

FGCU FACULTY GOVERNANCE DOCUMENT

FLORIDA GULF COAST UNIVERSITY

FACULTY GOVERNANCE STRUCTURE AND PROCESS

Table of Contents

Article 1: Definition of Terms

Article 2: Eligibility

Article 3: Faculty Senate

3.01: Role of the Senate

3.02: Membership

3.03: Officers of the Senate

3.04: Operation

Article 4: Standing Teams

4.01: General Principles

4.02: Composition, Responsibilities, and Duties of Senate Team Council of Chairs

4.03: Composition, Responsibilities, and Duties of Faculty Standing Teams

Article 5: Amendments

5.01: Initiation of Amendments

5.02: Approval of Amendments

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.

FGCU FACULTY GOVERNANCE DOCUMENT

29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57

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.

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

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

FGCU FACULTY GOVERNANCE DOCUMENT

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

61

62 **Article 1. Definition of Terms**

63

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

66 **Academic Unit:** Any one of the following: College of Arts and Sciences, Lutgert College of Business,
67 Marieb College of Health & Human Services, College of Education, U.A. Whitaker College of
68 Engineering, University Library, Daveler & Kauanui School of Entrepreneurship and The Water
69 School.

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

71 (1) whose job classification includes at least one of the following titles: Eminent Scholar,

72 Endowed Chair, Professor, Associate Professor, Assistant Professor, Instructor (I, II, III) ,

73 Lecturer, University Librarian, Associate University Librarian, Assistant University

74 Librarian, Instructor University Librarian, Program Director, or Academic Advisor (I, II,

75 III, and

76 (2) whose annual assignment consists primarily of support for the instructional function of the

77 University (greater than 50% of activities) must be directly related to teaching, scholarship,
78 and service), and

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

82 **Meeting: A Senate meeting is defined as a gathering of a quorum of Senators for the purpose of**
83 **conducting Senate business. This may occur in person or over video conferencing platforms,**
84 **as the situation dictates and as determined by the officers of the Faculty Senate.**

FGCU FACULTY GOVERNANCE DOCUMENT

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

88 **Article 2. Eligibility**

89
90 Any full-time faculty member is eligible to serve on the Faculty Senate and Senate Teams, except
91 as noted in section 4.02 Any full-time faculty member is eligible to vote in all elections for
92 faculty governance teams occurring during the term of his/her contract. In-unit, full-time faculty
93 serving on Faculty Senate, as well as Faculty Senate alternates, -must be available to attend
94 scheduled Senate meetings.

95 **Article 3. Faculty Senate**

96 ***Section 3.01 Role of the Senate***

97 The Faculty Senate is the decision-making body for FGCU faculty governance. The standing
98 teams can make recommendations to the Senate, which has final authority. The

99 Senate may enact resolutions and issue statements on any matter affecting the mission of the
100 University, and speaks for the faculty on matters of concern.

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

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

107 ***Section 3.02 Membership***

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

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

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

FGCU FACULTY GOVERNANCE DOCUMENT

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

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

115

$$116 \quad \frac{\text{Number of full-time faculty in the unit}}{\text{Number of full-time faculty at the University}} \quad X \quad 23$$

117

118

119 3. The result of the formula is rounded off to the nearest whole number

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

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

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

132 (e) Senators may arrange for a proxy to represent them at a Senate meeting. A proxy shall be defined
133 as a present senator who is authorized to vote for an absent senator on a specific issue. The absent
134 Senator seeking a Proxy to represent his or her vote on eligible matters shall be considered
135 present by proxy. A proxy does not necessarily have to be in the same college as the absent
136 senator. To designate a fellow senator as a proxy, the absent senator shall send an email to the
137 senate secretary and the substituting member to confirm proxy status and identify proxy status to
138 the leadership team. The proxy Senator shall vote as the absent Senator directs him or her to
139 vote. A proxy cannot represent more than one other Senator at a meeting and is expected to
140 indicate whom s/he is representing when s/he signs in for each Senate meeting.

