

# FGCU FACULTY GOVERNANCE DOCUMENT

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## FLORIDA GULF COAST UNIVERSITY FACULTY GOVERNANCE STRUCTURE AND PROCESS

### 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 recommendations concerning student, staff, campus, community, and administrative affairs.

*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 12-01-11/1-27-12/NP;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*

# FGCU FACULTY GOVERNANCE DOCUMENT

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

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

43

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

47

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

49

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

52 **Academic Unit:** Any one of the following: College of Arts and Sciences, Lutgert College of  
53 Business, College of Health Professions and Social Work, College of Education,  
54 Whitaker College of Engineering, Library Services.

55 **Faculty:** Any full-time in-unit FGCU employee, including faculty in visiting status,

56 (1) whose job classification includes at least one of the following titles: Eminent Scholar,  
57 Endowed Chair, Professor, Associate Professor, Assistant Professor, Instructor (I, II, III) ,  
58 Lecturer, University Librarian, Associate University Librarian, Assistant University  
59 Librarian, Instructor University Librarian, Program Director, or Academic Advisor (I, II,  
60 III, within the Division of Academic Affairs), and

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

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

# FGCU FACULTY GOVERNANCE DOCUMENT

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

70 **Liaison:** A Senate member whose responsibility it is to ensure effective and open  
71 communication between the Faculty Senate and one of the standing teams. Each standing  
72 team has a liaison.

## 73 **Article 2. Eligibility**

74  
75 Any full-time faculty member is eligible to serve on the Faculty Senate and Senate  
76 Teams, except as noted in section 4.02 Any full-time faculty member is eligible to vote in  
77 all elections for faculty governance teams occurring during the term of his/her contract.

## 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 make recommendations to the Senate, which has final authority. The  
82 Senate may enact resolutions on any matter affecting the academic mission of the  
83 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 ***Section 3.02 Membership***

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

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

90 (ii) Additional membership will be allocated as follows:

91 1. On March 1, the total number of full-time faculty employed at  
92 the university, and the number of eligible faculty in each academic  
93 unit will be determined by the officers of the Senate.

94 2. The number of additional Senators per unit is determined by the  
95 formula:

# FGCU FACULTY GOVERNANCE DOCUMENT

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- $$\frac{\text{Number of full-time faculty in the unit}}{\text{Number of full-time faculty at the University}} \quad X \quad 23$$
3. The result of the formula is rounded off to the nearest whole number
- (b) The Vice President of the Student Government Association (SGA) or his/her designee is an *ex officio* member of the Senate.
  - (c) The term of membership for Senators is two years; Senators may be re-elected by their units. In the case of contract expiration and non-renewal, the academic unit replaces its Senate and team members as discussed in section 3.02(h).
  - (d) Approximately half of the Senate seats for each unit will be elected each year. If the provisions of section 3.02(c) above cause a significant imbalance in the number of seats elected each year, the Senate is authorized to take temporary measures to redress the situation without amending this faculty governance document.
  - (e) Each academic unit may elect one or more Alternate Senators. No unit may have more alternates than regular Senators, unless it has only one regular Senator. An alternate cannot represent more than one Senator from her/his unit at a meeting, and is expected to indicate whom (s) he is representing when (s) he signs in for each Senate meeting. Alternate Senators will have voting rights in place of the Senators they are representing.
  - (f) Senators may arrange for a proxy to represent them at a Senate meeting. A proxy shall be defined as a present senator (or alternate) who is authorized to vote for an absent senator on a specific issue. The absent Senator seeking a Proxy to represent his or her vote on eligible matters shall be considered present by proxy. A proxy does not necessarily have to be in the same college as the absent senator. To designate a fellow senator as a proxy, the absent senator shall send an email to the senate secretary and the substituting member to confirm proxy status and identify proxy status to the leadership team. The substituting Senator shall vote as the absent Senator directs him or her to vote. A proxy cannot represent more than one other Senator at a meeting and is expected to indicate whom s/he is representing when s/he signs in for each Senate meeting.
  - (g) Senators who have not arranged for their Alternate Senator (or proxy) to represent them at a Senate meeting are considered absent from that meeting. A Senator who is absent from

## *FGCU FACULTY GOVERNANCE DOCUMENT*

- 128 or who designates a proxy for three or more Senate meetings in any one semester is  
129 considered to have resigned.
- 130 (h) 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 (i) Regular elections will be held in the spring (no later than April 15) of each year. New  
135 Senators and team members start their term the first day of the contract the following fall  
136 semester.

