

# FGCU FACULTY GOVERNANCE DOCUMENT

## FLORIDA GULF COAST UNIVERSITY FACULTY GOVERNANCE STRUCTURE AND PROCESS

**Commented [RDM1]:** We will start with a Table of Contents

### Mission

The purpose of faculty governance at Florida Gulf Coast University is to safeguard academic quality, promote effective and open communication, insist upon academic integrity, emphasize rights and shared responsibilities of students, staff, community, faculty, and administration, and sustain a dynamic learning environment. This mission is accomplished through a system of collegial faculty self-governance ensuring that the rights of faculty are supported and faculty responsibilities in fulfilling the mission of the university are properly executed.

### Vision

The faculty governance process at Florida Gulf Coast University is dedicated to the principles, concepts, and objectives of the University mission and vision.

### Guiding Principles

The Faculty Senate is an autonomous body representing the collective opinion of the FGCU faculty to the administration and community.

The faculty governance structure enhances representation for all faculty members in the governance of the University.

The Faculty Senate promotes the rights and responsibilities of faculty with respect to:

- quality teaching and learning;
- pursuing research and scholarly activity;
- providing service to our local, regional, national, and global communities; and,
- preserving and defending academic freedom.

Faculty governance requires coordinated faculty representation on university-wide committees and task forces to provide input and oversight in faculty affairs and

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34 recommendations concerning student, staff, campus, community, and administrative  
35 affairs.

36  
37 The Faculty Senate engages in collegial dialog with the President of the University, the  
38 Provost/Vice President for Academic Affairs and others in positions of administrative  
39 leadership in order to pursue and refine the mission of the University.

40 Collaborative and shared leadership among all university constituents is critical to  
41 creating a campus environment conducive to advancing student achievement. Fairness,  
42 mutual respect, continuous improvement, an informed faculty, and collegial decision-  
43 making are the hallmarks of the governance structure.

44  
45 The faculty governance system encourages transparency and reasoned discourse. To  
46 accomplish these principles, the Faculty Senate shall authorize inquiry into and propose  
47 policy relevant to FGCU's mission, vision, and guiding principles.  
48

### 49 **Article 1. Definition of Terms**

50  
51 The following terms, when used in this document only apply to faculty governance at FGCU and  
52 have the meanings as assigned:

53 **Academic Unit:** Any one of the following: College of Arts and Sciences, Lutgert College of  
54 Business, Marieb College of Health & Human Services, College of Education, U.A.  
55 Whitaker College of Engineering, Library Services.

56 **Faculty:** Any full-time in-unit FGCU employee, including faculty in visiting status,  
57 (1) whose job classification includes at least one of the following titles: Eminent Scholar,  
58 Endowed Chair, Professor, Associate Professor, Assistant Professor, Instructor (I, II, III) ,  
59 Lecturer, University Librarian, Associate University Librarian, Assistant University  
60 Librarian, Instructor University Librarian, Program Director, or Academic Advisor (I, II,  
61 III, and

62 (2) whose annual assignment consists primarily of support for the instructional function  
63 of the University (greater than 50% of activities) must be directly related to teaching,  
64 scholarship, and service), and

**Commented [RDM2]:** Deleted because first year advisors in student affairs are not academic advisors/ ranked

**Commented [RDM3]:** Deleted because Library doesn't use FAR

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65 (3) whose annual assignment does not include supervisory evaluation of other ranked  
66 faculty or having been defined by contract as administrative or managerial or  
67 confidential employees of the University.

68 **Faculty Governance Team:** The Faculty Senate, or any of the standing teams established in this  
69 document, or any sub-teams, task forces, or *ad hoc* groups formed by the senate or the  
70 standing teams.

### 71 **Article 2. Eligibility**

72 Any full-time faculty member is eligible to serve on the Faculty Senate and Senate  
73 Teams, except as noted in section 4.02 Any full-time faculty member is eligible to vote in  
74 all elections for faculty governance teams occurring during the term of his/her contract.  
75 In-unit, full-time faculty serving on Faculty Senate, as well as Faculty Senate alternates,  
76 must be available to attend scheduled Senate meetings.  
77

### 78 **Article 3. Faculty Senate**

#### 79 **Section 3.01 Role of the Senate**

80 The Faculty Senate is the decision-making body for FGCU faculty governance. The  
81 standing teams can make recommendations to the Senate, which has final authority. The  
82 Senate may enact resolutions and issue statements on any matter affecting the mission of  
83 the University, and speaks for the faculty on matters of concern.

84 It is the responsibility of the senators to communicate with and get feedback from the  
85 constituents in their unit. The means of communication is determined by the senate  
86 representatives in each unit.

87 Relevant work products of the Senate, which may include minutes, resolutions and  
88 statements, should be provided to the Board of Trustees the Wednesday following their  
89 approval by the Senate, with an indication of the manner and results of voting.

#### 90 **Section 3.02 Membership**

91 (a) Membership of the Faculty Senate is allocated as follows:

92 (i) Each Academic Unit is allocated a minimum of two Senators

**Commented [RDM4]:** Deleted because having liaisons for each team (almost) never happens. Also, it's burdensome. We recognize that we do need to improve communication between senate and teams, but there may be others ways to do this more efficiently, such as enhanced web presence.

