and on Senate and Joint Committees when necessary.

Comment [mf28]: Changed to reflect changes to Senate operation

Section 8. TERMS OF SERVICE AND ELECTION OF COMMITTEE CHAIRS.

- (A) Membership terms for elected positions on Senate Policy Councils and Senate or Joint committees shall be three years, beginning on the first day of the fall semester following the election, except for members of the Steering Committee, whose terms begin on May 15 of the calendar year in which they are elected.

Terms on newly established Senate Policy Councils and Senate or Joint committees will be staggered initially to produce, as nearly as possible, equal numbers of members with terms of one, two and three years. Wherever a vacancy occurs other than by expiration of term, the committee chair shall notify the Senate Chair who, in consultation with Senate Steering Committee shall

select a replacement until the next annual election of members at which time an individual will be elected to fill the remainder of the term. Members who miss three consecutive unexcused meetings shall be replaced.

- (B) Except ~~for the Steering Committee, as otherwise provided in this Constitution or the Senate Bylaws,~~ each Senate Policy Council and Senate or Joint Committee shall elect its own chair. This election will take place during the last meeting of the committee in each spring semester so that committee leadership will be in place at the beginning of the following academic year.

Comment [mf29]: Changed to reflect changes to Senate Operations

Section 9. UNIVERSITY COMMITTEE REPORTS. Chairs of all University councils and committees shall provide timely information on matters of general faculty or Senate interest to the Senate through the Steering Committee and shall report on the disposition of all matters referred by the Senate. Such reports shall not include confidential material that is protected by law.

Article VI ORGANIZATIONAL UNITS OF THE UNIVERSITY

Section 1. ACADEMIC ORGANIZATION OF THE UNIVERSITY-

- (A) There shall be established such academic and administrative units as are necessary for administering the educational programs of the University.
- (B) The basic degree-granting unit of the University shall be the college, in which there may be schools, departments, and such units as are necessary.
- (C) Colleges and schools may be established or abolished by the initiative of the Faculty Senate with the approval of the President of the University and the Board of Trustees. The initiative for establishment or abolition of such units may also be exercised by the Board of Trustees.

Section 2. THE COLLEGES AND SCHOOLS-

- (A) A college shall be a unit of the University organized to conduct curricula of study and research, and to grant degrees.
1. Subject to the approval of the Faculty Senate, the President and the Board of Trustees, the faculty of a college, or appropriate committees thereof, shall exercise control over the academic affairs of the college. The faculty of the college shall establish requirements of the college for entrance and for graduation, and the form of degrees to be conferred. It shall determine the arrangement and content of the curricula.
 2. The faculty of a college shall consist of all members who hold the ranks of instructor or above, or the equivalent in academic ranks in the departments which belong to the college; non-teaching officers of research or extension, who hold the rank or rank-equivalent of instructor

or higher in the college; faculty paid by another college but teaching regularly in the college as part of their duties, when so appointed by specific action of the deans concerned; and the deans, associate deans and assistant deans of the college and the President of the University as ex officio members.

3. The chief executive and administrative officer of the Graduate School, and of each college shall be a dean, who may at the same time be a professor in one of the departments of the college. The dean shall be appointed by the President. In making this appointment, the President shall give consideration to the opinion of the faculty of the college concerned by consultation with a special committee of at least three faculty members elected by the faculty of the college. The dean shall be responsible to the President for the administration of the college and shall be the agent of the faculty for the execution of educational policy.
- (B) A school, except for the Graduate School, shall be a unit subordinate to a college organized for a special program of studies. The administrative officer of a school shall be a director, who may at the same time be a professor in one of the departments of the school. The director shall be nominated by the dean of the college and approved by the President. In making this nomination, the dean shall give consideration to the opinion of the faculty of the school concerned by consultation with a special committee of at least three faculty members elected by the faculty of the school. The director shall be subject to the administrative supervision of the dean of the college in which the school is located.
- (C) Because the college is the unit of the University organized to conduct curricula of study and research and to grant degrees, periodic evaluations of each college shall be conducted in accordance with procedures adopted by the Senate.

Section 3. THE DEPARTMENTS-The department shall be the fundamental unit of academic and administrative organization within the University. Departments shall be either professional functions departments or teaching and research departments. For purposes of organization and budget, each teaching and research department shall be assigned to one and only one college. The formation of a department, its consolidation with other departments, its transfer from one college to another, or any other move which changes the original character of the department shall require the approval of the Faculty Senate.

