

# College of Arts and Sciences Governance Document

## PREAMBLE

The College of Arts and Sciences (CAS) at the University of South Florida (USF) is a community of scholars dedicated to the idea that educated people are the basis of a just and free society.

CAS is the USF unit organized to provide general education, to offer curricula of study and research, and to grant degrees in the liberal arts and sciences. CAS is central to the academic mission of USF. The advancement and dissemination of knowledge in the humanities, social sciences, natural and mathematical sciences and related interdisciplinary fields by CAS constitute the intellectual foundation of the entire

mission of CAS in a collegial manner. Collegiality among and between Faculty, staff, and students is required behavior in the College. Faculty, staff, and students shall not speak



- Associate Deans, and Assistant Deans to assist in the administration of CAS. The College Deans shall also carry responsibility for appointing the Chairs and Campus Chairs of Departments within CAS, with close consideration of the recommendations of departments and of Campus Deans. The College Dean shall also appoint Directors of Centers and Institutes.
- II. **The Faculty Assembly:** The Faculty Assembly shall consist of all Faculty and meet at least once during the fall and spring semesters. It shall be convened and presided over by the Chair of the CAS Faculty Council.
- III. **The Faculty Council:**  
The Faculty Council represents the interests of CAS Faculty to the Office of the College Dean. The Council shall include the College Dean, Campus Deans, the Associate and Assistant Deans and those Faculty and staff members selected to represent their colleagues from all campuses within the College. The election and composition of the Faculty Council, its functions, and its meeting schedule are defined in the Bylaws.
- IV. **The Standing Committees:**  
The Standing Committees shall include the Technology Committee, the Academic Integrity and Grievance Committee, the Diversity Committee, the Faculty Development Committee, the Core Research Facilities Committee, the Library Committee, the Undergraduate Committee, the Graduate Committee, the Tenure and Promotion Committee, and the Instructor Promotion Committee.
- V. **Schools:**  
The CAS consists of three Schools each of which is composed of CAS Departments. Each School shall establish its own Governance Document that must be endorsed by the College Dean and shall be consistent with US Federal and Florida State law, the University Constitution, the rules and regulations of the Florida Board of Governors (BOG) and the University of South Florida Board of Trustees (BOT), the USF Senate, and the Collective Bargaining Agreement concluded between USF and the USF chapter of the United Faculty of Florida (UFF) and the CAS Governance Document. In the event of any conflict, US the

Bargaining Agreement and the CAS Governance Document take precedence over this document.

Departments may petition the College Dean to join or leave a School utilizing the process detailed in SUS Policy #65 Policy & Procedures for Proposed Changes in Academic Units of the University of South Florida System. The authority to grant or to deny permission to Departments to leave a School, to join another School, or to form a new School, resides with the College Dean, in consultation with the Schools affected by these moves, as well as with the Faculty Council.

- VI. **Departments, Programs, Centers, and Institutes:**  
Departments govern themselves through their own governance documents.

## THE BYLAWS

### Article I. The Office of the College Dean:

- a. The duties and responsibilities of the College Dean and the College Dean's administrative officers are described in this Constitution of the College of Arts and Sciences and are defined by the Provost of the University of South Florida, at whose discretion the College Dean serves.
- b. The College Dean, the Campus Deans, and the College Dean's administrative colleagues shall solicit the opinions and advice of CAS Faculty in major decisions affecting the academic, financial, and material resources of CAS.
- c. The office of the College Deans shall provide requisite administrative support to the Faculty As5ial, aJ 0 Tc 0 T91 Tc (i)4



**Article III. The Faculty Council:**

The Faculty Council provides a primary forum for the dialogue between CAS Faculty and the Office of the College Dean. The Faculty Council shall include the College Dean, Campus Deans, and those



d. Powers and Functions:

1. The Faculty Council advises the College Dean on any matter of concern to CAS, including budget and policy. It addresses issues brought to it by the College Dean and the College Dean's representatives and raises issues for the College Dean's consideration. It also receives petitions from Faculty and encourages Faculty suggestions. It receives written reports from the CAS Standing Committees on their actions during the previous Fall and current Spring terms. It may also advise the CAS Standing Committees, Faculty Committees within any of the administrative structures of CAS and

f. Agenda:

The agenda for the meetings of Faculty Council shall be prepared by its Chair in consultation with the College Dean. It may include items requested by the voting members of the Faculty Council and from other Faculty.