**Commented [RDM5]:** Deleted because we address issues that aren't purely academic

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93 (ii) Additional membership may be allocated as follows:

94 1. On March 1, the total number of full-time faculty employed at  
95 the university, and the number of eligible faculty in each academic  
96 unit will be determined by the Senate Parliamentarian.

97 2. The number of additional Senators per unit is determined by the  
98 formula:

99  
100 
$$\frac{\text{Number of full-time faculty in the unit}}{\text{Number of full-time faculty at the University}} \times 23$$
  
101

102  
103 3. The result of the formula is rounded off to the nearest whole  
104 number

105 (b) The Vice President of the Student Government Association (SGA) or his/her designee is  
106 an *ex officio* member of the Senate.

107 (c) The term of membership for Senators is two years; Senators may be re-elected by their  
108 units. In the case of contract expiration and non-renewal, the academic unit replaces its  
109 Senate and team members as discussed in section 3.02(h).

110 (d) Approximately half of the Senate seats for each unit will be elected each year. To ensure  
111 that a college is represented if one of their senators is absent from a Senate meeting, each  
112 academic unit may elect one or more Alternate Senators. No unit may have more  
113 alternates than regular Senators, unless it has only one regular Senator. An alternate  
114 cannot represent more than one Senator from her/his unit at a meeting, and is expected to  
115 indicate whom s/he is representing when s/he signs in for each Senate meeting. Alternate  
116 Senators will have voting rights in place of the Senators they are representing.

117 (e) Senators may arrange for a proxy to represent them at a Senate meeting. A proxy shall be  
118 defined as a present senator who is authorized to vote for an absent senator on a specific  
119 issue. The absent Senator seeking a Proxy to represent his or her vote on eligible matters  
120 shall be considered present by proxy. A proxy does not necessarily have to be in the same  
121 college as the absent senator. To designate a fellow senator as a proxy, the absent  
122 senator shall send an email to the senate secretary and the substituting member to confirm  
123 proxy status and identify proxy status to the leadership team. The proxy Senator shall  
124 vote as the absent Senator directs him or her to vote. A proxy cannot represent more

**Commented [RDM6]:** Question for discussion: Do we want to mandate that colleges fill in all available senate seats, or can they choose to have fewer representatives? Also, should we revisit the size of the senate?

**Commented [RDM7]:** Deleted because what the heck is this actually saying?

**Commented [MSR8]:** To clarify the role of alternates

**Commented [RDM9]:** Where does it say how many alternates to elect? Should we limit the number of alternates to streamline the list and cut down on those who just do it for a line on the annual report?

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125 than one other Senator at a meeting and is expected to indicate whom s/he is representing  
126 when s/he signs in for each Senate meeting.

127 (f) Senators who are not physically present during three or more Senate meetings in any one  
128 semester, regardless of whether they have appointed an Alternate or a proxy, is  
129 considered to have resigned.

130 (g) In the event of the resignation of a Senator or Team member from his/her seat, the faculty  
131 of the respective academic unit will name a replacement Senator or team member to fill  
132 the seat until the next regular election for that seat. The faculty of the respective  
133 academic unit decides the method for replacement.

134 (h) Regular elections for Senate seats and Senate Standing Teams will be held in the spring  
135 (no later than the end of April) of each year. New Senators and team members start their  
136 term the first day of the contract the following fall semester.

**Commented [RDM10]:** Question to consider: Should we have a spreadsheet available on the senate webpage that tracks attendance of full and alternate senators?

**Commented [MSR11]:** Changed to give colleges more time to complete elections

### 137 *Section 3.03 Officers of the Senate*

138 Each spring, the Senate elects a President, a Vice President, a Secretary, Communications  
139 Officer, and a Parliamentarian (the Senate Executive Team) for one-year terms which  
140 begin the following fall semester. The President-elect will share duties with the outgoing  
141 President over the summer to facilitate the transition process. If any officer is unable to  
142 fulfill his or her term, a new election process must be scheduled for the next Senate  
143 Meeting, following the procedures in 3.03(f).

144 (a) The President facilitates Senate meetings, represents the Senate at the Advisory Council  
145 of Faculty Senates, the Dean's Council, and the FGCU Board of Trustees. The Senate  
146 President is responsible for implementing the communication process between the  
147 Faculty Senate, and the administration.

148 The Vice President facilitates Senate meetings in the absence of the President and assists  
149 the President in drafting resolutions, leads selected Faculty Senate special initiatives,  
150 serves as chair of the Senate Teams Council of Chairs (STCC), facilitates communication  
151 between the Faculty Senate and the STCC, and as the designated liaison, is responsible  
152 for communicating substantive results of Senate deliberations to the FGCU Board of  
153 Trustees.. The Senate, by majority vote, may also direct the Vice-President to transmit  
154 information items presented during a Senate meeting to the Board of Trustees.

