

University of South Florida
College of Public Health

Organization and Faculty Governance Manual
Last Revised – May 2003

Preamble

It is the expressed position of the College of Public Health that all persons who learn and work together in the College should treat each other with respect and dignity. Collegiality among and between faculty, staff, and students is desirable behavior among all persons in the College. Universities are, and should be, institutions where ideas are freely and openly exchanged and discussed. However, critiques of ideas should not extend to disrespectful treatment of particular persons, especially our colleagues. Faculty, staff and students should speak to each other and about each other with courtesy, whether the conversations are in private or in public settings.

This position extends to the use of language in professional settings that implies or condones disrespect of a class of persons or of specific individuals. Faculty, staff and students should endeavor to use language that does not denigrate or draw inappropriate attention to age, disability, ethnicity, gender, religious affiliation, sex or sexual orientation.

Article I - Purpose

The College of Public Health (COPH) Organization and Faculty Governance Manual is designed to supplement governance procedures, rules, and policies established by the Florida Board of Trustees (BOT), the BOT/United Faculty of Florida (UFF) agreement, the University of South Florida, and the Health Sciences Center. The purpose of this manual is to define guidelines and procedures for the organization and governance of the College of Public Health so that members of the faculty understand their responsibilities and perform their duties with respect to education, research, service, and administration. Adherence to the principles in this manual should promote cooperation and communication between the Dean and the Faculty as they jointly seek to fulfill the mission of the College.

Several principles have been used as guidance in the development of these guidelines, including the following:

1. Strengthening performance of the College of Public Health, and fulfilling its mission and strategic plan, through workable democratic, equitable, governance procedures which assure timely faculty representation and participation in decision making.

2. Maintenance of high levels of communications between the faculty and administration.
3. Strengthening of departmental governance and structures, and interdepartmental collaboration.

Article II – The College

1. **The College Mission:**

Our mission is to promote public health through research, education and service.

The College main goals are as follows:

1. Strong, focused research programs that reward and encourage scholarship and creative activities
2. Continual improvement of academic programs and student centered learning
3. A College culture that supports our mission, vision and values
4. A strong, sustainable infrastructure
5. Active service and meaningful community engagement

2. **The Dean:**

The Dean is the chief academic and administrative officer of the College and is responsible for the implementation of its policies. The Dean may appoint Associate and Assistant Deans to assist the Dean in discharging these duties.

The Dean and the Dean's administrative colleagues shall solicit the opinions and advice of the members of the faculty in major decisions affecting the academic, financial and material resources of the College of Public Health.

3. **Departments:**

- a. **General:** The College is administratively composed of academic departments. Departments may establish divisions, research centers, institutes and programs that are approved by the Dean in consultation with the Faculty Assembly and in accordance with the Board of Trustees rules and University policy.
- b. **Chairperson:** Each department is administered by a chairperson who is responsible for the organization and implementation of its programs, in consultation with the departmental faculty. Departmental chairpersons are appointed by the Dean. When a vacancy of the Chairperson position occurs, the Dean may:
 1. Appoint a chair through a duly conducted national search. The search committee should include a majority of senior faculty from the department with the vacancy; or

2. Appoint a tenured faculty member from within the department. This appointment should have the support of a majority of the departmental voting faculty.
- c. Departmental Governance: Departments shall be responsible for establishing their own governance policies and procedures subject to approval by the Dean and the COPH Faculty Assembly. Departments shall be expected to present periodic and timely reports to the Dean and the Faculty Assembly.

4. **COPH Executive Committee**

- a. The COPH Executive Committee shall operate under the direction of the Dean. This committee shall be responsible for advising the Dean on all matters relating to the coordination of academic activities and departmental units in the COPH. These matters shall include (but are not necessarily limited to) the following: College strategic planning, planning and management of academic programs and other College activities, budget allocations, faculty recruitment and assignments, course scheduling, space and equipment allocations, and staffing needs. It is expected that this committee shall normally be comprised of the Dean, the Associate and Assistant Deans, the Chairpersons of all COPH Departments, the director of the Practice Program, the President of the Faculty Assembly and the College Business Manager.

