

College of Public Health
University of South Florida

FACULTY GOVERNANCE MANUAL

Preamble

The faculty of the College of Public Health 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 College of Public Health (COPH) Faculty Governance Manual is designed to supplement governance procedures, rules, 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, and USF Health. The purpose of this manual is to define guidelines and procedures for faculty organization and governance of the College of Public Health. Active participation promotes cooperation and communication between the faculty, staff, administration and students to fulfill the College mission consistent with our values.

Article II – The College Structure

1. The College 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 policies 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 College of Public Health. 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, finance and administration, research, international programs, faculty and staff affairs.

3. Academic Departments and Programs:

a. General: The College is administratively composed of academic departments and cross-departmental programs, e.g. public health practice, undergraduate public health, etc.. Departments may establish divisions, research centers, institutes and programs according to College guidelines 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. 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. Departmental chairs 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 be composed of a majority of senior faculty to include whenever possible, the majority of senior faculty from the department with the vacancy; or
 - 2. Appoint a Chair with the advice and counsel of department faculty.
 - c. Departmental Governance: Departmental faculty shall be responsible for establishing operating procedures consistent with College governance policies and procedures subject to approval by the Dean and the COPH Faculty Assembly. Department Chairs 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 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 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 policies and planning of the College activities. It makes recommendations and advises the Dean on academic, organizational and financial matters and provides the Dean with opportunity for regularly scheduled communication with faculty at the Faculty Assembly meetings.

- a. 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 ≥ 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 51% 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, Associate Dean or Assistant 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 and standing committee 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 Steering Committee, 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.

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. In the event of a tie vote, there will be a re-balloting for that office. Candidates are elected by a simple majority vote. 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.
- 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 and the Steering Committee except as provided in sections 3 and 4 below. The President serves on the Executive Committee of the College, and as 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 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 or the Steering Committee.

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 agenda and the Steering Committee meetings, prepares the agenda for these meetings in consultation with the President and distributes the agenda prior to these 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 Chairpersons 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, it is anticipated that each tenured faculty member will regularly participate in at least two College or University committees and each member in a non-tenured or 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 comprised 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 of oversight of Faculty Assembly Standing Committees
- d. Other duties and tasks as assigned by the Faculty Assembly
- e. Periodic review of the governance manual, at least annually
- f. Promoting the preparation of the college annual report, an annual update of the CEPH self-study and the ASPH report and outcomes assessment.

2. Meetings:

This committee will meet as needed. All meetings are announced by the Faculty Assembly President through e-mail communication to the faculty assembly.

Article VIII – Standing Committees

1. General

- a. Six Standing Committees (Student Affairs, Faculty Affairs, Academic Program and Curriculum, Laboratory and Safety, Educational Outcomes, and Educational Technology and Assessment) are 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 selected by the department faculty through an election (i.e. for the Faculty Affairs Committee) or by the chair (for all other committee appointments). Note that the Dean appoints a College Safety Officer who serves on the Laboratory and Safety committee. It is recommended that department representatives to the College of Public Health standing committees be members of the corresponding department committees. 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 selection 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.
- 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 with the exception of Faculty Affairs Student Affairs and Educational Outcomes shall have student membership. Students will be appointed by the Public Health Student Association for service for 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.
- e. Duties of the Committee Chair: 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 submit 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.
- f. 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 selected by each department,. 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:

a. Recommending policies for student recruitment and advisement

b. Establish and monitor the minimum College admission requirements, discuss admission trends and review special admission requirements determined by departments.

c. Establish and monitor policies for Collegewide scholarships, honors and awards and assistantships; review and recommend recipients for scholarships, awards and assistantships; student members do not participate in the scholarship awarding process.

- d. Recommend procedures for, and participate in student orientation and graduation events.
- e. Coordinate student affairs related to the public health practice program and other College-wide academic programs, as approved by the Faculty Assembly.
- f. Review recruitment and retention strategies as well as student diversity issues, consistent with College and University goals.

b. Faculty Affairs

- 1. Structure: The Faculty Affairs Committee shall be composed of one tenured faculty member elected by each department, and four tenured professors who serve for two years, elected at large by the Faculty Assembly.
- 2. Functions and Duties:
 - a. recommend the College- criteria, policies and procedures for appointment, promotion and tenure.
 - b. review credentialing of faculty and others for serving on doctoral and masters committees.
 - c. recommend College- policies and procedures for faculty evaluations
 - d. review and make recommendations for promotion and tenure of faculty, post-tenure sustained performance evaluations of tenured faculty; and mid-tenure track review.
 - e. foster faculty development.
 - f. recommend College criteria, policies and procedures for merit pay.
 - g. facilitate nomination and review of faculty for honors and awards.
 - h. facilitate understanding of tenure and promotion policies and procedures as well as appropriate procedures concerning grievances and informal resolution of conflicts; and.
 - i. monitor policies and make 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. The committee

will meet at least once per academic term. 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. Functions and Duties:

- a. Oversee degree programs offered by the COPH and review and approve new degrees, programs, concentration areas, and course proposals which originate with the departments.
- b. Monitor the curricula and degree programs of the COPH and periodically review the policies,
- c. Oversee 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);
- d. Approve and monitor academic certificate programs; and
- e. Monitor and coordinate 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 selected from each department. The committee shall select 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. Department Chairs and the Associate Dean for Academic and Student Affairs are non-voting ex-officio members.

2. Functions and Duties:

- a. Coordinate activities to develop, monitor, and review the educational outcomes measures used for all degrees offered by the College. The committee reviews and updates these indicators 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.
- e. Monitor procedures and requirements of degree components such as: the comprehensive examination, field experience, special project and thesis;

f. Educational Technology and Assessment (ETA)

1. Structure: The ETA committee shall be composed of one faculty member from each department; at least one doctoral student and one online master's student selected by this ETA committee (based on recommendations from the department chairs, Public Health Student Association, the director of the ETA unit, the Academic Director of the ETA unit and/or the Associate Dean for Academic Affairs); the director of the ETA unit; the Academic Director of the ETA unit; the director of the Public Health Practice Program, and the Associate Dean for Academic Affairs. All faculty members shall be voting members. The student representatives, the director of the ETA unit, the Academic Director of the ETA unit, the director of the Public Health Practice Program and the Associate Dean for Academic Affairs shall serve as ex-officio non-voting members.

2. Functions and Duties:

- a. assist ETA to recommend guidelines and procedures for courses offered with distance technology
- b. recommend guidelines and procedures for optimizing the use of technology within college-wide educational offerings
- c. explore new technologies that may enhance the quality of distance education and make recommendations

- d. examine issues of quality instruction through distance modalities and make recommendations
- e. make recommendations for purchase of additional equipment/systems/modalities to enhance distance learning
- f. explore and make recommendations regarding intellectual property rights of faculty whose courses are developed using technology

Article IX – 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 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.

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 Steering 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 X - 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 Secretary of the Faculty Assembly shall distribute a ballot to each voting member. These ballots shall be returned to the Secretary 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 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

1. Proposed amendments to the Governance Manual may be submitted to the Faculty Assembly Steering Committee or proposed at a Faculty Assembly meeting for action. Following Steering Committee 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 Steering 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 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
- Updating and rewriting: May 2010
- Approved by vote of the Faculty Assembly 11/24/2010