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- 155 (b) The Secretary takes minutes for Senate and STCC, and sends the minutes, agendas, and  
156 other relevant documents to the Communications Officer for posting to the website. The  
157 secretary also keeps track of the attendance of senators and collects the names of those  
158 who are using proxies.
- 159 (c) The Communications Officer (CO) ensures communication between the Senate officers,  
160 Senators, STCC, and university community. The CO maintains the Senate and STCC  
161 webpages, ensures the publication of Senate agendas and minutes in a timely manner,  
162 oversees any surveys or other feedback about Senate affairs, and acts as official Senate  
163 archivist. The agenda and minutes should be posted on the Senate web page at least 72  
164 hours prior to the next Senate meeting.
- 165 (d) The Parliamentarian ensures that meetings are conducted, and Senate actions are taken,  
166 in accordance with the FGCU Faculty Governance Document. The Parliamentarian  
167 coordinates elections, and compiles a list of current Senators, Alternates, and members  
168 of senate teams and committees within two weeks after elections are complete.
- 169 (e) Elections for Senate offices will be held at the last meeting of the spring term. Current  
170 senators will be eligible to vote. Candidates for all officers will be nominated at the  
171 penultimate meeting of the spring term. Candidates will have the option of presenting a  
172 statement of no more than two minutes to the Senate at the last meeting.  
173 Senators may make a statement of no more than one minute regarding a candidate.  
174
- 175 At the final meeting, following the presentations by candidates, the election for President  
176 will be held. Nominations for Vice President, Secretary, CO, and  
177 Parliamentarian will be accepted at this meeting and elections held for offices in that  
178 order. The election process will be managed by the Parliamentarian. In the event that the  
179 Parliamentarian is a candidate for an office, the election process for that office will be  
180 managed by the highest-ranking officer who is not a nominee for that office.  
181
- 182 (f) Any academic advisor, instructor, assistant, associate or full professor or librarian who  
183 has completed one academic year of service in the FGCU Faculty Senate before the start  
184 of the term of office can be elected as the Faculty Senate secretary, CO or  
185 parliamentarian. Any assistant, associate or full professor or librarians with at least three

6

*Adopted May 3, 1998  
Last updated 04/11/08, 03-25-2002 / 11-01- 2002 / 11-15- 2002 / 04-18-2003 / 10-31- 2003 / 03-05-2004 / 04-16-2004 /  
GAT 2-18-2005 / PRT 4-15-2005/ 2-29-2008 / 3-14-2008/ 4-11-2008/3-27-09/5-3-2010/8-11-2011 / GAT/SPBAC 12-  
0111/1-27-12/VP;GCT;UCT;GAT 4-13-12/Faculty Senate 4-12-2013/FacultySenate4/2014/ PRT; IAT; GRT 3-27-  
15/Faculty  
Senate3/27/15; Faculty Senate 10/16/15*

**Commented [MSR12]:** Question for discussion: Should assistant professors be eligible for the position of president/ vice president? Should rank matter? Should length of service matter?

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186 years' experience as a faculty member at FGCU, including at least one year experience  
187 in the FGCU faculty senate, at the beginning of the term in question, can be elected to  
188 the office of faculty senate vice president or president.

189

190 (g) The Senate President and the immediate past Senate President shall represent the Senate  
191 as full voting members of the Advisory Council of Faculty Senates (ACFS). The Senate  
192 Vice President shall be an alternate member of the ACFS and in case of absence of one  
193 of the full members shall assume the rights and privileges of that full member.

### 194 **Section 3.04 Operation**

195 (a) Two - thirds (sixty-six percent) of the voting members of the Faculty Senate must be  
196 present to constitute a quorum at any meeting.

197 (b) The Senate may deliberate, make recommendations to the university and take actions  
198 when appropriate on any matter impacting the academic mission of the University.

199 (c) Proxy votes will be allowed by a formal written designation to the Senate secretary.  
200 Proxy votes will count toward determination of a quorum for the purpose of conducting  
201 the business item(s) named in the proxy.

202 (d) The Faculty Senate communicates directly with the University administration through the  
203 elected Senate President.

204 (e) Faculty Senate meetings are open to all. The non-Senate faculty members attending a  
205 Senate meeting constitute a gallery. Faculty members in the gallery may participate in  
206 Senate discussions, and may be recognized by Senate officers in the same manner as  
207 Senators, but may not vote on Senate issues.

208 (f) Discussion of business items by the Faculty Senate is limited to fifteen (15) minutes.  
209 Reports delivered during meetings of the Faculty Senate are also limited to 15 minutes.  
210 The time allotted for such discussion and reporting may be extended by affirmation of  
211 two-thirds of the voting Senators present.

212 (g) Proposed resolutions or items of business should be communicated to the Senate officers  
213 as soon as possible. The officers will then evaluate the content and, if necessary, consult  
214 with the Senate Team Council of Chairs or other relevant operational areas. When a  
215 resolution or item of business is placed on a future meeting's agenda, it is listed as a New  
216 Business item. The Senate body may not take action on the item while it is classified as

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217 New Business, unless parliamentary procedure is suspended by vote. The item may then  
218 recur to a second meeting, where it is classified as Old Business. Old Business items  
219 require a Senate vote (most commonly affirmation of the business, negation of the  
220 business, or returning the business to its originator for further revision).

221

222 (i) If a New Business item requires early action, Senators may vote to suspend  
223 rules to vote on the issue at that same meeting.

224 (h) Summer Senate Term

225 (i) In the event that a formal response by the Faculty Senate is required during the  
226 summer hiatus, the following rules of operation shall apply.

227 (ii) Definitions specific to this subsection:

228 (a) The *Summer Senate Term* shall be the period of time between the last  
229 regularly scheduled Senate meeting of the spring term extending to the first  
230 regularly scheduled Senate meeting of the subsequent fall term.