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

- 138 (a) Each spring, the Senate elects a President, a Vice President, a Secretary, and a  
139 Parliamentarian for one-year terms which begin the following fall semester. The  
140 President-elect will share duties with the outgoing President over the summer to facilitate  
141 the transition process. If any officer is unable to fulfill his or her term, a new election  
142 process must be scheduled for the next Senate Meeting, following the procedures in 3.03  
143 (f).
- 144 (b) The President facilitates Senate and Leadership Team meetings, represents the Senate at  
145 the State organization, the Advisory Council of Faculty Senates and the Dean's Council.  
146 The Senate President is responsible for implementing the communication process  
147 between the Faculty Senate, standing teams, and the administration.
- 148 (c) 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, and  
150 as the designated liaison, is responsible for communicating substantive results of Senate  
151 deliberations to the FGCU Board of Trustees. Relevant work products of the Senate,  
152 which may include minutes, resolutions and statements, should be provided to the Board  
153 the Wednesday following their approval by the Senate, with an indication of the manner

## FGCU FACULTY GOVERNANCE DOCUMENT

- 154 and results of voting. The Senate, by majority vote, may also direct the Vice-President to  
155 transmit information items presented during a Senate meeting to the Board of Trustees.
- 156 (d) The Secretary ensures the publication of Senate agendas and minutes in a timely manner  
157 and acts as official Senate archivist.
- 158 (e) The Parliamentarian ensures that meetings are conducted, and Senate actions are taken in  
159 accordance with the FGCU Faculty Governance Document.
- 160 (f) Elections for Senate offices will be held at the last meeting of the spring term. Current  
161 senators will be eligible to vote. Candidates for President will be nominated at the  
162 penultimate meeting of the spring term. Candidates for President will have the option of  
163 presenting a statement of no more than two minutes to the Senate at the last meeting.  
164 Senators may make a statement of no more than one minute regarding a candidate.

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166 At the final meeting, following the presentations by candidates for President, the election  
167 for President will be held. Nominations for Vice President, Secretary, and  
168 Parliamentarian will be taken and elections held for offices in that order. The election  
169 process will be managed by the Parliamentarian. In the event that the Parliamentarian is a  
170 candidate for an office, the election process for that office will be managed by the  
171 highest-ranking officer who is not a nominee for that office.

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- 173 (g) Any academic advisor (within the Division of Academic Affairs), instructor, assistant,  
174 associate or full professor or librarian who has completed one academic year of service in  
175 the FGCU Faculty Senate before the start of the term of office can be elected as the  
176 faculty senate secretary or parliamentarian. Any assistant, associate or full professor or  
177 librarians with at least three years' experience as a faculty member at FGCU, including at  
178 least one year experience in the FGCU faculty senate, at the beginning of the term in  
179 question, can be elected to the office of faculty senate vice president or president.

- 180
- 181 (h) The Senate President and the immediate past Senate President shall represent the Senate  
182 as full voting members of the Advisory Council of Faculty Senates (ACFS). The Senate  
183 Vice President shall be an alternate member of the ACFS and in case of absence of one of  
184 the full members shall assume the rights and privileges of that full member.