Article IV. CAS Standing Committees:

CAS Standing Committees shall include the Technology Committee, the Academic Integrity and Grievance Committee, the Diversity Committee, the Faculty Development Committee, the Core Research Facilities Committee, the Library Committee, the Undergraduate Committee, the Graduate Committee, the Tenure and Promotion Committee, and the Instructor Promotion Committee.

a. Membership:

1. During the second semester of each academic year, Faculty vacancies on the various Standing Committees of CAS (except Tenure and Promotion) shall be filled by the Faculty Council and the College Dean and Campus Deans from a list of Faculty nominated by each Department. Each Department may nominate one of its members as a candidate for each Standing Committee, unless one of its Faculty is a continuing member of that Committee. Members of the Faculty Council are not eligible during their terms of service on that body. The Council and College Dean shall consult on a list containing the names of three more individuals than are required to fill all vacancies and alternates on each of the Standing Committees. The nominees shall be submitted to the Council for final approval. The goal of committee membership is to have representation from each School and each campus.
2. Student vacancies on Standing Committees shall be filled by the Faculty Council and the College Dean from a list submitted by each Department. Each department/program may nominate one or more graduate and/or undergraduate student(s) as appropriate for consideration for student representation. The Council and the College Dean shall make student appointments from the pool submitted.
3. Each Faculty member appointed to a Standing Committee shall serve a two-year term. If a member is unable to complete their term, the College Deans shall consult with the Faculty Council to move to the alternate or to select a Faculty member to complete that term. Staff members shall serve a two-year term. Members from the graduate and undergraduate

student bodies shall serve a one-year term and are eligible to serve a successive term.

b. Powers and Functions:

1. Each Standing Committee shall advise the College Dean and the Faculty Council in the area of activity it represents. Each Committee shall choose its own Chair. No fewer than two weeks before the Spring Faculty Assembly, each Standing Committee's Chair shall submit to the Faculty Council a written report on the Committee's actions during the previous Fall and current Spring terms.
2. Technology Committee. This Committee consists of one Faculty member from each department, as well as two staff members, two ~~grad~~ students, and one undergraduate student. It shall make recommendations to the College Dean and to other appropriate individuals or bodies relevant to use of technology in instruction, research and administration. Furthermore, departmental representatives will act as liaisons between CAS departments and the University with regard to technology such as online development and instruction, software support, hardware and infrastructure and new technology as it develops on campus. This Committee will also ~~make~~ recommendations on the provision, arrangement and maintenance of instructional facilities (including physical and electronic infrastructure) and solicit input from faculty, staff, and students as needed to ensure that its recommendations reflect the full range of instructional and technology needs across the College.
3. Academic Integrity and Grievance Committee. This Committee on the Tampa campus consists of six Faculty members (two from each School) and a minimum of two undergraduate and two graduate student members. On the branch campuses, this Committee consists of three faculty members (one from each School) and a minimum of one undergraduate student and one graduate student. Coordination of grievances and appeals across campuses will be conducted by CAS Graduate and Undergraduate Studies. Academic Advisors will also be appointed to serve on academic integrity appeals. The Committee will review undergraduate and graduate student grievances as academic integrity appeals that rise above the Department level. The Committee may also be asked to participate in policy review as well as efforts to improve the College climate regarding academic integrity.
4. Diversity Committee. This committee consists of nine Faculty members and