231 (b) The *Summer Senate* shall consist of those senators whose term of  
232 incumbency shall extend throughout the Summer Senate Term per Section 3.02  
233 hereof, and who declare on or before the last regularly scheduled session of the  
234 Faculty Senate prior to such Summer Senate Term that they agree to serve in the  
235 capacity described below in Section 3.04(h) (iv), such declaration to be made in



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236 writing to the Faculty Senate Secretary. All Faculty Senators who elect  
237 not to participate in the Summer Senate by so doing affirm their agreement  
238 with and support of the actions taken by the Summer Senate.  
239 (c) The *Summer Senate Quorum* shall be one-half of the quorum  
240 required for the last regularly scheduled Faculty Senate session prior to  
241 the Summer Senate Term.  
242 (d) The *Summer Senate Executive Team (SSET)* shall consist of the  
243 incumbent Senate officers, who shall be considered to have made the  
244 declaration required in Section 3.04(h) (ii) (b). In the event that an  
245 incumbent officer resigns from the Senate without replacement, the SSET  
246 Team shall nevertheless be considered fully constituted.

(iii) For the purposes of this Subsection, electronic communications shall be deemed  
247 equivalent to written communications.  
248

(iv) Summer Operation:

249

(a) Authority for all matters relating to the operation of the Summer  
250 Senate shall be vested in the SSET.  
251

(b) All official actions of the Summer Senate shall be binding upon the  
252 full Faculty Senate.  
253

(c) Any matter which is accepted by the SSET for consideration and/or  
254 action by the Summer Senate may be resolved by the SSET without prior  
255 consultation of the Summer Senate provided the SSET is unanimous in  
256 so doing.  
257

(d) Any matter which is accepted by the SSET for consideration and/or  
258 action by the Summer Senate and which cannot be resolved unanimously  
259 by the SSET, or which the SSET wishes to refer to the Summer Senate,  
260 shall be put before the Summer Senate in the manner prescribed by  
261 Subsection 3.04(h)(iv)(e).  
262

(e) The Faculty Senate Secretary, or, if unavailable, the Faculty Senate  
263 President's designee, shall contact or attempt to contact all members of the  
264 Summer Senate by FGCU e-mail for the purpose of communicating the matter to  
265 be resolved, together with all relevant materials which may be electronically sent,  
266 and establish a deadline for the response of the Summer Senate. All such  
267 communication by the Secretary or designee shall be uniform to the members of  
268

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- 269 the Summer Senate. The format for response shall be determined by the SSET  
270 and shall permit only a vote of preference among options to resolve the matter(s)  
271 at hand, and shall not be deemed to require debate or discussion.
- 272 (f) Each member of the Summer Senate shall provide the SSET on or before  
273 the established deadline a vote regarding the matter(s) at hand. Any vote received  
274 after the deadline is subject to disqualification.
- 275 (g) Any voting for which the number of votes equals or exceeds the number  
276 required for a Summer Senate Quorum shall be deemed binding on the Faculty  
277 Senate as a whole, and carry the authority of the Faculty Senate.
- 278 (h) Any voting for which the number of votes is less than the number  
279 required for a Summer Senate Quorum shall cause the relevant matter to be  
280 referred back to the SSET for resolution in its sole discretion.
- 281 (i) The results of all voting and subsequent actions taken by the SSET shall  
282 be communicated to the entire Faculty Senate in a timely manner by the SSET,  
283 such communication deemed to have been completed upon sending an e-mail  
284 with any relevant supporting information.

### 285 **Article 4. Standing Teams**

#### 286 **Section 4.01 General Principles**

- 287 (a) Membership in standing teams allows representation from all academic units.
- 288 (b) All faculty standing teams initiate proposals and actions concerning their areas of  
289 responsibility and institutional effectiveness whenever they feel that such proposals and  
290 actions are needed and appropriate. No standing team may assume responsibilities  
291 beyond those designated in the Faculty Governance Document without prior approval  
292 from the Faculty Senate.
- 293 (c) The faculty of the academic units elects members to all standing teams except the Senate  
294 Team Council of Chairs (STCC). It is the option of any academic unit to forgo  
295 participation on any faculty team.
- 296 (d) Representatives to standing teams are elected at the same time as Senators.

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- 297 (e) Teams may establish task forces and *ad hoc* teams, which will be chaired by a member of  
298 the standing team. Establishment of any sub-teams with duties expected to require more  
299 than one semester to complete requires approval of the Senate.
- 300 (f) The VPAA or a designee thereof has the opportunity to serve in an *ex officio* capacity to  
301 each faculty standing team.
- 302 (g) Each standing team elects a chair to lead the work of the team by calling team meetings,  
303 developing agendas, and assisting the team's work in other appropriate areas. Chairs are  
304 expected to attend Senate meetings where items originating from their teams are on the  
305 agenda; or, if that is not possible, to arrange for some other team member to attend as a  
306 representative of the team. The chair must hold at least one face-to-face meeting with a  
307 quorum of the team each semester. The chair serves as a member of the STCC. No  
308 faculty member may concurrently serve as the chair of more than one standing team.
- 309
- 310 (h) The terms of service for standing team members shall be three (3) years, with elections  
311 for seats to be held according to the schedule published and approved by the Institutional  
312 Affairs Team and Senate Executive Team.
- 313 (i) If the need arises for replacement of a standing team member, the chair of that team  
314 notifies the Senate parliamentarian, who is responsible for contacting the faculty  
315 leadership of the respective unit for possible replacement of that team member until the  
316 end of the original term.