FGCU FACULTY GOVERNANCE DOCUMENT

Senators who are not physically or virtually present during three or more Senate meetings in any one semester, regardless of whether they have appointed an Alternate or a proxy, is considered to have resigned. In the event of a leave of absence, including Family and Medical Leave, Parental Leave, Professional Development Leave, or Sabbatical Leave, the Senator is not considered to have resigned, and their academic unit may replace the Senator during their absence. It is the responsibility of the faculty member (or their representative) to notify the Faculty Senate Secretary regarding their leave of absence. It is up to the faculty member's academic unit to determine the means of replacement. Upon their return from leave, the Senator may return to Senate to fulfill their term.

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

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

Section 3.03 Officers of the Senate

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

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

The Vice President facilitates Senate meetings in the absence of the President and assists the President in drafting resolutions, leads selected Faculty Senate special initiatives, serves as chair

FGCU FACULTY GOVERNANCE DOCUMENT

170 of the Senate Teams Council of Chairs (STCC), facilitates communication between the Faculty
171 Senate and the STCC, and as the designated liaison, is responsible for communicating substantive
172 results of Senate deliberations to the FGCU Board of Trustees.. The Senate, by majority vote,
173 may also direct the Vice-President to transmit information items presented during a Senate
174 meeting to the Board of Trustees.

175 (b) The Secretary takes minutes for Senate and STCC, and sends the minutes, agendas, and other
176 relevant documents to the Communications Officer for posting to the website. The secretary also
177 keeps track of the attendance of senators and collects the names of those who are using proxies.

178 (c) The Communications Officer (CO) ensures communication between the Senate officers,
179 Senators, STCC, and university community. The CO maintains the Senate and STCC webpages,
180 ensures the publication of Senate agendas and minutes in a timely manner, oversees any surveys
181 or other feedback about Senate affairs, ~~and~~ acts as official Senate archivist and coordinates and
182 monitors the video conferencing platform during meetings. The agenda and minutes should be
183 posted on the Senate web page at least 72 hours prior to the next Senate meeting.

184 (d) The Parliamentarian ensures that meetings are conducted, and Senate actions are taken, in
185 accordance with the FGCU Faculty Governance Document. The Parliamentarian coordinates
186 elections, and compiles a list of current Senators, Alternates, and members of senate teams and
187 committees within two weeks after elections are complete.

188 (e) Elections for Senate offices will be held at the last meeting of the spring term. Current senators
189 will be eligible to vote. Candidates for all officers will be nominated at the penultimate meeting
190 of the spring term. Candidates will have the option of presenting a statement of no more than two
191 minutes to the Senate at the last meeting.

192 Senators may make a statement of no more than one minute regarding a candidate.

193 At the final meeting, following the presentations by candidates, the election for President will be
194 held. Nominations for Vice President, Secretary, CO, and Parliamentarian will be accepted at this
195 meeting and elections held for offices in that order. The election process will be managed by the
196 Parliamentarian. In the event that the Parliamentarian is a candidate for an office, the election
197 process for that office will be managed by the highest-ranking officer who is not a nominee for
198 that office.

FGCU FACULTY GOVERNANCE DOCUMENT

199 (f) Any academic advisor, instructor, assistant, associate or full professor or librarian who has
200 completed one academic year of service in the FGCU Faculty Senate before the start of the term
201 of office can be elected as the Faculty Senate secretary, CO or parliamentarian. Any assistant,
202 associate or full professor or librarians with at least three years' experience as a faculty member
203 at FGCU, including at least one year experience in the FGCU faculty senate, at the beginning of
204 the term in question, can be elected to the office of faculty senate vice president or president.

