

# **College of Public Health**

## **University of South Florida**

### **FACULTY GOVERNANCE MANUAL**

#### **Preamble**

The faculty of the College of Public Health (COPH) is committed to academic excellence through innovative research, effective teaching and learning, and community service. We affirm the core values of community engagement, global perspective, diversity, leadership, and professional environment. We support active faculty involvement in self-governance, as it promotes participative processes and a collegial environment. As a faculty, we collaborate toward achievement of our strategic mission, goals and objectives and actively engage in the development and periodic monitoring of the strategic plan.

#### **Article I – Purpose**

The COPH Faculty Governance Manual is designed to supplement governance procedures, regulations, and policies established by the Florida Board of Governors (BOG), the USF Board of Trustees (BOT), the United Faculty of Florida (UFF) agreement, the University of South Florida (USF), and USF Health. The purpose of this manual is to define guidelines and procedures for faculty organization and governance of the COPH. Active participation promotes cooperation and communication between the faculty, staff, administration and students to fulfill the COPH mission consistent with our values.

#### **Article II – The College Structure**

1. The COPH has academic and administrative units, under the leadership of the Dean.
2. **The Dean**

The Dean is the chief academic and administrative officer of the College and is responsible for the implementation of its procedures and programs. The Dean and the Dean's leadership team work with the faculty, staff and students in a participative environment for decisions affecting academics and resources of the COPH. The Dean establishes, manages and coordinates the work of departments and programs as necessary to facilitate and promote the COPH mission. The Dean appoints associate or assistant deans or directors to support the functions necessary to achieve the mission, goals and objectives of the College,

e.g. academic and student services, education/training programs, research, finance and administration, international programs, faculty and staff affairs, etc.

### **3. Academic Departments and Programs**

#### **a. General**

The COPH is administratively composed of academic departments, institutes and centers. The Dean may establish divisions, centers, institutes and programs in accordance with the University regulations and policies.

#### **b. Chair**

Each department is administered by a chairperson who is responsible for the organization and implementation of its programs, in consultation with the departmental faculty. Department chairs are appointed by the Dean. When a vacancy of a department chair occurs, the Dean may:

1. Appoint a chair through a duly conducted national search, or
2. Appoint a chair with the advice and counsel of departmental faculty.

#### **c. Departmental Governance**

Departmental faculty shall be responsible for operating within this Faculty Governance Manual and College and University regulations, policies and procedures.

### **4. COPH Executive Committee**

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 implementation and coordination of activities consistent with the strategic plan across all relevant 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. This committee will include the President of the Faculty Assembly, the Faculty Assembly Standing Committee Chairs, the Chairs of all COPH Departments, and others that the Dean deems appropriate

## **Article III – The Faculty**

### **1. Membership & Functions**

The Faculty Assembly is the governance body of the faculty. It coordinates the College

standing committees and creates ad hoc or special committees. The Faculty Assembly recommends and acts on strategic procedures and planning of the College activities. It makes recommendations to the Dean and advises the Dean on academic, faculty, organizational and financial matters. The Faculty Assembly provides the Dean with opportunity for regularly scheduled communication with faculty at the Faculty Assembly meetings.

The Faculty Assembly is composed of all tenured, tenure earning, and non-tenure earning (such as research or teaching pathway) faculty with the rank of Professor, Associate Professor, Assistant Professor and Instructor, with a primary appointment in the College at  $\geq 0.50$  FTE. Upon recommendation of their department, other College faculty, who do not meet the above requirements, may be approved as a voting member by 40% of the voting members of the Faculty Assembly.