### 318 Section 4.02 Composition, Responsibilities and Duties of Senate Team Council of Chairs

#### 319 (a) Composition

320 The Senate Team Council of Chairs (STCC) consists of the following members of the  
321 Faculty Senate: the President, the Vice President, the Secretary, CO, and the current  
322 chairs of the other standing teams and the President of the UFF chapter. The immediate  
323 Past President of the Senate shall be an *ex officio* member.

324 The Vice President of the Senate acts as the chair of the STCC. The chair will set the  
325 agenda for and facilitate STCC meetings, and oversee updates to the STCC webpage.

**Commented [MSR13]:** We don't do this. Plus, the enhanced web presence will take care of it.

**Commented [MSR14]:** LT representatives preferred "chair" to "facilitator"

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### 326 (b) Responsibilities and Duties

327 The STCC will coordinate operations between the standing teams and Senate. They will  
328 suggest Senate agenda items that have been generated from standing team reports, and assign  
329 issues brought from Senate to the appropriate standing team.

### 330 Section 4.03 Composition, Responsibilities, and Duties of Faculty Standing Teams

#### 331 (a) Faculty Affairs Team

##### 332 (i) Composition

333 The Faculty Affairs Team consists of two (2) faculty members representing each  
334 academic unit, with the exception of Library Services, which may choose to have only  
335 one. At least one member from each unit must be at the rank of Associate Professor or  
336 higher, with the exception of Library Services. Members must have at least four years  
337 full-time experience in higher education to be eligible for service on the Faculty Affairs  
338 Team.

##### 339 (ii) Responsibilities and Duties

340 The Faculty Affairs Team is a standing committee of the collegial faculty governance  
341 system, reporting to the Faculty Senate. It provides a direct faculty voice regarding all  
342 personnel-related matters pertaining to faculty that are not subject to collective  
343 bargaining, as well as the traditional professional expectations and responsibilities of  
344 faculty. The team, at the direction of the Senate leadership, reviews and recommends  
345 policies, consistent with the Collective Bargaining Agreement, concerning matters  
346 relating to:

- 347 (a) general faculty status of university employees, in situations where faculty or  
348 nonfaculty status is not delineated by the Collective Bargaining Agreement;
- 349 (b) annual review, promotion, and reappointment issues across academic units;
- 350 (c) assessment of faculty teaching, research, and service;
- 351 (d) merit criteria;
- 352 (e) the availability and allocation of summer support opportunities;
- 353 (f) professional development and resource support;
- 354 (g) the ownership and use of intellectual property;
- 355 (h) academic freedom and integrity issues;
- 356 (i) criteria for honorary faculty status, including Emeritus status; and

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357 (j) other issues of traditional academic concern related to faculty expectations and  
358 responsibilities.  
359 The Faculty Affairs Team does not negotiate or otherwise determine terms and  
360 conditions of employment. Any recommendations related to terms and conditions of  
361 employment will be forwarded to the UFF chapter leadership for consideration.

### 362 (b) Student Affairs Team

#### 363 (i) Composition

364 The Student Affairs Team consists of one faculty member representing each academic  
365 unit, one voting student member representing the SGA, and one ex officio member  
366 appointed by the Vice President of Student Affairs. Ad hoc members will participate as  
367 appropriate.  
368

#### 369 (ii) Responsibilities and Duties

370 The Student Affairs Team collaborates with Student Affairs on behalf of the faculty to  
371 develop policies affecting the quality of educational programs. The team will review and  
372 recommend policies concerning matters relating to student affairs. These include, but are  
373 not limited to, (a) admission and readmission of students to the University, suspension of  
374 students, (b) withdrawal from courses and from the university, (c) academic status, (d)  
375 award of credit, (e) award of academic honors, (f) award of Student of the Year (SOTY),  
376 (g) student grievances, (h) educational equity, rights and responsibilities (including  
377 student code of conduct), and (i) review policies relating to academic integrity and  
378 student conduct. The team will work with Student Affairs to assure appropriate faculty  
379 representation on Student Services Committees.  
380

### 381 (c) Undergraduate Curriculum Team

#### 382 (i) Composition

383 The Undergraduate Curriculum Team (GCT) consists of one faculty member representing  
384 each academic unit, a representative(s) from the Office of Academic and Curriculum  
385 Support (ex officio) and the General Education Director (ex officio).  
386

**Commented [MSR15]:** Question: should there be 3 representatives from CAS (perhaps one physical science, one social science, one humanities) since majority of undergraduate courses are CAS?

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387 **(ii) Responsibilities and Duties**

388 The members of the UCT serve as a unified university entity to review and coordinate  
389 among the academic programs, schools, and colleges so as to (a) preserve and maintain  
390 the integrity of curriculum and course offerings, (b) review and resolve curricular issues,  
391 (c) assure public accountability by the university, (d) report to the Faculty Senate, and (e)  
392 collaborate with the General Education Council, Graduate Affairs Team, and Graduate  
393 Curriculum Team as appropriate. When the college representative to the Undergraduate  
394 Curriculum Team is not qualified or chooses not to present changes to the curriculum  
395 from other disciplines in the college they represent, the team may invite representatives  
396 from that discipline to present the changes and answer questions from the curriculum  
397 team.

