

# FGCU FACULTY GOVERNANCE DOCUMENT

249

## FLORIDA GULF COAST UNIVERSITY

250

### FACULTY GOVERNANCE STRUCTURE AND PROCESS

251

#### Table of Contents

252

Article 1: Definition of Terms

253

Article 2: Eligibility

254

Article 3: Faculty Senate

255

3.01: Role of the Senate

256

3.02: Membership

257

3.03: Officers of the Senate

258

3.04: Operation

259

Article 4: Standing Teams

260

4.01: General Principles

261

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

262

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

263

Article 5: Amendments

264

5.01: Initiation of Amendments

265

5.02: Approval of Amendments

266

267

#### Mission

268

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.

276

277

# FGCU FACULTY GOVERNANCE DOCUMENT

278

## Vision

279

280

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

281

282

283

## Guiding Principles

284

285

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

286

287

288

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

289

290

291

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

292

- quality teaching and learning;

293

- pursuing research and scholarly activity;

294

- providing service to our local, regional, national, and global communities; and,

295

- preserving and defending academic freedom.

296

Faculty governance requires coordinated faculty representation on university-wide

297

committees and task forces to provide input and oversight in faculty affairs and

298

recommendations concerning student, staff, campus, community, and administrative

299

affairs.

300

301

The Faculty Senate engages in collegial dialog with the President of the University, the

302

Provost/Vice President for Academic Affairs and others in positions of administrative

303

leadership in order to pursue and refine the mission of the University.

304

Collaborative and shared leadership among all university constituents is critical to

305

creating a campus environment conducive to advancing student achievement. Fairness,

# FGCU FACULTY GOVERNANCE DOCUMENT

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**

314

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, Library Services, and School of Entrepreneurship.

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

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

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

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

# FGCU FACULTY GOVERNANCE DOCUMENT

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

## 335 **Article 2. Eligibility**

336

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

## 342 **Article 3. Faculty Senate**

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

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

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

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

### 354 ***Section 3.02 Membership***

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

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

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

# FGCU FACULTY GOVERNANCE DOCUMENT

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

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

363

$$364 \frac{\text{Number of full-time faculty in the unit}}{\text{Number of full-time faculty at the University}} \times 23$$

365

366

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

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

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

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

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

## FGCU FACULTY GOVERNANCE DOCUMENT

388 vote as the absent Senator directs him or her to vote. A proxy cannot represent more  
389 than one other Senator at a meeting and is expected to indicate whom s/he is representing  
390 when s/he signs in for each Senate meeting.

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

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

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

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

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

415 (a) The President facilitates Senate meetings, represents the Senate at the Advisory Council  
416 of Faculty Senates, the Dean's Council, and the FGCU Board of Trustees. The Senate

## FGCU FACULTY GOVERNANCE DOCUMENT

- 417 President is responsible for implementing the communication process between the  
418 Faculty Senate, and the administration.
- 419 The Vice President facilitates Senate meetings in the absence of the President and assists  
420 the President in drafting resolutions, leads selected Faculty Senate special initiatives,  
421 serves as chair of the Senate Teams Council of Chairs (STCC), facilitates communication  
422 between the Faculty Senate and the STCC, and as the designated liaison, is responsible  
423 for communicating substantive results of Senate deliberations to the FGCU Board of  
424 Trustees.. The Senate, by majority vote, may also direct the Vice-President to transmit  
425 information items presented during a Senate meeting to the Board of Trustees.
- 426 (b) The Secretary takes minutes for Senate and STCC, and sends the minutes, agendas, and  
427 other relevant documents to the Communications Officer for posting to the website. The  
428 secretary also keeps track of the attendance of senators and collects the names of those  
429 who are using proxies.
- 430 (c) The Communications Officer (CO) ensures communication between the Senate officers,  
431 Senators, STCC, and university community. The CO maintains the Senate and STCC  
432 webpages, ensures the publication of Senate agendas and minutes in a timely manner,  
433 oversees any surveys or other feedback about Senate affairs, and acts as official Senate  
434 archivist. The agenda and minutes should be posted on the Senate web page at least 72  
435 hours prior to the next Senate meeting.
- 436 (d) The Parliamentarian ensures that meetings are conducted, and Senate actions are taken,  
437 in accordance with the FGCU Faculty Governance Document. The Parliamentarian  
438 coordinates elections, and compiles a list of current Senators, Alternates, and members  
439 of senate teams and committees within two weeks after elections are complete.
- 440 (e) Elections for Senate offices will be held at the last meeting of the spring term. Current  
441 senators will be eligible to vote. Candidates for all officers will be nominated at the  
442 penultimate meeting of the spring term. Candidates will have the option of presenting a  
443 statement of no more than two minutes to the Senate at the last meeting.
- 444 Senators may make a statement of no more than one minute regarding a candidate.