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one staff representative. It shall advise the College Dean and the Faculty Council concerning best practices and implementation of initiatives in the areas of access, engagement, and inclusion in the composition of the programs and personnel of all units within CAS. This includes but is not limited to (a) communicating best practices on recruiting and retaining faculty from all backgrounds and perspectives, especially those who have experience working with diverse metropolitan populations, (b) bias-free hiring and retention of qualified faculty and staff of all backgrounds, creating a welcoming environment where everyone can have a sense of belonging, and offering resources that support success, (c) recruitment, retention, and timely graduation of students from all backgrounds, including but not limited to veterans, Pell Grant recipients, first generation college students, nontraditional students, "2+2" transfer students from the Florida College System, students from low income families, or students with unique abilities, and offering resources that support success, (d) coordinating faculty and staff training, (e) implementing and monitoring inclusion metrics, (f) departmental outreach, (g) collaborations with other areas of the USF community, (h) distributing funds to support Department Liaison activities, and (i) consistency and appropriateness of all department and CAS governance documents as it may affect inclusion. This role shall be guided by one or more four foundational principles, including Respect, Responsibility, Excellence, and Engagement.



Schools new certificate and degree proposals and substantive changes in graduate program or College requirements. The Graduate Committee shall make recommendations to the University Graduate Council regarding such proposals. Proposals received by the Graduate Committee will initially be reviewed by a subset of representatives from each School such that Humanities proposals are initially reviewed by Humanities representatives, Social Science proposals are initially reviewed by Social Sciences representatives and Natural Sciences proposals are initially reviewed by Natural Sciences representatives. The School representatives assigned to the initial review will make a recommendation to the full committee. The Graduate Committee may, if it chooses, return proposals to Departments or Programs with suggestions for revision. It may also encourage and plan networking opportunities among various departments. It shall make recommendations to the appropriate individual or body regarding curricula, advising, and all other issues relevant to graduate education in the College. If the Graduate Committee is unable to complete reviews and recommendations in a timely fashion, then the College Dean's Office may forward curricular proposals to the next level of review to meet calendar requirements.

10. Tenure and Promotion Committee. Each School Tenure and Promotion Committee, comprised of tenured Faculty, will select two of their number (including at least one Full Professor), and one tenured Faculty member in their School who is not serving on the School Tenure and Promotion Committee, to serve on the College Committee. The College Committee shall make recommendations to the College Dean regarding all College candidates both for mid-tenure review and for tenure and/or promotion. The College Dean shall convene School and College Committees' initial meetings at a time early enough for them to complete their work prior to the College Dean's recommendations to the Provost. School and College Tenure & Promotion Committees will follow the CASTenure & Promotion Procedures.
11. Instructor Promotion Committee. This Committee consists of seven continuing Senior Instructors (Level 2) or Master Instructors (Level 3), or tenured or tenure earning Faculty, of whom two will be members from the School of Natural Sciences and Mathematics, two from the School of Social Sciences, two from the School of Humanities, and one from the Professional Departments. When a candidate from a branch campus is considered, a representative from that branch campus must be included in the seven members. The Committee shall make recommendations to the College Dean regarding candidates who are eligible for promotion under the guidelines for the Career Path for Instructors (both instructional and non-instructional). The Committee shall review candidates' application materials, and their Departmental and Chair's recommendations. The Committee shall make recommendations to the Dean according to the department's criteria for promotion of continuing Instructors. The Committee's initial meetings shall be convened in time to

allow the committee to complete its work before the College Dean makes their decisions and forwards them to the Provost.

c. Meetings:

1. The College Dean's office shall assume responsibility for convening the Committee for its first meeting, in a face-to-face, virtual, or combined setting, of the new academic year. Subsequent meetings shall be called

v by the new Chair as necessary to carry out (ne)3 (c)18 (e)3 T(w)10-2 0 Td (ne)3 (c)3