## **2. Voting**

- a. Faculty Assembly elections are conducted through a secret ballot during meetings of the Assembly or its committees or through mail.
- b. Administrators in the position of Dean or any modifier of Dean are not voting members.
- c. Ex-officio non-voting members of the Faculty Assembly are:
  1. President/or designee of the Public Health Student Association
  2. President/or designee of the College Alumni Association

## **Article IV – Faculty Assembly Meetings**

1. Faculty Assembly meetings follow Roberts Rules of Order.
2. The Faculty Assembly will meet at least once per semester as called by the President of the Faculty Assembly.
3. Special Faculty Assembly meetings may be called by the President of the Faculty Assembly, the Dean, or by a petition of at least 10% of the Faculty Assembly voting members.
4. The Faculty Assembly President, with input from the faculty and administration determines the format and agenda for Faculty Assembly meetings.
5. A quorum for the Faculty Assembly consists of 40% of its voting members; when a quorum is reached, a decision or a recommendation is made by a simple majority vote.
6. At the discretion of the Faculty Assembly President, voting may take place via email and is

valid as long as 40% of the voting members vote by the specified deadline. 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 are members of the voting faculty. Each member of the voting faculty is entitled to vote for the officers of the Faculty Assembly.
- b. The Faculty Assembly officers include the President, Vice-President, and Historian.
- c. The Historian invites nominations to vacant positions from the voting members at least 60 days before the end of each officer's term. Nominations are to be submitted in writing to the Historian, dated and signed by the faculty member(s) making the nomination, and by the nominated faculty members, indicating consent. Self-nominations will be accepted.
- d. The Historian informs the voting faculty in writing of all candidates for vacant positions 30 days before the vacancy occurs, by distributing ballots for an election. Ballots allow for write-in candidates who have agreed in writing to be nominated.
- e. All officer positions, including those that are uncontested, must be voted on by ballot. A Tellers Committee will be appointed by the President to tabulate ballots returned to the Historian. Candidates are elected by a simple majority vote. In the event of a tie vote, there will be a re-balloting for that office. The Historian informs the Faculty of the outcome of the election.
- f. Regular terms of office for the Faculty Assembly offices begin on the first day of the College academic year and end on the last day prior to the academic year two years later. An officer can succeed himself/herself if re-elected. However, officers may not serve in the same role for more than three consecutive terms.
- g. Should a vacancy occur in any of the officer positions, the position will be filled through a special election within 90 days of the vacancy. The term of office for officers elected to fill vacancies will begin after election and end at the next scheduled election cycle.
- h. Officers may be removed from office on a two-thirds vote of the Faculty Assembly. Any action to remove an officer must be submitted to the Historian, by a petition of at least 25% of the voting faculty, not less than 30 days prior to the next scheduled meeting.

### **2. The President**

The President presides at all meetings of the Faculty Assembly except as provided in sections 3 and 4 below. The President serves on the Executive Committee of the College. The President, with the approval of the Faculty Assembly, may appoint ad hoc or special

committees of the Faculty Assembly. If the President is unable to complete his or her term, the Vice-President assumes the office until the new President is elected.

### **3. The Vice-President**

The Vice-President presides at meetings of the Faculty Assembly in the President's absence. The Vice President is charged with special tasks and activities as assigned by the President.

### **4. The Historian**

The Historian keeps the minutes of all meetings of the Faculty Assembly, conducts the correspondence and keeps the records of the Faculty Assembly. The Historian notifies the Faculty of each Assembly meeting and performs other duties as the President may assign. The Historian solicits items for the Assembly meetings, prepares the agenda in consultation with the President and distributes the agenda prior to the meetings. The Historian determines whether a quorum is present and supervises voting and other administrative procedures at all meetings of the Faculty Assembly. In the absence of the President and Vice-President, the Historian presides at meetings of the Faculty Assembly. If the position becomes vacant, the President appoints an Interim Historian until the vacancy is filled.

## **Article VI – Faculty Assembly Support**

### **1. Administrative support**

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

- a. Assigning staff and graduate assistants to support the activities of the Faculty Assembly and its Committees.
- 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 voting faculty members are expected to participate in the activities of the Faculty Assembly. For example, faculty are encouraged to serve on at least one Standing College or University committee, and to participate in College Ad Hoc workgroups as time and interests permit.