398 The Undergraduate Curriculum Team is responsible for developing policies and  
399 procedures associated with the creation, maintenance and revision of undergraduate  
400 curriculum, academic policies and standards, and accreditation issues. The  
401 Undergraduate Curriculum Team will review proposed changes in, additions to, and  
402 deletions from the undergraduate curriculum, course descriptions and catalog  
403 information, and will forward recommendations to the Office of Academic Affairs.  
404

405 **(d) Graduate Affairs Team**

406 **(i) Composition**

407 The Graduate Affairs Team (GAT) consists of one faculty member with graduate faculty  
408 Member or Associate Member status representing each College; one faculty member  
409 representing Library Services who is the liaison to a graduate program; one representative  
410 from the Office of Research and Graduate Studies and one representative from the Office  
411 of Academic and Curriculum Support as ex-officio members; one graduate student  
412 representative and one graduate student alternate (both of whom may attend any meeting)  
413 appointed by the Student Government President (1-year term) to serve as ex-officio  
414 members.

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### 415 **(ii) Responsibilities and Duties**

416 The Graduate Affairs Team will review and recommend action to the Faculty Senate on  
417 all matters pertaining to university-level policies concerning graduate academic  
418 programs. These include, but are not limited to, (a) minimum requirements for graduate  
419 faculty eligibility, (b) admission to and completion of graduate programs, (c) final  
420 submissions of theses and dissertations, (d) the graduate grading system, (e) graduate  
421 research committees, (f) the distribution of graduate student assistantships and tuition  
422 waivers, and (g) the review of proposed changes to program-level policies to ensure  
423 compliance with university-level graduate policies. The GAT will review petitions from  
424 faculty members and graduate students appealing decisions based on university graduate  
425 academic policies and procedures as well as from applicants appealing for  
426 reconsideration of admission, and will forward recommendations to the Director of  
427 Graduate Studies. The GAT is not responsible for considering student appeals covered  
428 by other university or college committees including, but not limited to, grade appeals,  
429 appeals for reinstatement, appeals for residency reclassification, tuition and fee appeals,  
430 and withdrawal policy appeals.

431

### 432 **(e) Graduate Curriculum Team**

#### 433 **(i) Composition**

434 The Graduate Curriculum Team (GCT) shall consist of one faculty member with graduate  
435 faculty Member or Associate Member status representing each College; and one faculty  
436 member representing Library Services who is the liaison to a graduate program. Ex-officio  
437 members include the Director of Graduate Studies, one representative from the Office of  
438 Academic and Curriculum Support, and one graduate student representative (1-year term)  
439 appointed by the Student Government President. Other ex-officio members (1-year term) may  
440 be appointed by the Team's chair as appropriate to the Team's task.

441

#### 442 **(ii) Responsibilities and Duties**

443 The members of the GCT serve as a unified university entity to review and coordinate  
444 among the academic programs, schools and colleges so as to (a) preserve and maintain the  
445 integrity of curriculum and course offerings, (b) review and resolve curricular issues, (c)

15

*Adopted May 3, 1998*

*Last updated 04/11/08, 03-25-2002 / 11-01- 2002 / 11-15- 2002 / 04-18-2003 / 10-31- 2003 / 03-05-2004 / 04-16-2004 /  
GAT 2-18-2005 / PRT 4-15-2005/ 2-29-2008 / 3-14-2008/ 4-11-2008/3-27-09/5-3-2010/8-11-2011 / GAT/SPBAC 12-  
0111/1-27-12/VP;GCT;UCT;GAT 4-13-12/Faculty Senate 4-12-2013/FacultySenate4/2014/ PRT; IAT; GRT 3-27-  
15/Faculty*

*Senate3/27/15; Faculty Senate 10/16/15*

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446 assure public accountability by the university, (d) report to the Faculty Senate and (e)  
447 collaborate with the GAT and UCT as appropriate. The GCT may invite representatives  
448 from programs proposing curriculum changes to present the proposed changes and answer  
449 questions from the GCT. The GCT is responsible for developing policies and procedures  
450 associated with the creation, maintenance and revision of graduate curriculum. The  
451 Graduate Curriculum Team will review proposed changes in, additions to, and deletions  
452 from the graduate curriculum, course descriptions, and catalog information and will forward  
453 recommendations to the Office of Academic Affairs.

454

### 455 **(f) Institutional Affairs Team**

#### 456 **(i) Composition**

457 The Institutional Affairs Team consists of one faculty member representing each  
458 academic unit and one student appointed by the SGA, one representative of the Staff  
459 Advisory Council (SAC), and up to five (5) ex officio members to be appointed by the  
460 President of FGCU (or designee).

#### 461 **(ii) Responsibilities and Duties**

462 The Institutional Affairs Team is a standing committee of the collegial faculty  
463 governance system, reporting to the Faculty Senate. It functions as a faculty advisory  
464 group and coordinates with University administration, University governance structures,  
465 other nonacademic units as well as the community on institutional policy matters. The  
466 team will investigate, review and make policy recommendations concerning all matters  
467 relating to, but not limited to, campus planning; environmental concerns, institutional  
468 effectiveness; academic assessment; support of faculty research, scholarship, and service;  
469 academic calendar; and boundary-spanning activities and gifts.