# FGCU FACULTY GOVERNANCE DOCUMENT

## 185 **Section 3.04 Operation**

- 186 (a) Two - thirds (sixty-six percent) of the voting members of the Faculty Senate must be  
187 present to constitute a quorum at any meeting.
- 188 (b) The Senate may deliberate, make recommendations to the university and take actions  
189 when appropriate on any matter impacting the academic mission of the University.
- 190 (c) Proxy votes will be allowed by a formal written designation to the Senate secretary.  
191 Proxy votes will count toward determination of a quorum for the purpose of conducting  
192 the business item(s) named in the proxy.
- 193 (d) The Faculty Senate communicates directly with the University administration through the  
194 elected Senate President in a collegial manner.
- 195 (e) Faculty Senate meetings are open to all. The non-Senate faculty members attending a  
196 Senate meeting constitute a gallery. Faculty members in the gallery may participate in  
197 Senate discussions, and may be recognized by the facilitator in the same manner as  
198 Senators.
- 199 (f) Discussion of business items by the Faculty Senate is limited to fifteen (15) minutes.  
200 Reports delivered during meetings of the Faculty Senate are also limited to 15 minutes.  
201 The time allotted for such discussion and reporting may be extended by affirmation of  
202 two-thirds of the voting Senators present.
- 203 (g) The Faculty Senate may not vote on new business items at the first meeting at which the  
204 items are introduced. All such business items are placed on the agenda of the next  
205 meeting for formal vote.
- 206 (h) Operation during Summer Term
- 207 (i) In the event that a formal response by the Faculty Senate is required during the summer  
208 hiatus, the following rules of operation shall apply.
- 209 (ii) Definitions specific to this subsection:
- 210 (a) The *Summer Senate Term* shall be the period of time between the last regularly  
211 scheduled Senate meeting of the spring term extending to the first regularly  
212 scheduled Senate meeting of the subsequent fall term.
- 213 (b) The *Summer Senate* shall consist of those senators (i) whose term of  
214 incumbency shall extend throughout the Summer Senate Term per Section 3.02  
215 hereof, and (ii) who declare on or before the last regularly scheduled session of the  
216 Faculty Senate prior to such Summer Senate Term that they agree to serve in the  
217 capacity described below in Section 3.04(h) (iv), such declaration to be made in

## FGCU FACULTY GOVERNANCE DOCUMENT

- 218 writing to the Faculty Senate Secretary. All Faculty Senators who elect not to  
219 participate in the Summer Senate by so doing affirm their agreement with and  
220 support of the actions taken by the Summer Senate.
- 221 (c) The *Summer Senate Quorum* shall be one-half of the quorum required for the  
222 last regularly scheduled Faculty Senate session prior to the Summer Senate Term.
- 223 (d) The *Summer Senate Leadership Team (SSLT)* shall consist of the incumbent  
224 Senate officers, who shall be considered to have made the declaration required in  
225 Section 3.04(h) (ii) (b). In the event that an incumbent officer resigns from the  
226 Senate without replacement, the SSLT Team shall nevertheless be considered fully  
227 constituted.
- 228 (iii) For the purposes of this Subsection, electronic communications shall be deemed  
229 equivalent to written communications.
- 230 (iv) Summer Operation:
- 231 (a) Authority for all matters relating to the operation of the Summer Senate shall  
232 be vested in the SSLT.
- 233 (b) All official actions of the Summer Senate shall be binding upon the full  
234 Faculty Senate.
- 235 (c) Any matter which is accepted by the SSLT for consideration and/or action by  
236 the Summer Senate may be resolved by the SSLT without prior consultation of  
237 the Summer Senate provided the SSLT is unanimous in so doing.
- 238 (d) Any matter which is accepted by the SSLT for consideration and/or action by  
239 the Summer Senate and which cannot be resolved unanimously by the SSLT, or  
240 which the SSLT wishes to refer to the Summer Senate, shall be put before the  
241 Summer Senate in the manner prescribed by Subsection 3.04(h)(iv)(e).
- 242 (e) The Faculty Senate Secretary, or, if unavailable, the Faculty Senate  
243 President's designee, shall contact or attempt to contact all members of the  
244 Summer Senate by e-mail for the purpose of communicating the matter to be  
245 resolved, together with all relevant materials which may be electronically sent,  
246 and establish a deadline for the response of the Summer Senate. All such  
247 communication by the Secretary or designee shall be uniform to the members of  
248 the Summer Senate. The format for response shall be determined by the SSLT



# FGCU FACULTY GOVERNANCE DOCUMENT

249 and shall permit only a vote of preference among options to resolve the matter(s)  
250 at hand, and shall not be deemed to require debate or discussion.