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

209 ***Section 3.04 Operation***

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

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

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

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

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

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

FGCU FACULTY GOVERNANCE DOCUMENT

227 (g) Proposed resolutions or items of business should be communicated to the Senate officers as soon
228 as possible. The officers will then evaluate the content and, if necessary, consult with the Senate
229 Team Council of Chairs or other relevant operational areas. When a resolution or item of business
230 is placed on a future meeting's agenda, it is listed as a New Business item. The Senate body may
231 not take action on the item while it is classified as New Business, unless parliamentary procedure
232 is suspended by vote. The item may then recur to a second meeting, where it is classified as Old
233 Business. Old Business items require a Senate vote (most commonly affirmation of the business,
234 negation of the business, or returning the business to its originator for further revision).

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

237 (h) Summer Senate Term

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

240 (ii) Definitions specific to this subsection:

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

244 (b) The *Summer Senate* shall consist of those senators whose term of incumbency shall
245 extend throughout the Summer Senate Term per Section 3.02 hereof, and who declare on
246 or before the last regularly scheduled session of the Faculty Senate prior to such Summer
247 Senate Term that they agree to serve in the capacity described below in Section 3.04(h)
248 (iv), such declaration to be made in
249 writing to the Faculty Senate Secretary. All Faculty Senators who elect not to participate
250 in the Summer Senate by so doing affirm their agreement with and support of the actions
251 taken by the Summer Senate.

252 (c) The *Summer Senate Quorum* shall be one-half of the quorum required for the last
253 regularly scheduled Faculty Senate session prior to the Summer Senate Term.

254 (d) The *Summer Senate Executive Team (SSET)* shall consist of the incumbent Senate
255 officers, who shall be considered to have made the declaration required in Section 3.04(h)

FGCU FACULTY GOVERNANCE DOCUMENT

256 (ii) (b). In the event that an incumbent officer resigns from the Senate without replacement,
257 the SSET Team shall nevertheless be considered fully constituted.

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

260 (iv) Summer Operation:

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

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

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

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

272 (e) The Faculty Senate Secretary, or, if unavailable, the Faculty Senate
273 President's designee, shall contact or attempt to contact all members of the Summer
274 Senate by FGCU e-mail for the purpose of communicating the matter to be resolved,
275 together with all relevant materials which may be electronically sent, and establish a
276 deadline for the response of the Summer Senate. All such communication by the
277 Secretary or designee shall be uniform to the members of the Summer Senate. The format
278 for response shall be determined by the SSET and shall permit only a vote of preference
279 among options to resolve the matter(s) at hand, and shall not be deemed to require debate
280 or discussion.

281 (f) Each member of the Summer Senate shall provide the SSET on or before the
282 established deadline a vote regarding the matter(s) at hand. Any vote received after the
283 deadline is subject to disqualification.

FGCU FACULTY GOVERNANCE DOCUMENT

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

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

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

294 **Article 4. Standing Teams**

295 **Section 4.01 General Principles**

296 (a) Membership in standing teams allows representation from all academic units.

297 (b) All faculty standing teams initiate proposals and actions concerning their areas of responsibility
298 and institutional effectiveness whenever they feel that such proposals and actions are needed and
299 appropriate. No standing team may assume responsibilities
300 beyond those designated in the Faculty Governance Document without prior approval from the
301 Faculty Senate.

302 (c) The faculty of the academic units elects members to all standing teams except the Senate Teams
303 Council of Chairs (STCC). It is the option of any academic unit to forgo participation on any
304 faculty team.

305 (d) Representatives to standing teams are elected at the same time as Senators.

306 (e) Teams may establish task forces and *ad hoc* teams, which will be chaired by a member of the
307 standing team. Establishment of any sub-teams with duties expected to require more than one
308 semester to complete requires approval of the Senate.

309 (f) The VPAA or a designee thereof has the opportunity to serve in an *ex officio* capacity to each
310 faculty standing team.

