



UNIVERSITY OF
SOUTH FLORIDA
SYSTEM

POLICY

☒ USF System ☐ USF ☐ USFSP ☐ USFSM

Number: 10-055
Title: Policy and Procedures for Proposed Changes in
Academic Units of the University of South Florida
System
Responsible Office: Academic Affairs

Date of Origin: 12-20-11

Date Last Amended:

Date Last Reviewed:

I. PURPOSE & INTENT

According to the University of South Florida System's (USF System) established Principles of Shared Governance, organizational restructuring of academic units within member institutions of the USF System shall be implemented only after open dialogue and review among faculty and administration.

II. STATEMENT OF POLICY

In particular, any policy and procedure shall ensure that the academic unit(s) most affected by a proposed major restructuring shall be afforded the first opportunity to review and report their recommendations. Those recommendations shall then be reported to and reviewed by the Faculty Senate or equivalent representative body of that member institution, which will assess the effectiveness of the procedures followed, review the implications for the entire institution, and make a recommendation to the institution's administration.

Simultaneously, the USF System Faculty Council (SFC) will review the implications for the entire System, and make a recommendation to the Provost and Executive Vice President of the University of South Florida System. All stages of the review process shall be completed expeditiously, within ninety (90) days of the initial proposal.

III. DEFINITIONS OF TERMS

Major organizational restructuring is defined as any creation, dissolution, merger, or separation of academic departments, schools, or colleges. Proposals for such restructuring must include a written proposal submitted through the dean's office to the Provost and Executive Vice President of the University of South Florida System and/or the chief

academic officer (regional vice chancellor for academic affairs) of a member institution and/or the Senior Vice President for USF Health (if the proposal is in USF Health), and will include at a minimum:

- A. A description of the proposed changes.
- B. A rationale for the changes.
- C. A reasonable statement of the financial and budgetary implications of the changes.
- D. An examination of the likely consequences of the changes at the college/school, institution, and USF System levels, as well as any regional or societal implications.
- E. A clear and specific timeline for the implementation of the changes.
- F. A brief description of the nature of preliminary consultations with the academic entities affected by the changes, including a summary of the responses. This will normally report on discussion at the level of the college and/or department/school, depending on the entity most affected.

IV. PROCESS STEPS

- Each member institution of the USF System will adopt the following procedures: The Faculty Council (or equivalent) of the most affected college(s) or school(s) will receive the proposal from the initiating dean. In institutions without a representative body at that level, the Faculty Senate will receive the proposal.
- The proposal will be discussed at the next meeting of the receiving body. Members of affected academic entities will be invited in advance to comment in writing. The body may vote to recommend the proposal or to request further information and continue discussion at a second meeting.
- If necessary, and in case of emergency action, the president of any affected faculty governance body and/or the Provost and Executive Vice President of the University of South Florida System and/or the chief academic officer of a member institution (regional vice chancellor for academic affairs) and/or the Senior Vice President for USF Health (if the proposal is in USF Health) may call special meetings to expedite the process, including during summer months.
- The restructuring proposal, together with any commentary or recommendation from the Faculty Council (or equivalent), will be forwarded at the same time to the Faculty Senate of the affected member institution (unless the Senate was the initial receiving body) and to the SFC, with a copy to the initiating dean. These two bodies will report to the institution's administration and/or the Senior Vice President for USF Health (if the proposal is in USF Health), with a copy to the Provost and Executive Vice President of the University of South Florida System

and the initiating dean on: a) the sufficiency of consultation, and b) the implications of the proposed changes at the institution and system levels.

- The entire process, from receipt of the proposal by the Faculty Council (or equivalent), and ending with submission of the final report to the institution's administration, shall take no more than ninety (90) days.

It is mutually recognized that the administration holds ultimate authority and responsibility for determining the most appropriate academic structure and organization within the University, including Sec. 447.209, Florida Statutes, while the Faculty Councils, Faculty Senates, and the SFC are bound to fulfill their responsibility as advisors on academic affairs to the USF System's and the institution's administrations.

***Current Responsible Office: Academic Affairs**

***Refer to the appropriate Responsible Office website for a current name of the Vice President or other Responsible Officer.**