## FGCU FACULTY GOVERNANCE DOCUMENT

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

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

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

### 462 ***Section 3.04 Operation***

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

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

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

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

472 (e) Faculty Senate meetings are open to all. The non-Senate faculty members attending a



## FGCU FACULTY GOVERNANCE DOCUMENT

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

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

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

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

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

491 (h) Summer Senate Term

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

494 (ii) Definitions specific to this subsection:

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

498 (b) The *Summer Senate* shall consist of those senators whose term of  
499 incumbency shall extend throughout the Summer Senate Term per Section 3.02  
500 hereof, and who declare on or before the last regularly scheduled session of the

## FGCU FACULTY GOVERNANCE DOCUMENT

501 Faculty Senate prior to such Summer Senate Term that they agree to serve in the  
502 capacity described below in Section 3.04(h) (iv), such declaration to be made in  
503 writing to the Faculty Senate Secretary. All Faculty Senators who elect not to  
504 participate in the Summer Senate by so doing affirm their agreement with and  
505 support of the actions taken by the Summer Senate.

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

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

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

516 (iv) Summer Operation:

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

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

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

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

528 (e) The Faculty Senate Secretary, or, if unavailable, the Faculty Senate  
529 President's designee, shall contact or attempt to contact all members of the  
530 Summer Senate by FGCU e-mail for the purpose of communicating the matter to

# FGCU FACULTY GOVERNANCE DOCUMENT

531 be resolved, together with all relevant materials which may be electronically sent,  
532 and establish a deadline for the response of the Summer Senate. All such  
533 communication by the Secretary or designee shall be uniform to the members of  
534 the Summer Senate. The format for response shall be determined by the SSET  
535 and shall permit only a vote of preference among options to resolve the matter(s)  
536 at hand, and shall not be deemed to require debate or discussion.

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

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

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

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

## 550 **Article 4. Standing Teams**

### 551 **Section 4.01 General Principles**

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

# FGCU FACULTY GOVERNANCE DOCUMENT

- 558 (c) The faculty of the academic units elects members to all standing teams except the Senate  
559 Teams Council of Chairs (STCC). It is the option of any academic unit to forgo  
560 participation on any faculty team.
- 561 (d) Representatives to standing teams are elected at the same time as Senators.
- 562 (e) Teams may establish task forces and *ad hoc* teams, which will be chaired by a member of  
563 the standing team. Establishment of any sub-teams with duties expected to require more  
564 than one semester to complete requires approval of the Senate.
- 565 (f) The VPAA or a designee thereof has the opportunity to serve in an *ex officio* capacity to  
566 each faculty standing team.
- 567 (g) Each standing team elects a chair to lead the work of the team by calling team meetings,  
568 developing agendas, and assisting the team's work in other appropriate areas. Chairs are  
569 expected to attend Senate meetings where items originating from their teams are on the  
570 agenda; or, if that is not possible, to arrange for some other team member to attend as a  
571 representative of the team. The chair must hold at least one face-to-face meeting with a  
572 quorum of the team each semester. The chair serves as a member of the STCC. No  
573 faculty member may concurrently serve as the chair of more than one standing team.
- 574
- 575 (h) The terms of service for standing team members shall be three (3) years, with elections  
576 for seats to be held according to the schedule published and approved by the Institutional  
577 Affairs Team and Senate Executive Team.
- 578 (i) If the need arises for replacement of a standing team member, the chair of that team  
579 notifies the Senate parliamentarian, who is responsible for contacting the faculty  
580 leadership of the respective unit for possible replacement of that team member until the  
581 end of the original term.