251 (f) Each member of the Summer Senate shall provide the SSLT on or before the  
252 established deadline an e-mailed vote regarding the matter(s) at hand. The form  
253 of this response shall be acceptable to the SSLT, and any vote received after the  
254 deadline is subject to disqualification.

255 (g) Any voting for which the number of votes equals or exceeds the number  
256 required for a Summer Senate Quorum shall be deemed binding on the Faculty  
257 Senate as a whole, and carry the authority of the Faculty Senate.

258 (h) Any voting for which the number of votes is less than the number required for  
259 a Summer Senate Quorum shall cause the relevant matter to be referred back to  
260 the SSLT for resolution in its sole discretion.

261 (i) The results of all voting and subsequent actions taken by the SSLT shall be  
262 communicated to the entire Faculty Senate in a timely manner by the SSLT, such  
263 communication deemed to have been completed upon sending an e-mail with any  
264 relevant supporting information.

## 265 **Article 4. Standing Teams**

### 266 **Section 4.01 General Principles**

- 267 (a) Membership in standing teams allows representation from all academic units.
- 268 (b) All faculty standing teams initiate proposals and actions concerning their areas of  
269 responsibility and institutional effectiveness whenever they feel that such proposals and  
270 actions are needed and appropriate. No standing team may assume responsibilities

## FGCU FACULTY GOVERNANCE DOCUMENT

- 271 beyond those designated in the Faculty Governance Document without prior approval  
272 from the Faculty Senate.
- 273 (c) The faculty of the academic units elects members to all standing teams except the  
274 Leadership Team. It is the option of any academic unit to forgo participation on any  
275 faculty team.
- 276 (d) Representatives to standing teams are elected at the same time as Senate members.
- 277 (e) Teams may establish task forces and *ad hoc* teams, which will be chaired by a member of  
278 the standing team. Establishment of any sub-teams with duties expected to require more  
279 than one semester to complete requires approval of the Senate.
- 280 (f) The VPAA or a designee thereof has the opportunity to serve in an *ex officio* capacity to  
281 each faculty standing team.
- 282 (g) In order to assure direct, effective communication among the Senate and the standing  
283 teams, each faculty team shall have a liaison, who is a member of the Senate. Liaisons  
284 may be elected team members, provided they are also in the Senate; the Senate officers  
285 shall select the liaisons for each team, subject to approval by majority vote of the Senate.  
286 Liaisons are non-voting members of their respective teams if they are not elected  
287 members.
- 288 (h) Each standing team elects a facilitator to lead the work of the team by calling team  
289 meetings, developing agendas, and assisting the team's work in other appropriate areas.  
290 Facilitators are expected to attend Senate meetings where items originating from their  
291 teams are on the agenda; or, if that is not possible, to arrange for some other team  
292 member to attend as a representative of the team. The facilitator must hold at least one  
293 face-to-face meeting with a quorum of the team each semester. The facilitator serves as  
294 a member of the Leadership Team. No faculty member may concurrently serve as the  
295 facilitator of more than one standing team.
- 296 (i) The terms of service for standing team members shall be three (3) years, with elections  
297 for seats to be held according to the schedule published and approved by the IAT and  
298 Senate Executive Team.
- 300 (j) If the need arises for replacement of a standing team member, the team facilitator of that  
301 team is responsible for contacting the faculty leadership of the respective unit for possible  
302 replacement of that team member until the end of the original term.

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# FGCU FACULTY GOVERNANCE DOCUMENT

## 305 **Section 4.02 Composition, Responsibilities and Duties of Faculty Standing Teams**

### 306 **(a) Leadership Team**

#### 307 **(i) Composition**

308 The Leadership Team consists of the following members of the Faculty Senate: the  
309 President, the Vice President, the Secretary, and the current facilitators of the other  
310 standing teams and the President of the UFF chapter. The immediate Past President of the  
311 Senate shall be an *ex officio* member.