Article III – The Faculty

1. **Membership & Functions:**

The Faculty Assembly shall function as the organizational governance body of the faculty. It shall coordinate the functioning of the College standing committees and act on essential policies and planning of the College activities. It shall make recommendations to or advise the Dean on all academic, organizational and financial matters and will assure that the Dean has the opportunity for regularly scheduled communication with faculty at the Faculty Assembly meetings. The Faculty Assembly will appoint and support ad hoc or special committees in addition to the standing committees, as it deems appropriate.

- a. The Faculty Assembly is composed of all tenured and tenure earning faculty with the rank of Professor, Associate Professor, and Assistant Professor, and faculty with the titles of Research Professor, Research Associate Professor, and Research Assistant Professor appointed in the College at ≥ 50 FTE. On recommendation of their department, other College faculty, who do not meet the above requirements, may be approved as a voting member by 51% of the voting members of the Faculty Assembly.

2. **Voting:**
 - a. Voting for Faculty Assembly appointments and elections shall be conducted through a secret ballot during meetings of the Assembly or its committees or through mailing circulation.
 - b. The Voting faculty may temporarily lose his/her voting right in the following situations:
 1. Appointment as an academic administrator in the position of Dean, Associate Dean, or Assistant Dean.
 2. Working in the College/department for less than 0.5 FTE, with the exception of faculty on sabbatical leave.
 - c. Ex-officio non-voting members of the faculty assembly are:
 1. President of the Public Health Student Association
 2. President of the College Alumni Association
 3. Representatives of COPH employees appointed on the faculty pay plan as unranked faculty. Representation shall be of a ratio of one for every fifteen.
 4. College staff appointed as ex-officio members to the Assembly Standing Committees as stated in Article VIII.

Article IV – Faculty Assembly Meetings

1. General Order: Roberts Rules of Order (latest edition) shall govern all the Faculty Assembly meetings, and meetings of all committees at the College and department levels.
2. The Faculty Assembly shall have at least quarterly meetings called by the President of the Faculty Assembly. In addition, the Faculty Assembly shall have an annual meeting for purposes of planning and coordination.
3. Special Faculty Assembly meetings may be called by the President of the Faculty Assembly, the Dean, or by a petition of 10 Faculty Assembly voting members.
4. The Steering Committee shall determine the format and agenda for Faculty Assembly meetings, with input from the faculty and administration. The faculty has the right to introduce items to be included in the agenda of the Faculty Assembly.
5. A quorum for the Faculty Assembly shall consist of one-half of its voting members, and a decision or a recommendation is made by a simple majority vote.

Article V – Officers of the Faculty Assembly

1. General:
 - a. Officers of the Faculty Assembly shall be members of the voting faculty. Each member of the voting faculty shall be entitled to vote for the officers of the Faculty Assembly.

- b. The Faculty Assembly officers are the President, the Vice-President, and the Secretary.
- c. At least 60 days before the end of the officer's term, the Secretary will invite nominations to the vacant positions from the voting members. Nominations shall be submitted in writing to the Secretary and dated and signed by the faculty members making the nomination, and by the faculty member whose name is being placed in nomination, indicating his or her consent. Self-nominations will be accepted.
- d. The Secretary shall inform the voting faculty in writing of all candidates for vacant positions 30 days before the vacancy occurs, by distributing mail ballots for a preferential election. Ballots shall allow for write-in candidates who have agreed in writing to be nominated. Uncontested nominations must be voted on by mail ballot. A Tellers Committee will be appointed by the President to tabulate ballots returned to the Secretary. In the event of a tie vote, there will be a re-balloting for that office. The Secretary shall inform the Faculty of the outcome of the election.
- e. Regular terms of office for the Faculty Assembly offices shall begin on the first day of the College academic year and end on the last day prior to the academic year two years later. The term of office for officers elected to fill vacancies shall begin after election and end two years later. An officer can succeed himself/herself for one more term if re-elected.
- f. Officers may be removed from office on a two-thirds vote of the Assembly. Any action to remove an officer must be submitted to the Secretary of the Assembly, by a petition of at least 25% of the voting faculty, not less than 30 days prior to a quarterly or annual meeting.