FGCU FACULTY GOVERNANCE DOCUMENT

- 311 (g) Each standing team elects a chair to lead the work of the team by calling team meetings,
312 developing agendas, and assisting the team's work in other appropriate areas. Chairs are expected
313 to attend Senate meetings where items originating from their teams are on the agenda; or, if that is
314 not possible, to arrange for some other team member to attend as a representative of the team.
315 The chair must hold at least one face-to-face meeting with a quorum of the team each semester.
316 The chair serves as a member of the STCC. No faculty member may concurrently serve as the
317 chair of more than one standing team.
- 318
- 319 (h) The terms of service for standing team members shall be three (3) years, with elections for seats
320 to be held according to the schedule published and approved by the Institutional Affairs Team
321 and Senate Executive Team.
- 322 (i) If the need arises for replacement of a standing team member, the chair of that team notifies the
323 Senate parliamentarian, who is responsible for contacting the faculty leadership of the respective
324 unit for possible replacement of that team member until the end of the original term.

325

326 **Section 4.02 Composition, Responsibilities and Duties of Senate Team Council of Chairs**

327 **(a) Composition**

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

332 The Vice President of the Senate acts as the chair of the STCC and will set the agenda for and
333 facilitate STCC meetings.

334 **(b) Responsibilities and Duties**

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

338

339 **Section 4.03 Composition, Responsibilities, and Duties of Faculty Standing Teams**

FGCU FACULTY GOVERNANCE DOCUMENT

340 (a) Faculty Affairs Team

341 (i) Composition

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

347 (ii) Responsibilities and Duties

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

- 354 (a) general faculty status of university employees, in situations where faculty or nonfaculty
355 status is not delineated by the Collective Bargaining Agreement;
- 356 (b) annual review, promotion, and reappointment issues across academic units;
- 357 (c) assessment of faculty teaching, research, and service;
- 358 (d) merit criteria;
- 359 (e) the availability and allocation of summer support opportunities;
- 360 (f) professional development and resource support;
- 361 (g) the ownership and use of intellectual property;
- 362 (h) academic freedom and integrity issues;
- 363 (i) criteria for honorary faculty status, including Emeritus status; and
- 364 (j) other issues of traditional academic concern related to faculty expectations and
365 responsibilities.

FGCU FACULTY GOVERNANCE DOCUMENT

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

369

370 **(b) Student Affairs Team**

371 **(i) Composition**

372 The Student Affairs Team consists of one faculty member representing each academic unit, one
373 voting student member representing the SGA, and one ex officio member appointed by the Dean
374 of Students. Ad hoc members will participate as appropriate.

375 **(ii) Responsibilities and Duties**

376 The Student Affairs Team is the bridge between faculty and the Division of Student Success and
377 Enrollment Management (“The Division”). The Team will share ideas, relevant concerns,
378 developments, and other information between faculty and the Division and review and
379 recommend policies concerning student success that involve faculty. The Team will relay the
380 voice of the faculty to the Division while supporting the Division Comprehensive Plan initiative
381 to “Develop stronger partnerships with the academic programs and faculty”.

382

383 **(c) Undergraduate Curriculum Team**

384 **(i) Composition**

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

388

389 **(ii) Responsibilities and Duties**

390 The members of the UCT serve as a unified university entity to review and coordinate among the
391 academic programs, schools, and colleges so as to (a) preserve and maintain the integrity of
392 curriculum and course offerings, (b) review and resolve curricular issues,

FGCU FACULTY GOVERNANCE DOCUMENT

393 (c) assure public accountability by the university, (d) report to the Faculty Senate, and (e)
394 collaborate with the General Education Council, Graduate Affairs Team, and Graduate
395 Curriculum Team as appropriate. When the college representative to the Undergraduate
396 Curriculum Team is not qualified or chooses not to present changes to the curriculum from other
397 disciplines in the college they represent, the team may invite representatives from that discipline
398 to present the changes and answer questions from the curriculum team.