- (A) The members of a department shall be all those faculty members who hold the rank of instructor or above in the departmental budget, and other such persons who teach or do research in the department and are accepted by the vote of the departmental faculty.
- (B) The program of a teaching and research department shall be conducted by the departmental faculty through a chairperson, who shall have general responsibility for the activities of the department.
- (C) The Chairperson-chair shall be nominated by the dean of the college after formal consultation with a committee of the department selected by its tenured members

and after consultation with others in related fields outside the department. The nominations shall be forwarded to the President for approval. In those instances where the nominee of the dean of the college is not concurred in by the departmental committee, that committee's dissenting report should be forwarded to the President along with the nomination made by the dean.

- (D) Because the department is the fundamental unit of academic and administrative organization within the University, periodic evaluations of each department shall be conducted.

Section 4. GENERAL EDUCATION-The University shall require a program of general education for all students receiving bachelor's degrees, which program shall be under the supervision of the College of Liberal Arts and Sciences. The courses that constitute the general education portion of the baccalaureate degree must be approved by a General Education Council, which shall be composed of representatives from the majority of baccalaureate degree-granting colleges within the University.

Section 5. THE GRADUATE SCHOOL-

- (A) The Graduate School shall exercise general supervision over graduate programs within the University, including the establishment of minimum standards of admission and performance; the recommendation of approval by the Faculty Senate of new degree programs; the recommendation of candidates for graduate degrees to the President; the encouragement, financial and other support of graduate study and research where these functions are not otherwise assigned. Detailed applications of general policies announced in the Graduate Catalog shall have the approval of the Graduate Council. The responsibility for the operation of the graduate program shall be vested in the individual colleges, divisions, departments and institutes.
- (B) General policies and standards of the Graduate School shall be established by the Graduate Faculty.
- (C) The Graduate Council shall assist the dean in being the agent of the Graduate Faculty for execution of policy related to graduate study and associated research.
- (D) Appointment to the Graduate Faculty shall be made by the Dean of the Graduate School upon the approval by a two-thirds vote of all on campus Graduate Faculty in the appointing department and endorsement of the department chair and the dean of the college. Privileges regarding the level of involvement of Graduate Faculty in supervising students are granted by the dean of the college or other designated officials in consultation with the faculty member and in accordance with criteria established by that unit. New faculty may be appointed to the Graduate Faculty as a condition of their appointment to a tenure track position in a graduate degree-granting department upon approval of the appropriate departmental faculty, chair, dean of the college and the Dean of the Graduate School.

Section 6. INTER-COLLEGE AND INTER-DEPARTMENTAL INSTITUTES, AND CENTERS-

For the purpose of research or teaching programs at the graduate or undergraduate level, there may be established under a college dean or other administrative official, an institute or center to administer such inter-disciplinary research or teaching programs. Such units may be established by the Board of Trustees upon the recommendation of the President or the Senate and the President. They may be abolished by the same procedure or upon the initiative of the Board of Trustees. Ordinarily, the academic staff of such an institute shall be regular members of a department and also members of an institute for its program. The program of an institute shall be administered as is the program of a department.

Section 7. SPECIALIZED UNITS-Special units, such as the Experiment Stations, Research and Education Centers and the Cooperative Extension Service of the Institute of Food and Agricultural Sciences, shall be administered as approved by the President.

Section 8. ALL-UNIVERSITY UNITS—Academic units serving the entire University, such as the University Libraries, the Florida Museum of Natural History and other all-university agencies, shall be administered directly under the President or through such officers of the University as the President may designate.

Article VII RIGHT OF APPEAL

All faculty, staff and students have the right to consideration of all grievances or complaints by the appropriate University authorities. ~~The handling of any such complaints~~ Complaints shall be administered in accordance with University ~~rules-regulations~~ and procedures.

Comment [mf30]: Changed to be consistent with current terminology.

Article VIII AMENDMENTS

This Constitution may be amended by a two-thirds vote of the voting members present and voting at any regular meeting of the Faculty Senate held during the regular academic year, provided that the text of the proposed amendment has been submitted in writing to members of the Senate at least 30 days prior to the meeting and the notice of its intended consideration has appeared on the agenda circulated with the call to the meeting.-

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