

***BYLAWS TO THE CONSTITUTION OF THE
FACULTY OF THE UNIVERSITY OF SOUTH
FLORIDA***

Throughout these Bylaws references to “Faculty Senate” or “Faculty Senator” or “Faculty Senate Executive Committee” refer to “University of South Florida Faculty Senate” or “University of South Florida Faculty Senator” or “University of South Florida Faculty Senate Executive Committee.”

ARTICLE I. Membership and Duties

- A. The Faculty Senate is the primary faculty advisory body to the University of South Florida President, Provost, and Senior Vice President for USF Health on all matters that pertain to the academic climate of the university. The Senate has the responsibility to review and make recommendations to them considering decisions on all matters pertaining to the welfare of the University, focusing particularly on those pertaining to the academic mission.

The Senate may initiate discussion and take a position on any subject of University concern, and may recommend policies on these matters to the President, either directly or through its councils. The Senate appoints faculty members to serve on the University-wide committees as well as Faculty Senate councils; these councils carry out much of the work of the Senate. The Senate will have a significant role in the appointment of academic administrators, as well as the periodic performance reviews of such administrators.

- B. General Faculty

The *Constitution of the Faculty of the University of South Florida* (Constitution hereafter) specifies those eligible for membership in the general faculty.

Members of the general faculty are expected to maintain awareness of the activities of the Faculty Senate and to voice concerns regarding issues within the jurisdiction of the Faculty Senate through their Faculty Senators. Members of the general faculty are also expected to serve on Faculty Senate Councils and University Committees and Councils as needed.

C. Faculty Senate

1. Eligibility. The *Constitution* specifies those eligible for election to the Faculty Senate. In addition, the Immediate Past President of the Faculty Senate and the Chairs of Faculty Senate Councils shall serve as ex officio members of the Faculty Senate, with full voting rights. Persons elected to the presidency of the Faculty Senate shall continue as ex officio members of the Senate for two years after the expiration of their terms as president, provided that they remain members of the general faculty of the University of South Florida.

2. Duties. The duties of Faculty Senators are to:
 - a. attend meetings of the Faculty Senate;
 - b. maintain understanding of the procedures of the Faculty Senate and issues brought before it;
 - c. maintain understanding of the concerns of their constituents and to represent these interests in the Faculty Senate;
 - d. vote on resolutions before the Faculty Senate;
 - e. report to their constituents regularly;
 - f. serve on at least one Faculty Senate Committee, Faculty Council, or University Committee or Council, if appropriate positions are available; and
 - g. perform other duties as may be directed by the Faculty Senate.

3. Voting procedures. The procedures for voting are as specified in the *Bylaws*. The Secretary of the Faculty Senate has the responsibility of conducting the annual election of its senators and officers, and the responsibility of validating the eligibility of all nominees. The Secretary of the Faculty Senate, with the approval of the Senate Executive Committee, may delegate conducting the elections to the units to vote for their representatives. Elections shall be held by the first week of March and if conducted by a unit, the appropriate faculty officer of the unit shall forward the results, including a record of the number of votes cast for all nominees, to the Secretary of the Faculty Senate by the third week of March. The Secretary of the Faculty Senate shall validate the eligibility of all elected Faculty Senators by no later than the fourth week of March. If an elected Faculty Senator is deemed ineligible, the Secretary will deem the nominee with the next highest number of votes in the same unit to be duly elected. If the unit provides no alternate, or if the alternate is also deemed ineligible, then the seat will be declared vacant.

D. Officers of the Faculty Senate

The Faculty Senate shall have officers as specified in the Constitution to set the tone and direction of the Faculty Senate and ensure its effective functioning. Only elected members of the Faculty Senate are eligible to be elected officers of the Faculty Senate, unless otherwise indicated in these *Bylaws*. Elections for officers of the Faculty Senate shall be held in the Spring semester of each year under the supervision of the Secretary of the Faculty Senate. The term of office shall begin with the first day of the academic year faculty contract following the annual election. The term of office shall be one year, with the exception of the President, who shall serve a term of two years.

With the exception of the President, all elected Faculty Senate Officers may run for a second, consecutive term (for a total of two years). They may choose to run again after one full year has elapsed. The President may not run for a second, consecutive term; however, they may choose to run again after two full years have elapsed. In order to run for office, all officer candidates, including the President, must be elected Senators for the term in which they will take office. Thus, Senators who have completed a three-year Senate term in the Spring election semester are not eligible to run for office unless they have been re-elected for the coming Fall; a former President serving as ex-officio Past President is not eligible to run for office unless they have been re-elected for the coming Fall.