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

313 The President of the Senate acts as the facilitator for the Leadership Team. The  
314 Leadership Team's duties include the following: (a) set the agenda for Senate meetings,  
315 (b) coordinate operation of the standing teams (c) recommend to the Senate a means of  
316 resolution if conflicts over areas of responsibility of team assignments occur, and (d)  
317 appoint faculty to *ad hoc* teams as required. (All requests for faculty membership on  
318 University teams should include the approximate time commitment per week required of  
319 the member and the length of time that the team will be in operation.) The Leadership  
320 Team represents the faculty to the Provost/Vice President for Academic Affairs and the  
321 Deans' (Academic) Council, or their designated representatives, as appropriate.

322

### 323 **(b) Faculty Affairs Team**

#### 324 **(i) Composition**

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

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

332 The Faculty Affairs Team is a standing committee of the collegial faculty governance  
333 system, reporting to the Faculty Senate. It provides a direct faculty voice regarding all  
334 personnel-related matters pertaining to faculty that are not subject to collective  
335 bargaining, as well as the traditional professional expectations and responsibilities of  
336 faculty The team, at the direction of the Senate leadership, reviews and recommends

# FGCU FACULTY GOVERNANCE DOCUMENT

337 policies, consistent with the Collective Bargaining Agreement, concerning matters  
338 relating to:

- 339 (a) general faculty status of university employees, in situations where faculty or non-  
340 faculty status is not delineated by the Collective Bargaining Agreement;
- 341 (b) annual review, promotion, and reappointment issues across academic units;
- 342 (c) assessment of faculty teaching, research, and service;
- 343 (d) merit criteria;
- 344 (e) the availability and allocation of summer support opportunities;
- 345 (f) sabbaticals and leaves of absence;
- 346 (g) professional development and resource support;
- 347 (h) the ownership and use of intellectual property;
- 348 (i) academic freedom and integrity issues;
- 349 (j) criteria for honorary faculty status, including Emeritus status; and
- 350 (k) other issues of traditional academic concern related to faculty expectations and  
351 responsibilities.

352 The Faculty Affairs Team does not negotiate or otherwise determine terms and  
353 conditions of employment. Any recommendations related to terms and conditions of  
354 employment will be forwarded to the UFF chapter leadership for consideration.

355

## 356 **(c) Student Affairs Team**

### 357 **(i) Composition**

358 The Student Affairs Team consists of one faculty member representing each unit/college,  
359 one voting student member representing the SGA, and one ex officio member appointed  
360 by the Vice President of Student Affairs. Ad hoc members will participate as appropriate.

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

362 The Student Affairs Team collaborates with Student Affairs on behalf of the faculty to  
363 develop policies affecting the quality of educational programs. The team will review and  
364 recommend policies concerning matters relating to student affairs. These include, but are  
365 not limited to, (a) admission and readmission of students to the University, suspension of  
366 students, (b) withdrawal from courses and from the university, (c) academic status, (d)  
367 award of credit, (e) award of academic honors, (f) award of Student of the Year (SOTY),  
368 (g) student grievances, (h) educational equity, rights and responsibilities (including  
369 student code of conduct), and (i) review policies relating to academic integrity and

# FGCU FACULTY GOVERNANCE DOCUMENT

370 student conduct. The team will work with Student Affairs to assure appropriate faculty  
371 representation on Student Services Committees.

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## 373 **(d) Undergraduate Curriculum Team**

### 374 **(i) Composition**

375 The Undergraduate Curriculum Team (GCT) consists of one faculty member representing  
376 each academic unit, a representative(s) from the Office of Curriculum and Instruction (ex  
377 officio) and the General Education Director (ex officio).

378

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

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

390 The Undergraduate Curriculum Team is responsible for developing policies and  
391 procedures associated with the creation, maintenance and revision of undergraduate  
392 curriculum, academic policies and standards, and accreditation issues. The  
393 Undergraduate Curriculum Team will review proposed changes in, additions to, and  
394 deletions from the undergraduate curriculum, course descriptions and catalog  
395 information, and will forward recommendations to the Office of Academic Affairs.