470

### 471 **(g) Library Team**

#### 472 **(i) Composition**

473 The Library Team consists of one member representing each academic unit and the Dean  
474 of Library Services serving as an *ex officio* member.

#### 475 **(ii) Responsibilities and Duties**

476 The University Library Committee functions as an advisory group to the Dean of Library



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477 Services. The team will review and make recommendations on matters relating to the  
478 Library, such as, but not limited to, library instruction, service policies, collection  
479 development, and library technology development.

480

### 481 **(h) Grants and Research Team**

#### 482 **(i) Composition**

483 The Grants and Research Team consists of one faculty member representing each  
484 academic unit and a representative from the Office of Research and Graduate Studies as a  
485 non-voting, ex officio member and as the VPAA designee. The Team chair is elected by  
486 the Grant and Research Team and must have served at least two years on the Grants and  
487 Research Team.

#### 488 **(ii) Responsibilities and Duties**

489 The Grants and Research Team is a standing committee of the collegial faculty  
490 governance system, reporting to the Faculty Senate. It provides a direct faculty voice  
491 regarding all matters pertaining to the Office of Research and Graduate Studies. The  
492 team, at the direction of the Senate leadership, reviews and recommends policies,  
493 concerning matters relating to research and sponsored programs at the University. The  
494 Grants and Research Team has specific responsibility for:

- 495 (a) Reviewing proposals for Center and Institute establishment and making  
496 recommendations;
- 497 (b) Reviewing annual reports for Centers and Institutes and making recommendations  
498 regarding their performance and sustainability;
- 499 (c) Reviewing Internal Grant proposals and making recommendations for funding; (d)  
500 Reviewing Multidisciplinary Research Initiative (MDRI) proposals and making  
501 recommendations for funding;
- 502 (e) Reviewing and selecting from multiple grant proposals where grantor imposes  
503 institutional submission limits;
- 504 (f) Reviewing guidelines and providing support to university-wide research activities,  
505 such as FGCU's Research Day;
- 506 (g) Advising the Office of Research and Graduate Studies on all policies, procedures,  
507 and matters related to research and sponsored programs, including items such as

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508 appropriation of return overhead funds and recommendations regarding support  
509 services to stimulate successful generation of sponsored research.

510

### 511 (i) Technology Team

#### 512 (i) Composition

513 The Technology Team consists of one faculty member representing each academic unit  
514 and an *ex officio* member from academic computing.

#### 515 (ii) Responsibilities and Duties

516 The Technology Team functions as an advisory group to academic computing and other  
517 University computing bodies. The team will review and recommend policies concerning  
518 all matters relating to University computing, including distance learning needs and  
519 requirements.

520

### 521 (j) General Education Council

#### 522 (i) Composition

523 The General Education Council (GEC) consists of three faculty members from the  
524 College of Arts and Sciences; one faculty member from each of the other academic units;  
525 Director of General Education (*ex officio*); a representative of the Academic Advising  
526 Council (non-voting); and a Student Government representative. Faculty must teach at  
527 least one undergraduate course per year or be a Librarian liaison to an undergraduate  
528 program, to be eligible to serve on the Council.

529

#### 530 (ii) Responsibilities and Duties

531 Members of the GEC serve as a unified university entity to (a) preserve and maintain  
532 academic integrity of general education curriculum and course offerings, (b) review and  
533 resolve curricular issues, (c) assure public accountability by the University, (d) report to  
534 the Faculty Senate, and (e) collaborate with the UCT when appropriate.

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535 The Council will have primary responsibility for all curricular aspects of the General  
536 Education Program and is the unit-level review body for curricular proposals affecting  
537 general education and related university requirements.

538 The Council will collaborate with the Director of General Education on policy matters  
539 related to administration of the program.

540 When the college representative to the General Education Council is not qualified or  
541 chooses not to present changes to the curriculum from other disciplines in the college  
542 they represent, the team may invite representatives from that discipline to present the  
543 changes and answer questions from the General Education Council team.

544

### 545 **(k) Program Review Team**

#### 546 **(i) Composition**

547 The composition of the Program Review Team shall be as follows: Each academic unit  
548 will be represented by two elected faculty members, with the following two exceptions:

549 The College of Arts and Sciences will have four elected members. Library Services may  
550 choose to have either one member, or to serve on an as-needed basis. Elected members  
551 from academic units will serve staggered 3-year terms. These members will be  
552 nominated and elected by the in-unit faculty members of their respective units. *Ex*  
553 *officio* members: A representative from Academic Affairs.

554

#### 555 **(ii) Responsibilities and Duties**

556 a. Provide recommendations to Faculty Senate for the development, periodic  
557 review, and revision of standards, policies, and procedures for university-level  
558 management of program review, creation and elimination of all degree and  
559 certificate programs, and in compliance with the Board of Governors'  
560 Regulation 8.015.