2. The President

The President of the Faculty Assembly shall preside at all meetings of the Faculty Assembly and the Steering Committee except as provided in sections 3 and 4 below. The President of the Faculty Assembly shall serve on the Executive Committee of the College. The President shall be an ex-officio member of all Faculty Assembly committees. The President, with the approval of the Faculty Assembly or the Steering Committee, may appoint ad hoc or special committees of the Faculty Assembly. If the President is unable to complete the term, the Vice-President shall assume the office until the new President is elected. A vacancy in the office of the President shall be filled through a special election within 90 days

3. The Vice-President

The Vice-President of the Faculty shall preside at meetings of the Faculty Assembly in the President's absence. The Vice President shall be charged with special tasks and activities as assigned by the President or the Steering Committee. A vacancy in the office of Vice-President shall be filled through a special election held within 90 days of the vacancy.

4. The Secretary

The Secretary shall keep the minutes of all meetings of the Faculty Assembly, conduct the correspondence and keep the records of the Faculty Assembly. The Secretary shall notify the Faculty of each Assembly meeting and shall perform other such duties as the President of the Faculty may assign. The Secretary shall solicit items for the agenda and the Steering Committee meetings, prepare the agenda for these meetings in consultation with the President and distribute the agenda prior to these meetings. The Secretary shall determine whether a quorum is present and supervise voting and other administrative procedures at all meetings of the Faculty Assembly. In the absence of the President and Vice-President, the Secretary shall preside at meetings of the Faculty Assembly. A vacancy in the office of Secretary shall be filled through a special election held within 90 days. The President shall appoint an Interim Secretary until the vacancy is filled.

Article VI – Faculty Assembly Support

1. Administrative support:

The COPH Dean and Department Chairpersons shall offer support to strengthen the operations of the Faculty Assembly. This support may include the following:

- a. Assigning personnel and graduate assistants to support the activities of the Faculty Assembly and its Steering and Standing Committees, providing information and conducting surveys as necessary.
- b. Encouraging participation of faculty members in the Faculty Assembly activities through assignments and appropriate recognition of efforts in making decisions on annual evaluations, merit pay, and promotion and tenure.
- c. Assigning a web page for the Faculty Assembly and its committees minutes and announcements.
- d. Enhancing the spirit and practice of collegiality, democratic governance and participatory management.

2. Faculty support:

All faculty members are expected to participate in the activities of the Faculty Assembly. For example, it is anticipated that each tenured faculty member will participate in at least two College or University committees and each member in a tenure-earning position should participate in at least one committee.

Article VII – The Faculty Assembly Steering Committee

1. Structure:

The Faculty Assembly shall have a Steering Committee made up of the officers of the Faculty Assembly, the immediate past-president of the Faculty Assembly, and chairpersons of the Standing Committees.

2. Functions and Duties: The Steering Committee shall be responsible for:

- a. Representing the Faculty Assembly in the strategic planning of the College and CEPH accreditation
- b. Advising the Dean on organization, management, and financial affairs of the College and its departments
- c. Coordination and oversight of Faculty Assembly Standing Committees
- d. Organization and preparation for Faculty Assembly meetings
- e. Other duties and tasks as assigned by the Faculty Assembly