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## 397 **(e) Graduate Affairs Team**

### 398 **(i) Composition**

399 The Graduate Affairs Team (GAT) consists of one faculty member with graduate faculty  
400 Member or Associate Member status representing each College; one faculty member

## FGCU FACULTY GOVERNANCE DOCUMENT

401 representing Library Services who is the liaison to a graduate program; one representative  
402 from the Office of Research and Graduate Studies and one representative from the Office  
403 of Curriculum and Instruction as ex-officio members; one graduate student representative  
404 and one graduate student alternate (both of whom may attend any meeting) appointed by  
405 the Student Government President (1-year term) to serve as ex-officio members.

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

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

422

### 423 **(f) Graduate Curriculum Team**

#### 424 **(i) Composition**

425 The Graduate Curriculum Team (GCT) shall consist of one faculty member with graduate  
426 faculty Member or Associate Member status representing each College; and one faculty  
427 member representing Library Services who is the liaison to a graduate program. Ex-officio  
428 members include the Director of Graduate Studies, one representative from the Office of  
429 Curriculum and Instruction, and one graduate student representative (1-year term) appointed  
430 by the Student Government President. Other ex-officio members (1-year term) may be  
431 appointed by the Team's facilitator as appropriate to the Team's task.

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# FGCU FACULTY GOVERNANCE DOCUMENT

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434 **(ii) Responsibilities and Duties**

435 The members of the GCT serve as a unified university entity to review and coordinate  
436 among the academic programs, schools and colleges so as to (a) preserve and maintain the  
437 integrity of curriculum and course offerings, (b) review and resolve curricular issues, (c)  
438 assure public accountability by the university, (d) report to the Faculty Senate and (e)  
439 collaborate with the GAT and UCT as appropriate. The GCT may invite representatives  
440 from programs proposing curriculum changes to present the proposed changes and answer  
441 questions from the GCT. The GCT is responsible for developing policies and procedures  
442 associated with the creation, maintenance and revision of graduate curriculum. The  
443 Graduate Curriculum Team will review proposed changes in, additions to, and deletions  
444 from the graduate curriculum, course descriptions, and catalog information and will forward  
445 recommendations to the Office of Academic Affairs.

446

447 **(g) Institutional Affairs Team**

448 **(i) Composition**

449 The Institutional Affairs Team consists of one faculty member representing each  
450 academic unit and one student appointed by the SGA, one representative of the Staff  
451 Advisory Council (SAC), and up to five (5) ex officio members to be appointed by the  
452 President of FGCU.

453 **(ii) Responsibilities and Duties**

454 The Institutional Affairs Team is a standing committee of the collegial faculty  
455 governance system, reporting to the Faculty Senate. It functions as a faculty advisory  
456 group and coordinates with University administration, Planning Budget Committee, other  
457 nonacademic units as well as the community on institutional policy matters. The team  
458 will investigate, review and make policy recommendations concerning all matters  
459 relating to, but not limited to, campus planning; environmental concerns, institutional  
460 effectiveness; academic assessment; coordination of intern programs and community  
461 service activities; support of faculty research, scholarship, and service; academic  
462 calendar; and boundary-spanning activities and gifts.

463

# FGCU FACULTY GOVERNANCE DOCUMENT

## 464 (h) Library Team

### 465 (i) Composition

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

### 468 (ii) Responsibilities and Duties

469 The University Library Committee functions as an advisory group to the Dean of Library  
470 Services. The team will review and make recommendations on matters relating to the  
471 Library, such as, but not limited to, library instruction, service policies, collection  
472 development, and library technology development.

473

## 474 (i) Grants and Research Team

### 475 (i) Composition

476 The Grants and Research Team consists of one faculty member representing each  
477 academic unit and a representative from the Office of Research and Graduate Studies as a  
478 non-voting, *ex officio* member and as the VPAA designee. The Team facilitator is elected  
479 by the Grant and Research Team and must be at the rank of Associate Professor or  
480 higher, and have served at least one year on the Grants and Research Team.