Should the President of the Faculty Senate resign or otherwise vacate that office, the Vice President will assume the office of the President for the remainder of that term unless the resignation occurs between the time of the bi-annual election at which the new President was elected and the date of accession to that office in which case the President-elect will immediately assume the office of President. Should the Vice President, Secretary, Sergeant-at-Arms, or Member-at-Large resign, those offices will be filled by an out-of-cycle election, according to the following procedures.

The Secretary of the Faculty Senate, when informed of a vacancy in one of the offices of the Faculty Senate, shall promptly inform the members of the Faculty Senate of the vacancy and of an election for replacement at the next scheduled meeting of the Faculty Senate. At this next scheduled meeting, those elected Faculty Senators who wish to run for election to fill the vacant office shall identify themselves and the Secretary shall conduct an election by written ballot. In the event that the vacancy is that of the Secretary, the Sergeant-at-Arms will execute these procedures.

Officers of the Faculty Senate may be removed according to the procedures described in the *Constitution*.

These officers are the following:

1. President. The duties and functions of the Faculty Senate President are to:
 - a. preside at Faculty Senate meetings;
 - b. serve as Chair of the Faculty Senate Executive Committee;
 - c. serve as the faculty representative to the USF Board of Trustees.
 - d. represent the Faculty Senate on any matter within the Faculty Senate's jurisdiction or as requested by the Board of Trustees or University President;
 - e. serve as liaison between the Faculty Senate and the University President, Provost, and Senior Vice President for Health;
 - f. supervise the staff of the Faculty Senate; and
 - g. perform other duties as may be directed by the Faculty Senate.

2. Vice President. The duties and functions of the Faculty Senate Vice President are to:
 - a. act as President when the President is absent or otherwise unable to act wherever allowed; and
 - b. perform other duties as may be directed by the Faculty Senate.

3. Secretary. The duties and functions of the Faculty Senate Secretary are to:
 - a. ensure the minutes of the meetings of the Faculty Senate are kept and all notices required under the *Constitution* and *Bylaws* are transmitted;
 - b. ensure all records of the Faculty Senate are maintained;
 - c. manage all Faculty Senate elections; and
 - d. perform other duties as may be directed by the Faculty Senate.

4. Sergeant-at-Arms. The duties and functions of the Faculty Senate Sergeant-at-Arms are to:
 - a. determine issues of quorum and the voting privileges of alternates at Faculty Senate meetings;
 - b. count votes whenever a roll call is held or written ballots are submitted;
 - c. maintain order during Faculty Senate meetings; and
 - d. perform other duties as may be directed by the Faculty Senate.

5. Member-at-Large. The duties of the Faculty Senate Member-at-Large are to:
 - a. represent the views of Faculty Senators to the Executive Committee;
 - b. serve as liaison between the Faculty Senate and the Executive Committee;
 - c. coordinate an orientation session for new Faculty Senators; and
 - d. perform other duties as may be directed by the Faculty Senate.

6. Parliamentarian. The duties of the Faculty Senate Parliamentarian are to:
 - a. advise the Faculty Senate President on parliamentary procedures;
 - b. advise any Faculty Senator desiring help on motions or other parliamentary procedures;
 - c. serve on the Constitution and Bylaws Committee, when activated; and
 - d. perform other duties as may be directed by the Faculty Senate.

ARTICLE II. Meetings of the Faculty Senate

A. Regular Meeting

As specified in the *Constitution*. An agenda shall be published at least three working days prior to the meeting. Meetings shall consist of:

1. action items containing matters to be decided at current meetings and proposals for action at subsequent meetings, as deemed appropriate by the Faculty Senate Executive Committee and as time permits;
2. information items, such as reports of general decisions or summaries from committees or other agencies, as deemed appropriate by the Executive Committee and as time permits;
3. reports from the President of the University, Provost, Senior Vice President for USF Health, President of the Faculty Union, President of the Faculty Senate, and others, as determined appropriate by the Executive Committee and as time permits; and
4. issues from the floor, as time permits.

B. Special Meetings

As specified in the *Constitution*. Special meetings shall be called only with written notice of the meeting and its agenda published at least one working day prior.

C. Quorum

Fifty percent of the membership of the Faculty Senate (including both the elected members and the ex-officio members), shall constitute a quorum. For purposes of calculating a quorum the size of the body shall exclude vacant seats. The Sergeant-at-Arms shall be responsible for keeping records necessary for such determination.

