

# FGCU FACULTY GOVERNANCE DOCUMENT

249

## FLORIDA GULF COAST UNIVERSITY

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## FACULTY GOVERNANCE STRUCTURE AND PROCESS

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### **Mission**

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

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## **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,

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306 mutual respect, continuous improvement, an informed faculty, and collegial decision-  
307 making are the hallmarks of the governance structure.

308

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

312

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

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

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

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

322 (1) whose job classification includes at least one of the following titles: Eminent Scholar,  
323 Endowed Chair, Professor, Associate Professor, Assistant Professor, Instructor (I, II, III) ,  
324 Lecturer, University Librarian, Associate University Librarian, Assistant University  
325 Librarian, Instructor University Librarian, Program Director, or Academic Advisor (I, II,  
326 III, and

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

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

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

## 336 **Article 2. Eligibility**

337

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

## 343 **Article 3. Faculty Senate**

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

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

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

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

### 355 *Section 3.02 Membership*

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

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

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

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

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

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

364  
365  
366  
367  
368 3. The result of the formula is rounded off to the nearest whole  
369 number

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

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

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

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

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

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

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

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

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

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

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

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

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

431 (c) The Communications Officer (CO) ensures communication between the Senate officers,  
432 Senators, STCC, and university community. The CO maintains the Senate and STCC  
433 webpages, ensures the publication of Senate agendas and minutes in a timely manner,  
434 oversees any surveys or other feedback about Senate affairs, and acts as official Senate  
435 archivist. The agenda and minutes should be posted on the Senate web page at least 72  
436 hours prior to the next Senate meeting.

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

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

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

446 At the final meeting, following the presentations by candidates, the election for President  
447 will be held. Nominations for Vice President, Secretary, CO, and Parliamentarian will be  
448 accepted at this meeting and elections held for offices in that order. The election process  
449 will be managed by the Parliamentarian. In the event that the Parliamentarian is a

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450 candidate for an office, the election process for that office will be managed by the  
451 highest-ranking officer who is not a nominee for that office.

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

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

### 463 *Section 3.04 Operation*

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

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

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

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

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

477 (f) Discussion of business items by the Faculty Senate is limited to fifteen (15) minutes.



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478 Reports delivered during meetings of the Faculty Senate are also limited to 15 minutes.  
479 The time allotted for such discussion and reporting may be extended by affirmation of  
480 two-thirds of the voting Senators present.

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

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

492 (h) Summer Senate Term

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

495 (ii) Definitions specific to this subsection:

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

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

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

510 (d) The *Summer Senate Executive Team (SSET)* shall consist of the incumbent  
511 Senate officers, who shall be considered to have made the declaration required in  
512 Section 3.04(h) (ii) (b). In the event that an incumbent officer resigns from the  
513 Senate without replacement, the SSET Team shall nevertheless be considered fully  
514 constituted.

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

517 (iv) Summer Operation:

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

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

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

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

529 (e) The Faculty Senate Secretary, or, if unavailable, the Faculty Senate  
530 President's designee, shall contact or attempt to contact all members of the  
531 Summer Senate by FGCU e-mail for the purpose of communicating the matter to  
532 be resolved, together with all relevant materials which may be electronically sent,  
533 and establish a deadline for the response of the Summer Senate. All such  
534 communication by the Secretary or designee shall be uniform to the members of  
535 the Summer Senate. The format for response shall be determined by the SSET  
536 and shall permit only a vote of preference among options to resolve the matter(s)  
537 at hand, and shall not be deemed to require debate or discussion.

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

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

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

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

## 551 **Article 4. Standing Teams**

### 552 **Section 4.01 General Principles**

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

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

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

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

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

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- 566 (f) The VPAA or a designee thereof has the opportunity to serve in an *ex officio* capacity to  
567 each faculty standing team.
- 568 (g) Each standing team elects a chair to lead the work of the team by calling team meetings,  
569 developing agendas, and assisting the team's work in other appropriate areas. Chairs are  
570 expected to attend Senate meetings where items originating from their teams are on the  
571 agenda; or, if that is not possible, to arrange for some other team member to attend as a  
572 representative of the team. The chair must hold at least one face-to-face meeting with a  
573 quorum of the team each semester. The chair serves as a member of the STCC. No  
574 faculty member may concurrently serve as the chair of more than one standing team.
- 575
- 576 (h) The terms of service for standing team members shall be three (3) years, with elections  
577 for seats to be held according to the schedule published and approved by the Institutional  
578 Affairs Team and Senate Executive Team.
- 579 (i) If the need arises for replacement of a standing team member, the chair of that team  
580 notifies the Senate parliamentarian, who is responsible for contacting the faculty  
581 leadership of the respective unit for possible replacement of that team member until the  
582 end of the original term.