### 481 (ii) Responsibilities and Duties

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

- 488 (a) Reviewing proposals for Center and Institute establishment and making  
489 recommendations;
- 490 (b) Reviewing annual reports for Centers and Institutes and making recommendations  
491 regarding their performance and sustainability;
- 492 (c) Reviewing Internal Grant proposals and making recommendations for funding;
- 493 (d) Reviewing Multidisciplinary Research Initiative (MDRI) proposals and making  
494 recommendations for funding;
- 495 (e) Reviewing and selecting from multiple grant proposals where grantor imposes



# FGCU FACULTY GOVERNANCE DOCUMENT

- 496 institutional submission limits;
- 497 (f) Reviewing guidelines and providing support to university-wide research activities,
- 498 such as FGCU's Research Day;
- 499 (g) Advising the Office of Research and Graduate Studies on all policies, procedures,
- 500 and matters related to research and sponsored programs, including items such as
- 501 appropriation of return overhead funds and recommendations regarding support
- 502 services to stimulate successful generation of sponsored research.

503

## 504 **(j) Technology Team**

### 505 **(i) Composition**

506 The Technology Team consists of one faculty member representing each academic unit

507 and an *ex officio* member from academic computing.

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

509 The Technology Team functions as an advisory group to academic computing and other

510 University computing bodies. The team will review and recommend policies concerning

511 all matters relating to University computing, including distance learning needs and

512 requirements.

513

## 514 **(k) General Education Council**

### 515 **(i) Composition**

516 The General Education Council (GEC) consists of three faculty members from the

517 College of Arts and Sciences; one faculty member from each of the other academic units;

518 Director of General Education (*ex officio*); a representative of the Academic Advising

519 Council (non-voting); and a Student Government representative. Faculty must teach at

520 least one undergraduate course per year or be a Librarian liaison to an undergraduate

521 program, to be eligible to serve on the Council.

522

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

524 Members of the GEC serve as a unified university entity to (a) preserve and maintain

525 academic integrity of general education curriculum and course offerings, (b) review and

## FGCU FACULTY GOVERNANCE DOCUMENT

526 resolve curricular issues, (c) assure public accountability by the University, (d) report to  
527 the Faculty Senate, and (e) collaborate with the UCT when appropriate.

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

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

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

537

### 538 **(I) Program Review Team**

#### 539 **(i) Composition**

540 The composition of the Program Review Team shall be as follows: Each  
541 academic unit will be represented by two elected faculty members, with the  
542 following two exceptions: The College of Arts and Sciences will have four  
543 elected members of Library Services, may choose to have either one member, or  
544 to serve on an as-needed basis. Elected members from academic units will serve  
545 staggered 3-year terms. These members will be nominated and elected by the in-  
546 unit faculty members of their respective units. *Ex officio* members: A  
547 representative from Academic Affairs.

548

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

550 a. Provide recommendations to Faculty Senate for the development, periodic  
551 review, and revision of standards, policies, and procedures for university-level  
552 management of program review, creation and elimination of all degree and  
553 certificate programs, and in compliance with the Board of Governors'  
554 Regulation 8.015.

