**FLORIDA GULF COAST UNIVERSITY**

**FACULTY GOVERNANCE STRUCTURE AND PROCESS**

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**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 responsibilitiesof 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.

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.

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

# Article 1. Definition of Terms

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

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

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

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

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

Lecturer, University Librarian, Associate University Librarian, Assistant University

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

III, and

1. whose annual assignment consists primarily of support for the instructional function of the University (greater than 50% of activities) must be directly related to teaching, scholarship, and service), and
2. whose annual assignment does not include supervisory evaluation of other ranked faculty or having been defined by contract as administrative or managerial or confidential employees of the University.

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

# Article 2. Eligibility

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

# Article 3. Faculty Senate

## Section 3.01 Role of the Senate

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

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

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

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

## Section 3.02 Membership

1. Membership of the Faculty Senate is allocated as follows:
   1. Each Academic Unit is allocated a minimum of two Senators
   2. Additional membership may be allocated as follows:
      1. On March 1, the total number of full-time faculty employed at the university, and the number of eligible faculty in each academic unit will be determined by the Senate Parliamentarian.
      2. The number of additional Senators per unit is determined by the formula:

Number of full-time faculty in the unit X 23

Number of full-time faculty at the University

* + 1. The result of the formula is rounded off to the nearest whole number

1. The Vice President of the Student Government Association (SGA) or his/her designee is an *ex officio* member of the Senate.
2. 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).
3. Approximately half of the Senate seats for each unit will be elected each year. To ensure that a college is represented if one of their senators is absent from a Senate meeting, 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.
4. Senators may arrange for a proxy to represent them at a Senate meeting. A proxy shall be defined as a present senator 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 proxy 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.

Senators who are not physically 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.

1. 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.
2. 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).

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

1. The Secretary takes minutes for Senate and STCC, and sends the minutes, agendas, and other relevant documents to the Communications Officer for posting to the website. The secretary also keeps track of the attendance of senators and collects the names of those who are using proxies.
2. The Communications Officer (CO) ensures communication between the Senate officers, Senators, STCC, and university community. The CO maintains the Senate and STCC webpages, ensures the publication of Senate agendas and minutes in a timely manner, oversees any surveys or other feedback about Senate affairs, and acts as official Senate archivist. The agenda and minutes should be posted on the Senate web page at least 72 hours prior to the next Senate meeting.
3. The Parliamentarian ensures that meetings are conducted, and Senate actions are taken, in accordance with the FGCU Faculty Governance Document. The Parliamentarian coordinates elections, and compiles a list of current Senators, Alternates, and members of senate teams and committees within two weeks after elections are complete.
4. Elections for Senate offices will be held at the last meeting of the spring term. Current senators will be eligible to vote. Candidates for all officers will be nominated at the penultimate meeting of the spring term. Candidates will have the option of presenting a statement of no more than two minutes to the Senate at the last meeting.

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

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

1. Any academic advisor, instructor, assistant, associate or full professor or librarian who has completed one academic year of service in the FGCU Faculty Senate before the start of the term of office can be elected as the Faculty Senate secretary, CO or parliamentarian. Any assistant, associate or full professor or librarians with at least three years’ experience as a faculty member at FGCU, including at least one year experience in the FGCU faculty senate, at the beginning of the term in question, can be elected to the office of faculty senate vice president or president.
2. The Senate President and the immediate past Senate President shall represent the Senate as full voting members of the Advisory Council of Faculty Senates (ACFS). The Senate Vice President shall be an alternate member of the ACFS and in case of absence of one of the full members shall assume the rights and privileges of that full member.

## Section 3.04 Operation

1. Two - thirds (sixty-six percent) of the voting members of the Faculty Senate must be present to constitute a quorum at any meeting.
2. The Senate may deliberate, make recommendations to the university and take actions when appropriate on any matter impacting the academic mission of the University.
3. Proxy votes will be allowed by a formal written designation to the Senate secretary. Proxy votes will count toward determination of a quorum for the purpose of conducting the business item(s) named in the proxy.
4. The Faculty Senate communicates directly with the University administration through the elected Senate President.
5. Faculty Senate meetings are open to all. The non-Senate faculty members attending a

Senate meeting constitute a gallery. Faculty members in the gallery may participate in Senate discussions, and may be recognized by Senate officers in the same manner as Senators, but may not vote on Senate issues.