## Article VII – Standing Committees

### 1. General

- a. Standing Committees (Education, Research and Faculty Affairs), are coordinated by the Faculty Assembly. Terms for members of the committees shall be staggered and should ordinarily not exceed three years. Further, members should ordinarily serve no more than two consecutive terms. Members of the standing committees representing their departments will be selected by the department faculty through an election or by the department chair as outlined below. At-large members of the Faculty Affairs Committees will be elected through a college-wide vote. It is recommended that department representatives to the College of Public Health standing committees be members of any corresponding department committees.
- b. Committee members who do not serve the full term of three years may be replaced by selection from their department or by faculty vote for at-large members. 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 Chair may appoint a temporary member.
- c. Standing Committees shall be responsible for establishing their own procedures in writing and for reporting their activities at regular meetings of the CPH Faculty. Standing Committees may establish subcommittees or task forces as necessary. Standing committees submit an annual report to the Faculty Assembly.
- d. Student members of committees. Each committee shall have student membership. Students will be appointed by the Public Health Student Association for service for at least one academic year. In the event a student is unable to fulfill his or her term of office, the president of the PHSA will appoint a replacement to complete the current term. The only exception for student membership is when a committee is responsible for personnel evaluation.
- d. Duties of the Committee Chair. Committee Chairs will be elected annually and ordinarily serve no more than two consecutive membership terms (six years). The Standing Committee Chairperson is responsible for the coordination of committee activities, preparation of the agenda of the meetings, keeping of the records and minutes of the committee activities and regularly submitting these minutes to the President and the Dean.

At a minimum, meeting agendas and minutes should be posted on the Faculty Assembly web-page to assure that all faculty have the opportunity to be informed of agenda items prior to committee meetings and to view the committee's deliberations and decision in a timely fashion after each committee meeting.

- e. A Committee Chair may appoint an *ad hoc* chair to carry out business when the chair will be absent from a meeting.
- f. Duties of the Committee members. The committee members representing the departments are responsible for attending all the committee meetings. 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 Department Chair and faculty about the committee activities.

## **2. Education Committee**

### a. Purpose

The purpose of the Education Committee is to provide faculty and departments with a formal process to lead and guide all education-related aspects of the College of Public Health in order to promote and insure a quality learning experience for all students. The term 'department' in this section is used to include the College departments and the Undergraduate Program.

### b. Structure

1. The Education Committee shall be comprised of three (3) faculty members from each department: One (1) *Senior* member, and two (2) additional members. Members will be elected by departments and must have substantial experience in educational matters. The Senior member will typically be the chair of the department education committee.
2. Each department will have one voting member (the Senior member) and two additional non-voting members.
3. Ex-officio members include the Associate Dean for Academic Affairs, two (2) additional representatives from administration staff involved in curriculum matters, the College's representatives to the University Graduate and Undergraduate Councils, the Director of the office of Educational Technology and Assessment, Student Representatives and other faculty or staff for planning, analysis and monitoring.
4. The Education Committee will be divided into two (2) Work Groups: The *Curriculum Work Group* and the *Technology and Assessment Work Group*.
  - o *Curriculum Work Group* members will be selected from each department. The leader of this work group will be chosen by the members of this work group.

- *Technology and Assessment Work Group* members will be selected from each department. The leader of this work group will be a representative from the office of Educational Technology and Assessment.

5. The Chair of the Education Committee shall be elected and serve in accordance with Article VII 1. above.

c. Function and Duties of the Education Committee and Work Groups

The Education Committee oversees all aspects of all graduate and undergraduate degree programs, concentrations, courses, certificates, and other education related items offered by the College.