Article VIII – Standing Committees

1. General

- a. There shall be five COPH Standing Committees coordinated by the Faculty Assembly. Terms for members of the committees shall be two years. During the first year of forming a new committee, one half of the elected offices will be for only one year. Members of the standing committees representing their departments will be elected/selected by the departments. It is recommended that department representatives to the College of Public Health standing committees be members of the corresponding department committees. The Departmental Chairperson can only appoint a member to a committee if no faculty member is nominated to fill a vacancy. All committee chairpersons will be elected by the committee membership annually or when a vacancy occurs.
- b. Committee members who do not serve the full term of two years may be replaced by election from their department. A replacement member shall serve for the time remaining in the original term. When a member cannot attend for a specified extended period of time, such as a semester, the Department Chairperson may appoint a temporary member. Members of committees who are representing the College at large shall be elected through nominations similar to the Faculty Assembly officers.
- c. Standing Committees shall be responsible for establishing their own procedures in writing and for reporting their activities at regular meetings of the COPH Faculty. Standing Committees may establish subcommittees or task forces as necessary.
- d. Duties of the Committee Chairperson: The Standing Committee Chairperson is responsible to coordinate the committee activities, prepare the agenda of the meetings, keep the records and minutes of the committee activities and regularly submit these minutes to the President

and the Dean. During the annual meeting, the Committee Chairperson shall submit an annual report summarizing the committee activities, participation of its members and the essential actions or tasks completed.

- e. Duties of the Committee members: The committee members representing the departments are responsible for attending all the committee meetings. If unable to attend a meeting, the committee member will select a faculty member from his/her department to attend the meeting. The committee member is also responsible for consulting with his/her departmental faculty on new and important actions taken by the committee, and shall inform the Departmental Chairperson and faculty about the committee activities.

2. Structure and Functions of Committees

a. Student Affairs

1. Structure: The Student Affairs Committee shall be composed of one faculty member elected by each department, one doctoral student and one master's student selected by the Public Health Student Association. Two representatives from the administration staff, who are involved in recruitment and advisement, shall serve as ex-officio non-voting members.
2. Functions and Duties: Recommending policies for students recruitment and advisement:
 - a. recommending the College wide admission requirements, and reviewing special admission requirements determined by departments;
 - b. recommending policies for College wide scholarships, honors and awards and assistantships;
 - c. recommending procedures for, and participating in student orientation and graduation events;
 - d. coordinating student affairs related to the public health practice program and other College-wide academic programs, as approved by the Faculty Assembly

b. Faculty Affairs

1. Structure: The Faculty Affairs shall be composed of one tenured faculty member elected by each department, and three tenured full professors who serve for two years, elected at large by the Faculty Assembly.
2. Functions and Duties:
 - a. recommending the College wide criteria, policies and procedures for appointment, promotion and tenure;
 - b. reviewing credentialing of faculty and others for serving on doctoral and masters committees;
 - c. recommending College wide policies and procedures for faculty evaluations;

- d. reviewing and making recommendations for promotion and tenure of faculty, post-tenure sustained performance evaluations of tenured faculty; and mid-tenure review;
 - e. fostering faculty development;
 - f. recommending College wide criteria, policies and procedures for merit pay;
 - g. facilitating nomination and review of faculty for honors and awards;
 - h. facilitating understanding of appropriate procedures concerning grievances and informal resolution of conflicts; and
 - i. monitoring policies and making recommendations for equal opportunity and diversity in the College.
- c. Academic Programs and Curriculum
1. Structure: The Academic Programs and Curriculum Committee shall be composed of two faculty members elected from each of the COPH Departments. A representative of the Office of Academic Affairs, the College of Public Health representative to the University Graduate Council assigned to the curriculum subcommittee, and two student representatives selected by the Public Health Student Association, and Associate (Assistant) Dean for Academic Affairs shall serve as ex-officio non-voting members of the committee.
 2. Duties:
 - a. oversight of the degree programs offered by the COPH as well as the review and approval of new degrees, programs, concentration areas, and course proposals which originate with the departments;
 - b. Monitoring and coordinating course scheduling;
 - c. Monitoring the curricula and degree programs of the COPH and periodically reviewing the policies, procedures and requirements of degree components such as: the comprehensive examination, field experience, special project and thesis;
 - d. Overseeing periodic reviews of academic programs as a means of providing ongoing evaluation to assist in program improvement and meeting the standards set by the Council Education for Public Health (CEPH) and the Southern Association of Colleges and Schools (SACS);
 - e. Approval and monitoring of academic certificate programs; and
 - f. Monitoring and coordination of interdepartmental academic programs.
- d. Laboratory and Safety
1. Structure: The committee shall be composed of a safety officer and a laboratory specialist appointed by the Dean, one student selected by the Public health Student Association, and a faculty member

elected from each department. The committee shall elect one of the faculty members to serve as chairperson.