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

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

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

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

1. Summer Senate Term

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

(ii)Definitions specific to this subsection:

* 1. The *Summer Senate Term* shall be the period of time between the last regularly scheduled Senate meeting of the spring term extending to the first regularly scheduled Senate meeting of the subsequent fall term.
  2. The *Summer Senate* shall consist of those senators whose term of incumbency shall extend throughout the Summer Senate Term per Section 3.02 hereof, and who declare on or before the last regularly scheduled session of the Faculty Senate prior to such Summer Senate Term that they agree to serve in the capacity described below in Section 3.04(h) (iv), such declaration to be made in

writing to the Faculty Senate Secretary. All Faculty Senators who elect not to participate in the Summer Senate by so doing affirm their agreement with and support of the actions taken by the Summer Senate.

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

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

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

(iv) Summer Operation:

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

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

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

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

(e) The Faculty Senate Secretary, or, if unavailable, the Faculty Senate

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

* 1. Each member of the Summer Senate shall provide the SSET on or before the established deadline a vote regarding the matter(s) at hand. Any vote received after the deadline is subject to disqualification.
  2. Any voting for which the number of votes equals or exceeds the number required for a Summer Senate Quorum shall be deemed binding on the Faculty Senate as a whole, and carry the authority of the Faculty Senate.
  3. Any voting for which the number of votes is less than the number required for a Summer Senate Quorum shall cause the relevant matter to be referred back to the SSET for resolution in its sole discretion.
  4. The results of all voting and subsequent actions taken by the SSET shall be communicated to the entire Faculty Senate in a timely manner by the SSET, such communication deemed to have been completed upon sending an e-mail with any relevant supporting information.

**Article 4. Standing Teams**

# Section 4.01 General Principles

1. Membership in standing teams allows representation from all academic units.
2. All faculty standing teams initiate proposals and actions concerning their areas of responsibility and institutional effectiveness whenever they feel that such proposals and actions are needed and appropriate. No standing team may assume responsibilities

beyond those designated in the Faculty Governance Document without prior approval from the Faculty Senate.

1. The faculty of the academic units elects members to all standing teams except the Senate Teams Council of Chairs (STCC). It is the option of any academic unit to forgo participation on any faculty team.
2. Representatives to standing teams are elected at the same time as Senators.
3. Teams may establish task forces and *ad hoc* teams, which will be chaired by a member of the standing team. Establishment of any sub-teams with duties expected to require more than one semester to complete requires approval of the Senate.
4. The VPAA or a designee thereof has the opportunity to serve in an *ex officio* capacity to each faculty standing team.
5. Each standing team elects a chair to lead the work of the team by calling team meetings, developing agendas, and assisting the team’s work in other appropriate areas. Chairs are expected to attend Senate meetings where items originating from their teams are on the agenda; or, if that is not possible, to arrange for some other team member to attend as a representative of the team. The chair must hold at least one face-to-face meeting with a quorum of the team each semester**.**  The chair serves as a member of the STCC. No faculty member may concurrently serve as the chair of more than one standing team.

1. The terms of service for standing team members shall be three (3) years, with elections for seats to be held according to the schedule published and approved by the Institutional Affairs Team and Senate Executive Team.
2. If the need arises for replacement of a standing team member, the chair of that team notifies the Senate parliamentarian, who is responsible for contacting the faculty leadership of the respective unit for possible replacement of that team member until the end of the original term.

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

# (a) Composition

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

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

# (b) Responsibilities and Duties

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

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

# (a) Faculty Affairs Team

# (i) Composition

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

# (ii) Responsibilities and Duties

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

1. general faculty status of university employees, in situations where faculty or nonfaculty status is not delineated by the Collective Bargaining Agreement;
2. annual review, promotion, and reappointment issues across academic units;
3. assessment of faculty teaching, research, and service;
4. merit criteria;
5. the availability and allocation of summer support opportunities;
6. professional development and resource support;
7. the ownership and use of intellectual property;
8. academic freedom and integrity issues;
9. criteria for honorary faculty status, including Emeritus status; and
10. other issues of traditional academic concern related to faculty expectations and responsibilities.