ARTICLE III. Committees and Councils

A. Faculty Senate Committees Faculty Senate Committees are standing bodies of the Faculty Senate

1. Faculty Senate Executive Committee. The Executive Committee is composed of the Officers of the Faculty Senate, the Immediate Past President of the Faculty Senate, the Chair of the Committee on Committees, and the Chairs of the Faculty Senate Councils. The Executive Committee shall meet monthly and as deemed necessary by the President of the Faculty Senate. At least one meeting each academic year shall be held on each branch campus. A quorum for meetings of the Executive Committee shall consist of fifty percent of the members, including at least four elected Senators. Minutes of the meetings of the Executive Committee shall be made available to the general faculty in a timely manner.

The Faculty Senate Executive Committee shall:

- a. serve as an advisory body to the President of the Faculty Senate on any matter the President of the Faculty Senate brings before it;
- b. determine agenda items for meetings of the Faculty Senate;
- c. serve as a faculty advisory body to the University President, Provost, and Senior Vice President for USF Health, and in that capacity shall meet with these University officers on a regular basis; and
- d. act on behalf of the Faculty Senate on matters declared by the President of the Faculty Senate to be of an emergency nature. Any action taken in this respect by the Faculty Senate Executive Committee shall be reported in writing by the President of the Faculty Senate to the members of the Faculty Senate at or before the next regular meeting. The Faculty Senate shall then review such action. The President of the Faculty Senate will give the members of the Faculty Senate advance notice of any emergency meeting of the Faculty Senate Executive Committee, if feasible.

2. Committee on Committees. The Committee on Committees is composed of one Faculty Senator from each college or college-equivalent. Members are elected by all Senators from their college in the spring semester, to serve one year terms to begin the first day of the academic year faculty contract, or as vacancies occur outside of this cycle. The Chair shall be selected by the President of the Faculty Senate with the approval of the Faculty Senate Executive Committee. A quorum for meetings of the Committee on Committees shall consist of fifty percent of the members.

The Committee on Committees shall:

- a. seek nominations for membership on Faculty Senate Councils and University Committees and Councils from among the membership of the Faculty Senate and the general faculty;
 - b. meet regularly to review the fit of nominees with the particular needs of the Faculty Senate Councils and University Committees and Councils for which they apply and recommend those nominees who best fit;
 - c. through its Chair, forward nominations to the Faculty Senate Executive Committee and the Faculty Senate in a timely manner and attend meetings of these bodies to report on the nominations;
 - d. regularly review the procedures for nomination and selection of faculty members of Faculty Senate Councils and University Committees and Councils and implement changes as needed, subject to the approval of the Faculty Senate Executive Committee;
 - e. promulgate to assure the timely submission of reports of the Faculty Senate Councils and that they be filed with the Faculty Senate in a timely manner and timeline in accordance with the charge of each Council; and
 - f. regularly review the charge and activity of all Faculty Senate Councils and make recommendations to the Faculty Senate Executive Committee and the Faculty Senate to change, disband, combine or add Faculty Senate Councils or to remove faculty members.
3. Constitution and Bylaws Committee. At least once every five years, and as needed subject to the consent of the Faculty Senate Executive Committee, the President of the Faculty Senate shall activate a Constitution and Bylaws Committee which may propose to the Faculty Senate changes in the *Constitution* or the *Bylaws*. A minimum of three Senators will serve on the Constitution and Bylaws Committee. The President of the Faculty Senate shall select the Chair of the Constitution and Bylaws Committee and the Parliamentarian shall serve as a member. Terms of office shall be one year and may be extended through the term of the appointing Faculty Senate President.

4. Ad Hoc Committees of the Faculty Senate. Other committees may be named by the President of the Faculty Senate as necessary and shall be temporary.

B. Faculty Senate Councils

Faculty Senate Councils shall make policy recommendations and facilitate faculty participation in shared governance within the scope of their charges.

Faculty Senate Councils shall meet no less than twice per semester during the Fall and Spring semesters and may meet more often, as appropriate given the workload inherent in the scope of their charge. Council Chairs shall file written reports annually with the Secretary of the Faculty Senate. Council Chairs or their designated representative shall report to the Faculty Senate at the discretion of the President of the Faculty Senate or the Chair of the Faculty Senate Committee on Committees, or by majority vote of the Faculty Senate Executive Committee or the Faculty Senate.

Appointment of Faculty Senate Council members occurs on a continuous basis. The Faculty Senate Committee on Committees shall solicit members for selection to Faculty Senate Councils. Membership is open to any member of the general faculty. Based upon the recommendation of the Committee on Committees which shall consult with the Provost, the Faculty Senate, by majority vote, will appoint members from among those recommended by the Committee on Committees.