2. Functions and Duties:
 - a. serves to oversee all issues pertaining to safety within the College of Public Health;
 - b. identify potentially significant chemical, physical, and biological hazards, and make appropriate recommendations for improvement; and
 - c. the safety officer shall oversee the training of laboratory personnel in chemical and biological hazard recognition and control measures to provide a safe laboratory environment.
- e. Educational Outcomes Committee:
 1. Structure: The committee shall be composed of one faculty member from each department. Additional faculty and/or staff members can be added for planning and data analysis purposes. The Associate Dean for Academics is a non-voting ex-officio member.
 2. Functions and Duties:
 - a. develop, monitor, and review the educational outcomes measures used for all degrees offered by the College. These indicators need to be reviewed and updated on an ongoing basis;
 - b. Review the data collection procedures for the outcome indicators, coordinate activities for data collection, and analyze all data findings at least quarterly;
 - c. prepare official outcomes assessment reports for the University, College, and Departments as needed; and
 - d. interact with accreditation committees and other University and College committees as needed in providing outcomes assessment information and data results.

Article IX – Special and Ad Hoc Committees

Special or Ad Hoc committees may be created by the Dean or the COPH Faculty Assembly. Each committee when created shall have a specific charge delineating its purpose. Each committee shall have a Chairperson and shall present written reports upon completion of its special assignments. Such reports shall be kept on file in the Dean's office and on file with the COPH Faculty Assembly.

The Dean and Faculty Assembly shall be responsible for ensuring that the COPH faculty is informed of opportunities to be members on University and Health Sciences Center committees. A current list of such committees and organizations will be published periodically by the Dean and President of the Faculty Assembly.

Article X – Referenda

The Faculty Assembly shall be empowered to organize and conduct referenda on matters of overarching concern. Such referenda shall be initiated by a one-third vote of the faculty of the College. Upon such vote, the President of the Faculty Assembly shall call a special meeting to present and discuss the proposal referendum. Not less than five days but not more than ten days after the conclusion of such special meeting, the Secretary of the Faculty Assembly shall distribute a mail ballot to each voting member. These ballots shall be returned to the Secretary of the Faculty Assembly within fourteen days in a manner that permits verification of the voter but protects the secrecy of their vote. Because of the special nature of the referendum, a vote of three-fourths of all voting members shall be required to pass it. The Steering Committee shall report the outcome to the faculty and the dean. If passed, such other University officials as the Faculty Assembly deems appropriate shall be informed of the outcome.

Article XI – Amendments to the Governance Manual

Proposed amendments to the Governance manual may be submitted to the Faculty Assembly Steering Committee for action. If the Steering Committee agrees to advance the amendment, the Dean and the Executive Committee should review it. After appropriate reviews, the amendment will be presented and voted on at a regular or special meeting of the Faculty Assembly, or through paper ballot or electronic mail. The amendment passes by a majority vote of the faculty. The Dean and the Steering Committee shall review the COPH Governance Manual every three years. The purpose of this review is to recommend appropriate updates of the manual as it is deemed necessary.

- Amended 2/18/94; 5-1-94; 4/18/95; 8/23/95; 2/14/96; 9/9/96; 4/18/97.
- Updating and rewriting: December 22, 1999
- Amended 4/1/2000 [add: article VIII (B) (8)]
- Amended 6/15/01 [revision to Article V (1) (c & d)]
- Amended 10/15/01 [revision to Article XI]
- Amended 5/1/02 [revision to Article VIII]
- Updating and rewriting: May 2003