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

# (b) Student Affairs Team

# (i) Composition

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

# (ii) Responsibilities and Duties

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

# (c) Undergraduate Curriculum Team

# (i) Composition

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

# (ii) Responsibilities and Duties

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

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

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

# (d) Graduate Affairs Team

# (i) Composition

The Graduate Affairs Team (GAT) consists of one faculty member with graduate faculty

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

# (ii) Responsibilities and Duties

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

# (e) Graduate Curriculum Team

# (i) Composition

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

# (ii) Responsibilities and Duties

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

# (f) Institutional Affairs Team

# (i) Composition

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

# (ii) Responsibilities and Duties

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

# (g) Library Team

# (i) Composition

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

# (ii) Responsibilities and Duties

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

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

# (h) Grants and Research Team

# (i) Composition

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

# (ii) Responsibilities and Duties

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

1. Reviewing proposals for Center and Institute establishment and making recommendations;
2. Reviewing annual reports for Centers and Institutes and making recommendations regarding their performance and sustainability;
3. Reviewing Internal Grant proposals and making recommendations for funding; (d) Reviewing Multidisciplinary Research Initiative (MDRI)proposals and making recommendations for funding;
4. Reviewing and selecting from multiple grant proposals where grantor imposes

institutional submission limits;

1. Reviewing guidelines and providing support to university-wide research activities, such as FGCU’s Research Day;
2. Advising the Office of Research and Graduate Studies on all policies, procedures, and matters related to research and sponsored programs, including items such as appropriation of return overhead funds and recommendations regarding support services to stimulate successful generation of sponsored research.

# (i) Technology Team

# (i) Composition

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

# (ii) Responsibilities and Duties

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

**(j) General Education Council**

# (i) Composition

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

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

Director of General Education (*ex officio*); a representative of the Academic Advising Council (non-voting); and a Student Government representative. Faculty must teach at least one undergraduate course per year or be a Librarian liaison to an undergraduate program, to be eligible to serve on the Council.

# (ii) Responsibilities and Duties

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

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

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

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

# (k) Program Review Team

# (i) Composition

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

# (ii) Responsibilities and Duties

1. Provide recommendations to Faculty Senate for the development, periodic review, and revision of standards, policies, and procedures for university-level management of program review, creation and elimination of all degree and certificate programs, and in compliance with the Board of Governors’ Regulation 8.015.
2. Participate in the three-year process of program review of all degree and certificate programs, inform and make recommendations to Faculty Senate regarding the outcomes of that process; specifically:
   1. Review guidelines for the selection of, and charges to external reviewers for each program under review.
   2. Review self-studies and make recommendations on their suitability for program review.
   3. Review the reports of the external reviewers and make recommendations on the adequacy of the report for program review.
   4. Review the response to the report from the program and the college leadership.
   5. Provide comments/recommendations in addition to those of the external reviewer as appropriate.
   6. Track program review response meetings, their results, and one-year follow-up actions.

Step 1: PRT reviews CVs of potential external reviewers identified by program and makes recommendation.

Step 2: Program writes self-study.

Step 3: External reviewer reviews program’s self-study and submits report of findings.

Step 4: Program responds to the external review report.

Step 5: PRT comments on program’s self-study, external review report, and program’s response.

Step 6: Provost meets with program administrators.

Step 7: Program writes one-year follow-up report.

Step 8: PRT comments on follow-up report to Provost’s recommendations.

Step 9: Provost meets with program administrators.

1. Create additional working groups as deemed appropriate or necessary by the PRT members. The PRT chair can extend invitations for membership on working groups to FGCU faculty members, administrators, and/or staff members otherwise unaffiliated with the PRT.
2. In consultation with the Office of Planning and Institutional Performance (PIP), provide recommendations to Faculty Senate on future needs and directions in program review.
3. Provide information to Faculty Senate on how well FGCU program review procedures and products conform to current an**d** future Florida directives.

# (l) University Committee Appointments Team

# (i) Composition

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

# (ii) Responsibilities

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

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

# Article 5. Amendments

## Section 5.01 Initiation of Amendments

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

## Section 5.02 Approval of Amendments

1. Amendments to the Faculty Governance Document may not be voted on in the same Senate meeting in which they are introduced.
2. Proposed amendments require approval by 60% of the full membership of the Senate in order to pass.
3. Unless otherwise stated in the proposal, amendments will take effect at the beginning of the fall or spring semester subsequent to approval.