Duties of the Committee:

1. Reviews and approves new and revised degree programs, concentrations, courses, certificates, and other items related to instruction/learning, which originate within the College, or in which the College participates with other entities.
2. Reviews and monitors the current degree programs, concentrations, courses, certificates, educational methods, and other items related to instruction/learning of the College to insure quality and, appropriateness of content.
3. Reviews and monitors all procedure, practices, and outcomes that affect any aspect of education at the College.
4. Approves, monitors, coordinates, and promotes interdisciplinary academic programs.
5. Approves, monitors, coordinates, and promotes experiential-based curriculum requirements.
6. Approves, monitors, coordinates, and promotes culminating experience requirements.
7. Reviews and approves education-related technology, and associated standards for delivering quality instruction.
8. Develops, approves, and monitors reviews of student performance.
9. Oversees periodic reviews of academic programs as a means of providing ongoing evaluation to assist in program improvement and in meeting the standards set by the Council for Education in Public Health (CEPH) and the Southern Association of Colleges and Schools (SACS)

Duties of the Workgroups:



1. The Curriculum Work Group provides oversight and recommendations regarding graduate and undergraduate degree programs, concentrations, courses, certificates, and other items related to instruction/learning.
2. The Technology and Assessment Work Group provides oversight, review and recommendations regarding educational technology, and educational outcomes. This includes evaluating the effectiveness of integrating technology into learning models and formats, and the quality of standards for delivering content, student performance metrics, and other matters that pertain to academic rigor and effectiveness.

### **3. Research Committee**

#### **a. Purpose**

The purpose of the Research Committee is to ensure an ongoing, robust research portfolio within the College that represents the breadth and depth of public health; reflects faculty strengths, student interests and community needs; promotes faculty and student success; engages communities in translating research into action; enhances the reputation of the College; and advances the field in meaningful and impactful ways.

#### **b. Structure**

1. The COPH Research Committee will be comprised of 9 voting members (5 faculty members from each department or discipline, and 4 at-large members). Each department will elect one ranked senior faculty member (Associate or Full Professor) who is actively engaged in research.
2. The chair shall be elected by the committee from among the senior faculty members and serve in accordance with Article VII 1. above.
3. In addition to the 9 voting members, the committee may also include 4 non-voting Ex-officio members such as post-docs, research associates and graduate students as determined by the committee chair in consultation with the department chairs.
4. A representative from the administration staff, who is involved in research administration, shall also serve as an ex-officio non-voting member.

#### **c. Functions and Duties**

1. Recommend procedures and programs for facilitating research at the college.
2. Expedite and monitor research mentoring program for junior faculty.
3. Coordinate research and award opportunities for faculty and students.

4. Establish a system to encourage interdisciplinary research across departments/disciplines as well as student-faculty research opportunities.
5. Review research policies and procedures from across USF that impact COPH researchers.
6. Coordinate with USF Research Council regarding research policies, procedures and protocols that impact COPH researchers.

#### **4. Faculty Affairs Committee**

##### **a. Purpose**

The purpose of the Faculty Affairs Committee (FAC) is to recommend and oversee the implementation of procedures and programs designed to support faculty in the attainment of their professional goals while contributing to the mission and strategic goals of the College and University.

##### **b. Structure**

The Faculty Affairs Committee shall be made up of one professorial ranked faculty member from each department who is elected from within the departments and sufficient faculty members who are elected at large by the Faculty Assembly to maintain an uneven number of members numbering at least seven persons. The FAC members elect the Chair of the committee.

1. Membership on the College Faculty Affairs Committee is limited to faculty who have been appointed to a professorial ranked position within the College for at least two years. Chairs and the Dean should neither vote nor participate on the Faculty Affairs Committee; this exclusion applies to assistant or associate chairs, or assistant or associate deans when they participate in the tenure and promotion process in support of, or as delegated by chairs, or the Dean.
2. Only those committee members who have received tenure at the University of South Florida will be eligible to review and make recommendations on tenure applications.
3. Committee members on tenure-track positions may review and make recommendations on all applications for promotion from faculty, regardless of track, who are appointed at a rank lower than that of the committee member.
4. Committee members on non-tenure track positions may review and make recommendations on applications for promotion from non-tenure track faculty who are appointed at a rank lower than that of the committee member.
5. If faculty serving on the College Faculty Affairs committee are on assignments or

leaves of absence away from the department and/or college such as sabbaticals, fellowships, Fulbrights, etc., for more than four consecutive weeks, departments will elect someone to serve as an alternate member until he or she returns.