583

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

#### 585 **(a) Composition**

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

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

#### 592 **(b) Responsibilities and Duties**

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

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596

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

### 598 **(a) Faculty Affairs Team**

#### 599 **(i) Composition**

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

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

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

- 614 (a) general faculty status of university employees, in situations where faculty or  
615 nonfaculty status is not delineated by the Collective Bargaining Agreement;
- 616 (b) annual review, promotion, and reappointment issues across academic units;
- 617 (c) assessment of faculty teaching, research, and service;
- 618 (d) merit criteria;
- 619 (e) the availability and allocation of summer support opportunities;
- 620 (f) professional development and resource support;
- 621 (g) the ownership and use of intellectual property;
- 622 (h) academic freedom and integrity issues;
- 623 (i) criteria for honorary faculty status, including Emeritus status; and

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624 (j) other issues of traditional academic concern related to faculty expectations and  
625 responsibilities.

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

629

## 630 **(b) Student Affairs Team**

### 631 **(i) Composition**

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

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

636 The Student Affairs Team is the bridge between faculty and the Division of Student  
637 Success and Enrollment Management (“The Division”). The Team will share ideas,  
638 relevant concerns, developments, and other information between faculty and the Division  
639 and review and recommend policies concerning student success that involve faculty. The  
640 Team will relay the voice of the faculty to the Division while supporting the Division  
641 Comprehensive Plan initiative to “Develop stronger partnerships with the academic  
642 programs and faculty”.

643

## 644 **(c) Undergraduate Curriculum Team**

### 645 **(i) Composition**

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

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

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

661 The Undergraduate Curriculum Team is responsible for developing policies and  
662 procedures associated with the creation, maintenance and revision of undergraduate  
663 curriculum, academic policies and standards, and accreditation issues. The  
664 Undergraduate Curriculum Team will review proposed changes in, additions to, and  
665 deletions from the undergraduate curriculum, course descriptions and catalog  
666 information, and will forward recommendations to the Office of Academic Affairs.

667

## 668 **(d) Graduate Affairs Team**

### 669 **(i) Composition**

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

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

679 The Graduate Affairs Team will review and recommend action to the Faculty Senate on  
680 all matters pertaining to university-level policies concerning graduate academic  
681 programs. These include, but are not limited to, (a) minimum requirements for graduate  
682 faculty eligibility, (b) admission to and completion of graduate programs, (c) final  
683 submissions of theses and dissertations, (d) the graduate grading system, (e) graduate  
684 research committees, (f) the distribution of graduate student assistantships and tuition  
685 waivers, and (g) the review of proposed changes to program-level policies to ensure  
686 compliance with university-level graduate policies, and (h) honorary degrees committee.  
687 The GAT will review petitions from faculty members and graduate students appealing  
688 decisions based on university graduate academic policies and procedures as well as from  
689 applicants appealing for reconsideration of admission, and will forward recommendations  
690 to the Director of Graduate Studies. The GAT is not responsible for considering student  
691 appeals covered by other university or college committees including, but not limited to,  
692 grade appeals, appeals for reinstatement, appeals for residency reclassification, tuition  
693 and fee appeals, and withdrawal policy appeals.

694

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

### 696 **(i) Composition**

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

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

705 The members of the GCT serve as a unified university entity to review and coordinate  
706 among the academic programs, schools and colleges so as to (a) preserve and maintain the  
707 integrity of curriculum and course offerings, (b) review and resolve curricular issues, (c)  
708 assure public accountability by the university, (d) report to the Faculty Senate and (e)



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709 collaborate with the GAT and UCT as appropriate. The GCT may invite representatives  
710 from programs proposing curriculum changes to present the proposed changes and answer  
711 questions from the GCT. The GCT is responsible for developing policies and procedures  
712 associated with the creation, maintenance and revision of graduate curriculum. The  
713 Graduate Curriculum Team will review proposed changes in, additions to, and deletions  
714 from the graduate curriculum, course descriptions, and catalog information and will forward  
715 recommendations to the Office of Academic Affairs.