Council members shall attend and fully participate in all meetings of their Councils. Chairs of Councils shall ensure written minutes of each Council meeting are kept and promptly posted in a manner that provides reasonable access by all members of the general faculty. In addition, they shall promptly respond to calls to answer additional inquiries by any member of the general faculty. Any Council member, to include Chairs, shall, by majority vote of the Faculty Senate, be dismissed for failure to perform appropriate duties.

1. Council on Educational Policy and Issues (CEPI). CEPI advises the Provost and the Senior Vice President for USF Health or their designees on matters that influence the quality of education at USF.
2. Council on Faculty Issues (CFI). CFI advises the Provost and the Senior Vice President for USF Health or their designees on matters that influence the personal and professional welfare of the faculty, to include evaluation of the performance of faculty and administrators.

3. Council on Student Admissions (CSA). CSA advises the Provost and the Senior Vice President for USF Health or their designees on matters pertaining to the establishment and maintenance of policies, principles, and regulations affecting the selection and admission of students to USF.
4. Council on Technology for Instruction and Research (CTIR). CTIR advises the Provost and the Senior Vice President for USF Health or their designees on matters pertaining to the function, policies, and requirements regarding the use of technology in instruction and research.
5. General Education Council (GEC). GEC advises the Provost and the Senior Vice President for USF Health or their designees on matters pertaining to the ongoing development, implementation, and assessment of an effective general education program. Responsibilities include the evaluation and approval of courses for the liberal arts curriculum, as well as the periodic evaluation of the general education policy and development of future general education programs.
6. Graduate Council (GC). GC advises the Provost and the Senior Vice President for USF Health or their designees on principles, policies, and procedures affecting graduate education at USF.
7. Honors and Awards Council (HAC). HAC advises the Provost and the Senior Vice President for USF Health or their designees on matters regarding the provision of various academic honors and awards granted by the USF.
8. Library Council (LC). LC advises the Provost and the Senior Vice President for USF Health or their designees on matters pertaining to the composition, function, and structure of the University libraries.
9. Publications Council (PC). PC advises the Provost and the Senior Vice President for USF Health or their designees on matters pertaining to recruiting suitable scholarly and creative works for publication and to decide which works to support with subvention. Also, serves as advisory board to the United Press of Florida when subvented manuscripts are published by United Press of Florida.
10. Research Council (RC). RC advises the Provost and the Senior Vice President for USF Health or their designees on matters pertaining to policies and procedures intended to promote growth, excellence, and integrity in research and creative activity throughout USF.

11. Undergraduate Council (UC). UC advises the Provost and the Senior Vice President for USF Health or their designees on matters pertaining to undergraduate courses, curricula, institutional programs, and degrees of the University. In addition, UC addresses the development of future undergraduate programs and the development, review, and updating of USF's statement of academic goals and objectives.
12. USF St. Petersburg Faculty Council (USFSPFC). USFSPFC advises the USF Faculty Senate, the USF St. Petersburg Regional Chancellor and the USF Provost on matters of interest to the faculty of the USF St. Petersburg campus. The chair of this council is eligible to run for an office of the Faculty Senate.
13. USF Sarasota-Manatee Faculty Council (USFSMFC). USFSMFC advises the USF Faculty Senate, the USF Sarasota-Manatee Regional Chancellor and the USF Provost on matters of interest to the faculty of the USF Sarasota-Manatee campus. The chair of this council is eligible to run for an office of the Faculty Senate.
14. Inter-Campus Council (ICC). The ICC advises the USF Faculty Senate, the USF Provost, and the President on matters of interest to the faculty regarding collaboration and integration throughout USF.

Other Faculty Senate Councils may be named by the President of the Faculty Senate as necessary and shall be temporary.

C. University Committees and Councils

University Committees and Councils act on matters that are not within the basic jurisdiction of the Faculty Senate, as defined in the *Constitution*.

If a University Committee or Council requires faculty membership, the faculty members shall be selected by the same process as used for Faculty Senate Councils. Any faculty member of a University Committee or Council may be removed by the same process as applies to Faculty Senate Councils.

University Committees and Councils may be established without approval of the Faculty Senate but no University Committee or Council may address issues within the basic jurisdiction of the Faculty Senate.

ARTICLE IV. Attendance and Vacancies

A. Absences

Senators are recognized as present at a Faculty Senate meeting either virtually or in person by the Sergeant-at-Arms. A Faculty Senator who must be absent from a meeting of the Faculty Senate must, except under extraordinary circumstances, send an alternate as a replacement and notify the Sergeant-at-Arms of such replacement. The alternate must be a member of the general faculty and not a current member of the Faculty Senate. The Sergeant-at-Arms shall record the Faculty Senator as present and confer voting rights to the alternate for the duration of the meeting. If the Faculty Senator is an officer of the Faculty Senate, the alternate may not assume any of the duties of the office but can assume the full voting rights of a Faculty Senator. The resulting transfer of voting rights shall be valid for one meeting of the Faculty Senate. No Faculty Senator may send an alternate more than twice per semester or more than three times per academic year.