6. The committee members and chair shall be elected and serve in accordance with Article VII 1.a. and 1.b. above.
7. If possible, individuals should not serve on the department APT and College Faculty Affairs committees. However, if individuals serve on more than one committee (e.g. department and College) they should vote on APT matters at one level or the other, not both. The level at which an individual will vote should be determined and documented prior to the beginning of the annual promotion and tenure process and will apply to all applicants.

c. Functions and Duties

The Faculty Affairs Committee advises the Dean on matters related to the faculty in the College. Specific duties include, but are not limited to:

1. recommend College criteria and procedures for appointment, promotion and tenure in accordance with the University Promotion and Tenure Guidelines.
2. recommend College procedures and programs to support faculty development and success such as peer review of teaching, mentoring, evaluations, etc.
3. participate in the annual promotion and tenure process and make recommendations regarding applications for promotion and tenure.
4. participate in the annual mid-tenure and mid-promotion process and provide written feedback to applicants with regard to their progress toward tenure and/or promotion.
5. recommend to the Dean rank and tenure status for proposed appointments to the faculty in accordance with the COPH APT Guidelines.
6. recommend faculty for honors and awards in accordance with University and USF Health policies and procedures.
7. recommend faculty for sabbaticals in accordance with University and USF Health policies and procedures.
8. facilitate understanding of the College Appointment, Promotion and Tenure Guidelines (APT Guidelines) among College faculty.
9. advise the Dean with regard to disputes, grievances and discipline and other faculty related matters upon request.

## **Article VIII – Special and Ad Hoc and University Committees**

1. Special or Ad Hoc committees outside of standing 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 reports to the Executive Committee and the Faculty Assembly upon the completion of its assignment.

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

2. Representation of College Faculty on University Committees/in University Governance
  - a. College of Public Health faculty shall be encouraged to participate in University governance. Vacancies on University committees shall be advertised to all faculty by the President or Historian of the faculty assembly. Nominations, including self-nominations shall be made in writing to the President and voted on by the faculty assembly. In the event of an emergent committee appointment, the President, in consultation with the Executive Committee shall appoint an interim representative. The President of the faculty assembly will forward nominations for the duly elected individuals to the Chair of the Faculty Senate Committee on Committees.
  - b. Representatives of the College serving on any University committee shall report at meetings of the faculty assembly and shall bring to the faculty assembly relevant matters that require consideration or response by the faculty.
  - c. Should a vacancy occur in any of the University committee positions, the position will be filled through a special election within 90 days of the vacancy.
  - d. Representatives to University committees may be removed from office on a two-thirds vote of the Faculty Assembly. Any action to remove a representative officer must be submitted to the Historian, by a petition of at least 25% of the voting faculty, not less than 30 days prior to the meeting at which the issue will be discussed.

## **Article IX - Referenda**

1. 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 Historian of the Faculty Assembly shall distribute a ballot to each voting member. These ballots shall be returned to the Historian of the Faculty Assembly within fourteen days of distribution in a manner that

permits verification of the voter but protects the anonymity of the voter. Because of the special nature of the referendum, a vote of three-fourths of all voting members shall be required to pass it. The Executive 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 X – Amendments to the Governance Manual**

1. Proposed amendments to the Governance Manual may be proposed at a Faculty Assembly meeting for action. Following that review and approval, a draft is submitted to the Dean and the Executive Committee for comment. Then the amendment is 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 Historian will then update the Governance Manual appropriately.

The Dean and the Executive Committee will review the COPH Governance Manual every two years. The purpose of this review is to recommend appropriate updates of the manual.

### **Dates of Amendments or Reviews:**

- 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 VII (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 VII]
- Updating and rewriting: May 2003
- Updating and rewriting: May 2010
- Updating and rewriting: July 2016