561 b. Participate in the three-year process of program review of all degree and  
562 certificate programs, inform and make recommendations to Faculty Senate  
563 regarding the outcomes of that process; specifically:

19

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- 564 i. Review guidelines for the selection of, and charges to external reviewers  
565 for each program under review.
- 566 ii. Review self-studies and make recommendations on their suitability for  
567 program review.
- 568 iii. Review the reports of the external reviewers and make recommendations  
569 on the adequacy of the report for program review.
- 570 iv. Review the response to the report from the program and the college  
571 leadership.
- 572 v. Provide comments/recommendations in addition to those of the external  
573 reviewer as appropriate.
- 574 vi. Track program review response meetings, their results, and one-year  
575 follow-up actions.
- 576 Step 1: PRT reviews CVs of potential external reviewers identified by  
577 program and makes recommendation.
- 578 Step 2: Program writes self-study.
- 579 Step 3: External reviewer reviews program's self-study and submits  
580 report of findings.
- 581 Step 4: Program responds to the external review report.
- 582 Step 5: PRT comments on program's self-study, external review report,  
583 and program's response.
- 584 Step 6: Provost meets with program administrators.
- 585 Step 7: Program writes one-year follow-up report.
- 586 Step 8: PRT comments on follow-up report to Provost's  
587 recommendations.
- 588 Step 9: Provost meets with program administrators.
- 589 c. Create additional working groups as deemed appropriate or necessary by the  
590 PRT members. The PRT chair can extend invitations for membership on  
591 working groups to FGCU faculty members, administrators, and/or staff  
592 members otherwise unaffiliated with the PRT.

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- 593 d. In consultation with the Office of Planning and Institutional Performance  
594 (PIP), provide recommendations to Faculty Senate on future needs and  
595 directions in program review.  
596 e. Provide information to Faculty Senate on how well FGCU program review  
597 procedures and products conform to current and future Florida directives.  
598

### (l) University Committee Appointments Team

#### (i) Composition

600 The Appointments Team shall consist of one faculty member representing each academic  
601 unit.  
602

#### (ii) Responsibilities

603  
604 The Appointments Team functions as the group responsible for generating nominees to fill  
605 faculty slots on all university-wide committees with faculty representation. For each such  
606 committee, the Appointments Team shall be responsible for:  
607

- 608 • Soliciting names of qualified faculty candidates, ensuring that all qualified faculty  
609 have equitable opportunity to volunteer for service;
- 610 • Disseminating information regarding university-wide committees with open faculty  
611 positions on request of the authority responsible for each respective committee;
- 612 • Selecting nominees from among the volunteers in the number requested for the  
613 committee slot(s). In the event the nominees for a particular committee are to be  
614 chosen by election, the team is responsible for compiling results of the election;
- 615 • Communicating the list of nominees to the appropriate authority responsible for the  
616 respective committee.  
617

### (m) Senate Planning and Budget Advisory Committee (SPBAC)

#### (i) Composition

618 The SPBAC is an affiliated committee of the Faculty Senate. The membership of the  
619 SPBAC consists of all in-unit faculty appointed by the President to represent faculty on  
620 the Planning and Budget Council (PBC) and its affiliated committees. The chair of the  
621  
622

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623 SPBAC will be elected by members at the committee's first meeting of the academic year  
624 and serves as a member of the Senate Leadership Team.

625

### 626 (ii) Responsibilities and Duties

627 The membership of the SPBAC represents the voice and interests of the faculty in  
628 institutional planning and budgeting as carried out by the Planning and Budget Council  
629 and its affiliated committees (Budget; Safety and Facilities; Enrollment/Retention  
630 Management; Environmental Sustainability; Strategic Planning and Institutional  
631 Effectiveness). The primary charge of the SPBAC is to provide input to the PBC process  
632 that will help ensure budgets and processes that support the mission and focus of the  
633 University and ensure the preservation of quality instruction. The SPBAC shall be  
634 responsible for:

- 635 • Coordinating regular communication and consultation between its members and  
636 the Faculty Senate and Faculty Senate Leadership Team;
- 637 • Contacting and consulting with relevant Standing Teams of the Faculty Senate  
638 for input, feedback, or other comment when deemed necessary or prudent on  
639 issues associated with the University planning and budgeting processes.
- 640 • Identifying from within its membership alternates for fellow members when they  
641 are unable to attend requisite meetings of the PBC and/or its affiliated  
642 committees.

643

**Commented [MSR16]:** May be eliminated and replaced.

## FGCU FACULTY GOVERNANCE DOCUMENT

### 644 **Article 5. Amendments**

#### 645 ***Section 5.01 Initiation of Amendments***

646 Amendments to the Faculty Governance Document may be proposed by submitting in  
647 writing the proposed change to the STCC. The proposed amendment must be endorsed by  
648 at least three sponsors in the Senate. The STCC promulgates the proposal to the full  
649 Senate and shall bring the proposed change to the Senate floor by the second meeting  
650 after the proposal has been received.

#### 651 ***Section 5.02 Approval of Amendments***

- 652 (a) Amendments to the Faculty Governance Document may not be voted on in the same  
653 Senate meeting in which they are introduced.
- 654 (b) Proposed amendments require approval by 60% of the full membership of the Senate in  
655 order to pass.
- 656 (c) Unless otherwise stated in the proposal, amendments will take effect at the beginning of  
657 the fall or spring semester subsequent to approval.

658

659