## FGCU FACULTY GOVERNANCE DOCUMENT

- 555 b. Participate in the three-year process of program review of all degree and  
556 certificate programs, inform and make recommendations to Faculty Senate  
557 regarding the outcomes of that process; specifically:
- 558 i. Review guidelines for the selection of, and charges to external reviewers  
559 for each program under review.
  - 560 ii. Review self-studies and make recommendations on their suitability for  
561 program review.
  - 562 iii. Review the reports of the external reviewers and make recommendations  
563 on the adequacy of the report for program review.
  - 564 iv. Review the response to the report from the program and the college  
565 leadership.
  - 566 v. Provide comments/recommendations in addition to those of the external  
567 reviewer as appropriate.
  - 568 vi. Track program review response meetings, their results, and one-year  
569 follow-up actions.
- 570 Step 1: PRT reviews CVs of potential external reviewers identified by  
571 program and makes recommendation.
- 572 Step 2: Program writes self-study.
- 573 Step 3: External reviewer reviews program's self-study and submits  
574 report of findings.
- 575 Step 4: Program responds to the external review report.
- 576 Step 5: PRT comments on program's self-study, external review report,  
577 and program's response.
- 578 Step 6: Provost meets with program administrators.
- 579 Step 7: Program writes one-year follow-up report.
- 580 Step 8: PRT comments on follow-up report to Provost's  
581 recommendations.
- 582 Step 9: Provost meets with program administrators.
- 583 c. Create additional working groups as deemed appropriate or necessary by the  
584 PRT members. The PRT facilitator can extend invitations for membership  
585 on working groups to FGCU faculty members, administrators, and/or staff  
586 members otherwise unaffiliated with the PRT.

# FGCU FACULTY GOVERNANCE DOCUMENT

- 587 d. In consultation with the Office of Planning and Institutional Performance  
588 (PIP), provide recommendations to Faculty Senate on future needs and  
589 directions in program review.  
590 e. Provide information to Faculty Senate on how well FGCU program review  
591 procedures and products conform to current and future Florida directives.  
592

## 593 **(m) University Committee Appointments Team**

### 594 **(i) Composition**

595 The Appointments Team shall consist of one faculty member representing each academic  
596 unit.  
597

### 598 **(ii) Responsibilities**

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

- 602 • Soliciting names of qualified faculty candidates, ensuring that all qualified faculty  
603 have equitable opportunity to volunteer for service;
- 604 • Selecting nominees from among the volunteers in the number requested for the  
605 committee slot(s). In the event the nominees for a particular committee are to be  
606 chosen by election, the team is responsible for compiling results of the election;
- 607 • Communicating the list of nominees to the appropriate authority responsible for the  
608 respective committee.  
609

## 610 **(n) Senate Planning and Budget Advisory Committee (SPBAC)**

### 611 **(i) Composition**

612 The SPBAC is an affiliated committee of the Faculty Senate. The membership of the  
613 SPBAC consists of all in-unit faculty appointed by the President to represent faculty on  
614 the Planning and Budget Council (PBC) and its affiliated committees. The facilitator of  
615 the SPBAC will be elected by members at the committee's first meeting of the academic  
616 year and serves as a member of the Senate Leadership Team.  
617

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

## FGCU FACULTY GOVERNANCE DOCUMENT

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

- 627 • Coordinating regular communication and consultation between its members and  
628 the Faculty Senate and Faculty Senate Leadership Team;
- 629 • Contacting and consulting with relevant Standing Teams of the Faculty Senate  
630 for input, feedback, or other comment when deemed necessary or prudent on  
631 issues associated with the University planning and budgeting processes.
- 632 • Identifying from within its membership alternates for fellow members when they  
633 are unable to attend requisite meetings of the PBC and/or its affiliated  
634 committees.

635  
636

# FGCU FACULTY GOVERNANCE DOCUMENT

## 637 **Article 5. Amendments**

### 638 **Section 5.01 Initiation of Amendments**

639 Amendments to the Faculty Governance Document may be proposed by submitting in  
640 writing the proposed change to the Leadership Team. The proposed amendment must be  
641 endorsed by at least three sponsors in the Senate. The Leadership Team promulgates the  
642 proposal to the full Senate and shall bring the proposed change to the Senate floor by the  
643 second meeting after the proposal has been received.

### 644 **Section 5.02 Approval of Amendments**

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

651

## 652 **Article 6. Ratification**

653

654 Adoption of this document will be decided upon by secret ballot of the full time faculty  
655 of Florida Gulf Coast University, to be held in April 1998. Approval by a simple majority  
656 of ballots cast is sufficient for adoption. This document takes effect the beginning of the  
657 fall semester 1998, should the ratification receive sufficient votes. A special election will  
658 be held in September 1998 to elect the initial members of the standing teams. Half the  
659 seats of each team will go up for election in April 2000, the other half in April 2001. The  
660 teams will determine which seats go up early.

661