582

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

### 584 **(a) Composition**

585 The Senate Team Council of Chairs (STCC) consists of the following members of the  
586 Faculty Senate: the President, the Vice President, the Secretary, CO, and the current

# FGCU FACULTY GOVERNANCE DOCUMENT

587 chairs of the other standing teams and the President of the UFF chapter. The immediate  
588 Past President of the Senate shall be an *ex officio* member.

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

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

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

595

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

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

#### 598 **(i) Composition**

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

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

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

613 (a) general faculty status of university employees, in situations where faculty or  
614 nonfaculty status is not delineated by the Collective Bargaining Agreement;

## FGCU FACULTY GOVERNANCE DOCUMENT

- 615 (b) annual review, promotion, and reappointment issues across academic units;
- 616 (c) assessment of faculty teaching, research, and service;
- 617 (d) merit criteria;
- 618 (e) the availability and allocation of summer support opportunities;
- 619 (f) professional development and resource support;
- 620 (g) the ownership and use of intellectual property;
- 621 (h) academic freedom and integrity issues;
- 622 (i) criteria for honorary faculty status, including Emeritus status; and
- 623 (j) other issues of traditional academic concern related to faculty expectations and
- 624 responsibilities.

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

628

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

#### 630 **(i) Composition**

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

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

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

## FGCU FACULTY GOVERNANCE DOCUMENT

### 642 (c) Undergraduate Curriculum Team

#### 643 (i) Composition

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

647

#### 648 (ii) Responsibilities and Duties

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

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

665

### 666 (d) Graduate Affairs Team

#### 667 (i) Composition

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

## FGCU FACULTY GOVERNANCE DOCUMENT

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

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

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

692

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

#### 694 **(i) Composition**

695 The Graduate Curriculum Team (GCT) shall consist of one faculty member with graduate  
696 faculty Member or Associate Member status representing each College; and one faculty  
697 member representing Library Services who is the liaison to a graduate program. Ex-officio  
698 members include the Director of Graduate Studies, one representative from the Office of



## FGCU FACULTY GOVERNANCE DOCUMENT

699 Academic and Curriculum Support, and one graduate student representative (1-year term)  
700 appointed by the Student Government President. Other ex-officio members (1-year term) may  
701 be appointed by the Team's chair as appropriate to the Team's task.

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

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

714

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

#### 716 **(i) Composition**

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

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

722 The Institutional Affairs Team is a standing committee of the collegial faculty  
723 governance system, reporting to the Faculty Senate. It functions as a faculty advisory  
724 group and coordinates with University administration, University governance structures,  
725 other nonacademic units as well as the community on institutional policy matters. The  
726 team will investigate, review and make policy recommendations concerning all matters  
727 relating to, but not limited to, campus planning; environmental concerns, institutional

## FGCU FACULTY GOVERNANCE DOCUMENT

728 effectiveness; academic assessment; support of faculty research, scholarship, and service;  
729 academic calendar; and boundary-spanning activities and gifts.

730

### 731 **(g) Library Team**

#### 732 **(i) Composition**

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

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

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

740

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

#### 742 **(i) Composition**

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

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

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

## FGCU FACULTY GOVERNANCE DOCUMENT

- 755 (a) Reviewing proposals for Center and Institute establishment and making  
756 recommendations;
- 757 (b) Reviewing annual reports for Centers and Institutes and making recommendations  
758 regarding their performance and sustainability;
- 759 (c) Reviewing Internal Grant proposals and making recommendations for funding; (d)  
760 Reviewing Multidisciplinary Research Initiative (MDRI) proposals and making  
761 recommendations for funding;
- 762 (e) Reviewing and selecting from multiple grant proposals where grantor imposes  
763 institutional submission limits;
- 764 (f) Reviewing guidelines and providing support to university-wide research activities,  
765 such as FGCU's Research Day;
- 766 (g) Advising the Office of Research and Graduate Studies on all policies, procedures,  
767 and matters related to research and sponsored programs, including items such as  
768 appropriation of return overhead funds and recommendations regarding support  
769 services to stimulate successful generation of sponsored research.