B. Resignation and Removal

A Faculty Senator is deemed to have resigned their seat if the Faculty Senator:

1. submits a written declaration of resignation to the Secretary of the Faculty Senate; or
2. is recorded absent at three meetings of the Faculty Senate during a single semester or four meetings of the Faculty Senate during a single academic year.

Absence on leave or sabbatical constitutes absence and so any Faculty Senator intending to take leave or sabbatical of more than two months' duration is expected to resign their seat in advance of the leave or sabbatical.

A Faculty Senator may be removed from their seat for failure to fulfill the duties of the position or through certification by the President of the Faculty Senate that the Faculty Senator may be on leave or sabbatical and unable to attend meetings for a period of more than two months' duration during their term of office and has failed to submit a written letter of resignation to the Secretary of the Faculty Senate.

To remove a Faculty Senator from their seat for failure to fulfill the duties of the position, any three or more Faculty Senators shall sign a written statement declaring that another Faculty Senator has failed to fulfill one or more of the duties of a Faculty Senator, as listed in these *Bylaws*, and providing supporting evidence. This signed statement must be presented to the President of the Faculty Senate. Upon receipt of such a signed statement, the President of the Faculty Senate shall schedule a vote on

removal at the next meeting of the Faculty Senate or the one immediately thereafter. The Faculty Senator shall be removed by a vote of no less than 2/3rds of Faculty Senators present at a scheduled meeting of the Faculty Senate, provided a quorum is established. Any Faculty Senator removed from their seat is ineligible to serve on the Faculty Senate for a minimum of three calendar years from the date of removal.

Any Faculty Senator removed for failure to fulfill the duties of the position may appeal to the Faculty Senate Executive Committee. To do so, the removed Faculty Senator must file a signed written statement specifying the grounds for appeal with the Secretary of the Faculty Senate within 7 calendar days of the Faculty Senate vote for removal. The Faculty Senate Executive Committee shall consider the appeal and render a decision to either let the removal stand or overturn it prior to the next regular meeting of the Faculty Senate. The Faculty Senate Executive Committee may overturn the removal by majority vote at any meeting at which a quorum is established. The President of the Faculty Senate shall report the Executive Committee's decision to the Faculty Senate at its next meeting.

If a Faculty Senator resigns or is removed from their seat, this seat shall be declared vacant until a replacement is nominated by the academic unit. By majority vote, the Faculty Senate Executive Committee may confirm the nominated member. Appointed Faculty Senators serve on a temporary basis until the first day of the next academic year faculty contract after they are appointed, after which time a Faculty Senator elected during the annual election shall fill the seat.

Resignation and removal procedures differ if the Faculty Senator is an officer of the Faculty Senate. These procedures are as specified elsewhere in the *Bylaws* and *Constitution*.

ARTICLE V. Standing Rules and Policies

Standing rules and policies of the Faculty Senate and of its committees may be recommended to the Senate by any Senator or committee at any meeting of the Senate. Such standing rules and policies shall first be approved by the Senate Executive Committee by majority vote of those present and voting. Then, the standing rules and policies shall be adopted by majority vote of those present and voting at a subsequent meeting of the Faculty Senate. Faculty Senate committees may adopt temporary standing rules and policies consistent with the *Constitution* and the *Bylaws*, necessary to the operations of such committees, subject to subsequent approval by the Senate. Changes in standing rules and policies or amendments to them shall be proposed and adopted in the same manner.

ARTICLE VI. Rules of Order

Robert's Rules of Order (latest edition) shall govern in all parliamentary practice not otherwise covered by the *Constitution, Bylaws*, or standing rules and policies of the Faculty Senate.

ARTICLE VII. Amendments

The Faculty Senate may amend these *Bylaws* by the affirmative vote of no less than two-thirds of Faculty Senators present and voting at a meeting with a quorum, provided the amendment has been reviewed by the Constitution and Bylaws Committee and introduced at the previous meeting of the Faculty Senate.

ARTICLE VIII. Review of Revision to Constitution and Bylaws upon Consolidation

At the beginning of academic year 2022-23, a special ad hoc Constitution and Bylaws Committee shall be convened to review those documents to consider whether additional modifications are needed. The committee shall include representation from all three campuses of the USF and from USF Health. The committee shall report their recommendations to the Faculty Senate Executive Committee by January 2023.