716

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

#### 718 **(i) Composition**

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

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

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

732

### 733 **(g) Library Team**

#### 734 **(i) Composition**

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

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

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

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

742

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

### 744 **(i) Composition**

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

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

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

- 757 (a) Reviewing proposals for Center and Institute establishment and making  
758 recommendations;
- 759 (b) Reviewing annual reports for Centers and Institutes and making recommendations  
760 regarding their performance and sustainability;
- 761 (c) Reviewing Internal Grant proposals and making recommendations for funding; (d)  
762 Reviewing Multidisciplinary Research Initiative (MDRI) proposals and making  
763 recommendations for funding;
- 764 (e) Reviewing and selecting from multiple grant proposals where grantor imposes  
765 institutional submission limits;
- 766 (f) Reviewing guidelines and providing support to university-wide research activities,  
767 such as FGCU's Research Day;

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768 (g) Advising the Office of Research and Graduate Studies on all policies, procedures,  
769 and matters related to research and sponsored programs, including items such as  
770 appropriation of return overhead funds and recommendations regarding support  
771 services to stimulate successful generation of sponsored research.

772

## 773 (i) Technology Team

### 774 (i) Composition

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

### 777 (ii) Responsibilities and Duties

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

782

## 783 (j) General Education Council

### 784 (i) Composition

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

791

### 792 (ii) Responsibilities and Duties

793 Members of the GEC serve as a unified university entity to (a) preserve and maintain  
794 academic integrity of general education curriculum and course offerings, (b) review and

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

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

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

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

806

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

#### 808 **(i) Composition**

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

816

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

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

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- 823 b. Participate in the three-year process of program review of all degree and  
824 certificate programs, inform and make recommendations to Faculty Senate  
825 regarding the outcomes of that process; specifically:
- 826 i. Review guidelines for the selection of, and charges to external reviewers  
827 for each program under review.
  - 828 ii. Review self-studies and make recommendations on their suitability for  
829 program review.
  - 830 iii. Review the reports of the external reviewers and make recommendations  
831 on the adequacy of the report for program review.
  - 832 iv. Review the response to the report from the program and the college  
833 leadership.
  - 834 v. Provide comments/recommendations in addition to those of the external  
835 reviewer as appropriate.
  - 836 vi. Track program review response meetings, their results, and one-year  
837 follow-up actions.
- 838 Step 1: PRT reviews CVs of potential external reviewers identified by  
839 program and makes recommendation.
- 840 Step 2: Program writes self-study.
- 841 Step 3: External reviewer reviews program's self-study and submits  
842 report of findings.
- 843 Step 4: Program responds to the external review report.
- 844 Step 5: PRT comments on program's self-study, external review report,  
845 and program's response.
- 846 Step 6: Provost meets with program administrators.
- 847 Step 7: Program writes one-year follow-up report.
- 848 Step 8: PRT comments on follow-up report to Provost's  
849 recommendations.
- 850 Step 9: Provost meets with program administrators.

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- 851 c. Create additional working groups as deemed appropriate or necessary by the  
852 PRT members. The PRT chair can extend invitations for membership on  
853 working groups to FGCU faculty members, administrators, and/or staff  
854 members otherwise unaffiliated with the PRT.
- 855 d. In consultation with the Office of Planning and Institutional Performance  
856 (PIP), provide recommendations to Faculty Senate on future needs and  
857 directions in program review.
- 858 e. Provide information to Faculty Senate on how well FGCU program review  
859 procedures and products conform to current and future Florida directives.

860

### 861 (I) University Committee Appointments Team

#### 862 (i) Composition

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

865

#### 866 (ii) Responsibilities

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

- 870 • Soliciting names of qualified faculty candidates, ensuring that all qualified faculty  
871 have equitable opportunity to volunteer for service;
- 872 • Disseminating information regarding university-wide committees with open faculty  
873 positions on request of the authority responsible for each respective committee;
- 874 • Selecting nominees from among the volunteers in the number requested for the  
875 committee slot(s). In the event the nominees for a particular committee are to be  
876 chosen by election, the team is responsible for compiling results of the election;
- 877 • Communicating the list of nominees to the appropriate authority responsible for the  
878 respective committee.

879

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## 880 **Article 5. Amendments**

### 881 ***Section 5.01 Initiation of Amendments***

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

### 887 ***Section 5.02 Approval of Amendments***

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