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

405

406 **(d) Graduate Affairs Team**

407 **(i) Composition**

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

416 **(ii) Responsibilities and Duties**

417 The Graduate Affairs Team will review and recommend action to the Faculty Senate on all
418 matters pertaining to university-level policies concerning graduate academic programs. These
419 include, but are not limited to, (a) minimum requirements for graduate faculty eligibility, (b)
420 admission to and completion of graduate programs, (c) final submissions of theses and
421 dissertations, (d) the graduate grading system, (e) graduate research committees, (f) the

FGCU FACULTY GOVERNANCE DOCUMENT

422 distribution of graduate student assistantships and tuition waivers, and (g) the review of proposed
423 changes to program-level policies to ensure compliance with university-level graduate policies,
424 and (h) honorary degrees committee. The GAT will review petitions from faculty members and
425 graduate students appealing decisions based on university graduate academic policies and
426 procedures as well as from applicants appealing for reconsideration of admission, and will
427 forward recommendations to the Director of Graduate Studies. The GAT is not responsible for
428 considering student appeals covered by other university or college committees including, but not
429 limited to, grade appeals, appeals for reinstatement, appeals for residency reclassification, tuition
430 and fee appeals, 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 faculty
435 Member or Associate Member status representing each College; and one faculty member representing
436 Library Services who is the liaison to a graduate program. Ex-officio members include the Director of
437 Graduate Studies, one representative from the Office of Academic and Curriculum Support, and one
438 graduate student representative (1-year term) appointed by the Student Government President. Other
439 ex-officio members (1-year term) may be appointed by the Team's chair as appropriate to the Team's
440 task.

441 (ii) Responsibilities and Duties

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

FGCU FACULTY GOVERNANCE DOCUMENT

452

453 **(f) Institutional Affairs Team**

454 **(i) Composition**

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

458 **(ii) Responsibilities and Duties**

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

466

467 **(g) Library Team**

468 **(i) Composition**

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

471 **(ii) Responsibilities and Duties**

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

476

FGCU FACULTY GOVERNANCE DOCUMENT

477 **(h) Grants and Research Team**

478 **(i) Composition**

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

483 **(ii) Responsibilities and Duties**

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

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

FGCU FACULTY GOVERNANCE DOCUMENT

505

506 **(i) Technology Team**

507 **(i) Composition**

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

510 **(ii) Responsibilities and Duties**

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

514

515 **(j) General Education Council**

516 **(i) Composition**

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

523

524 **(ii) Responsibilities and Duties**

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

FGCU FACULTY GOVERNANCE DOCUMENT

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

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

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

538

539 (k) Program Review Team

540 (i) Composition

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

548

549 (ii) Responsibilities and Duties

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

FGCU FACULTY GOVERNANCE DOCUMENT

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

FGCU FACULTY GOVERNANCE DOCUMENT

- 580 c. Create additional working groups as deemed appropriate or necessary by the PRT
581 members. The PRT chair can extend invitations for membership on working groups
582 to FGCU faculty members, administrators, and/or staff members otherwise
583 unaffiliated with the PRT.
- 584 d. In consultation with the Office of Planning and Institutional Performance (PIP),
585 provide recommendations to Faculty Senate on future needs and directions in
586 program review.
- 587 e. Provide information to Faculty Senate on how well FGCU program review
588 procedures and products conform to current and future Florida directives.

589

590 (I) University Committee Appointments Team

591 (i) Composition

592 The Appointments Team shall consist of one faculty member representing each academic unit.

593

594 (ii) Responsibilities

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

- 598 • Soliciting names of qualified faculty candidates, ensuring that all qualified faculty have
599 equitable opportunity to volunteer for service;
- 600 • Disseminating information regarding university-wide committees with open faculty positions
601 on request of the authority responsible for each respective committee;
- 602 • Selecting nominees from among the volunteers in the number requested for the committee
603 slot(s). In the event the nominees for a particular committee are to be chosen by election, the
604 team is responsible for compiling results of the election;
- 605 • Communicating the list of nominees to the appropriate authority responsible for the
606 respective committee.

607

FGCU FACULTY GOVERNANCE DOCUMENT

608 **Article 5. Amendments**

609 *Section 5.01 Initiation of Amendments*

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

614 *Section 5.02 Approval of Amendments*

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