770

### 771 (i) Technology Team

#### 772 (i) Composition

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

#### 775 (ii) Responsibilities and Duties

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

780

### 781 (j) General Education Council

## FGCU FACULTY GOVERNANCE DOCUMENT

### 782 (i) **Composition**

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

789

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

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

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

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

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

804

# FGCU FACULTY GOVERNANCE DOCUMENT

## 805 (k) Program Review Team

### 806 (i) Composition

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

814

### 815 (ii) Responsibilities and Duties

- 816 a. Provide recommendations to Faculty Senate for the development, periodic  
817 review, and revision of standards, policies, and procedures for university-level  
818 management of program review, creation and elimination of all degree and  
819 certificate programs, and in compliance with the Board of Governors'  
820 Regulation 8.015.
- 821 b. Participate in the three-year process of program review of all degree and  
822 certificate programs, inform and make recommendations to Faculty Senate  
823 regarding the outcomes of that process; specifically:
- 824 i. Review guidelines for the selection of, and charges to external reviewers  
825 for each program under review.
- 826 ii. Review self-studies and make recommendations on their suitability for  
827 program review.
- 828 iii. Review the reports of the external reviewers and make recommendations  
829 on the adequacy of the report for program review.
- 830 iv. Review the response to the report from the program and the college  
831 leadership.

## FGCU FACULTY GOVERNANCE DOCUMENT

- 832 v. Provide comments/recommendations in addition to those of the external  
833 reviewer as appropriate.
- 834 vi. Track program review response meetings, their results, and one-year  
835 follow-up actions.
- 836 Step 1: PRT reviews CVs of potential external reviewers identified by  
837 program and makes recommendation.
- 838 Step 2: Program writes self-study.
- 839 Step 3: External reviewer reviews program's self-study and submits  
840 report of findings.
- 841 Step 4: Program responds to the external review report.
- 842 Step 5: PRT comments on program's self-study, external review report,  
843 and program's response.
- 844 Step 6: Provost meets with program administrators.
- 845 Step 7: Program writes one-year follow-up report.
- 846 Step 8: PRT comments on follow-up report to Provost's  
847 recommendations.
- 848 Step 9: Provost meets with program administrators.
- 849 c. Create additional working groups as deemed appropriate or necessary by the  
850 PRT members. The PRT chair can extend invitations for membership on  
851 working groups to FGCU faculty members, administrators, and/or staff  
852 members otherwise unaffiliated with the PRT.
- 853 d. In consultation with the Office of Planning and Institutional Performance  
854 (PIP), provide recommendations to Faculty Senate on future needs and  
855 directions in program review.
- 856 e. Provide information to Faculty Senate on how well FGCU program review  
857 procedures and products conform to current and future Florida directives.  
858

# FGCU FACULTY GOVERNANCE DOCUMENT

## 859 (I) University Committee Appointments Team

### 860 (i) Composition

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

863

### 864 (ii) Responsibilities

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

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

877

## 878 Article 5. Amendments

### 879 Section 5.01 Initiation of Amendments

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

# FGCU FACULTY GOVERNANCE DOCUMENT

## 885 *Section 5.02 Approval of Amendments*

886 (a) Amendments to the Faculty Governance Document may not be voted on in the same  
887 Senate meeting in which they are introduced.

888 (b) Proposed amendments require approval by 60% of the full membership of the Senate in  
889 order to pass.

890 (c) Unless otherwise stated in the proposal, amendments will take effect at the beginning of  
891 the fall or spring semester subsequent to approval.