

The University of Central Florida

Faculty Senate Committees

Faculty participation in the governance of the University of Central Florida is provided for by a constituent body, the general faculty, and its representative body, the Faculty Senate. The Faculty Constitution provides the framework for faculty participation in university governance.

About the Faculty Senate Responsibilities

The Faculty Senate operates according to the principles of shared governance. The Senate serves as the main channel of communication between faculty members and the central administration of the university. The Senate constitutes the principal advisory body to the president and provost and vice president for Academic Affairs. In this capacity, the Senate has the responsibility to review and make recommendations to them concerning decisions of the university on all matters pertaining to the welfare of the university, focusing particularly on those related to the academic mission. Senators report Senate activities regularly to their constituencies.

The Senate may discuss and take a position on any subject of university concern, and may formulate resolutions on these matters, either directly or through its committees. The Senate appoints faculty members to serve on the Senate committees as well as joint committees and councils; these committees carry out much of the work of the Senate. Senators are expected to serve on at least one Senate operational or curricular committee.

Senate Committees and Councils

Service on university committees and councils is the primary means of direct participation in university governance by faculty. There are three classes of committees and councils staffed by the Faculty Senate: Senate operational committees, Senate curricular committees and councils, and joint committees and councils. The duties and responsibilities of each committee is defined in the [Faculty Senate Bylaws](#). Ad hoc Senate committees may be established by the Senate or by the Steering Committee. Each faculty senator is expected to serve on at least one Senate operational or curricular committee.

Committee Membership

The membership of each Senate committee is defined in the [Faculty Senate Bylaws](#). Senate operational and curricular committees typically consist of faculty members. Senate Joint Committees and Councils are represented by a cross section of stakeholders across the university. Faculty members are appointed by the Senate Committee on Committees represented by one senator from each college. USPS employees are appointed by the USPS Council, students are appointed by the Student Government Association president, and other members are appointed by the specific committee administrators.

Faculty on one-year, non-renewable contracts and visiting faculty, regardless of their rank or duration of appointment, are not eligible to serve on committees or councils. A committee member designated as an ex officio member is a contributing member who takes part in all discussions and serves as a resource person but is non-voting and cannot serve as the chair of the committee unless specified otherwise.

Committee Governance

All rules and policies of the Senate govern the operation of its committees unless otherwise specified in the *Bylaws* of the committee. Senate committees may adopt temporary rules and policies necessary to the operation of committees. These temporary rules must be consonant with the constitution and the bylaws and are reported to the Faculty Senate Office (fsenate@ucf.edu) as they are adopted. Such

changes are subject to subsequent approval by the Senate. Any Senate committee may formulate its opinion in the form of a resolution in the area of the committee responsibility. All committee resolutions are submitted to the Steering Committee. For a visual understanding of Senate committees, see [*Faculty Senate Committees and Councils*](#). For details regarding formulating a resolution, see [*Senate Resolution Guidelines*](#).

Senate Operational Committees

Senate Operational Committees serve to expedite the efficient functioning of the Senate and its affairs and to address matters relating to faculty interests and functions. Except for the Steering Committee and subcommittee, Senate operational committees provide a committee update at each Senate meeting.

Senate Curricular Committees and Councils

Senate Curricular Committees govern college and university curricular and academic policies and procedures in cooperation with the College of Undergraduate Studies and/or the College of Graduate Studies.

Joint Committees and Councils

Faculty involvement is important for the disposition of certain key university issues with academic and administrative implications. In the spirit of shared governance, these issues are dealt with by joint committees. These committees are established and dissolved by the president and the Senate. The general faculty are represented by members nominated by the Committee on Committees. Joint committees and councils membership consists of the major stakeholders in the university community. Joint committees, councils, or task forces shall report to the Senate and to the president or the responsible administrators designated in the bylaws. At any time, the president or Senate may evaluate the effectiveness of joint committees in conjunction with the Steering Committee. The Chair of each Joint Committee or Council submits an annual report to the Faculty Senate Office at the conclusion of the Spring semester.

Committee Meetings

Senate operational committees meets in regular session each month during the Fall and Spring semesters. Senate curricular committees meet at least monthly, but may schedule additional meetings based on the committee's need. Joint Committees and Councils meet at least once during the Fall and Spring semester. There is no voting by proxy for committee meetings, elections, or votes.

Committee Attendance, Vacancies, and Absences

Attendance - is determined by signing the roster at the beginning of each Senate meeting. Correction of the electronic attendance roster shall occur no later than the following Senate meeting by contacting the Office of the Faculty Senate.

Vacancies - If a committee member is to be absent more than half of the regularly scheduled meetings or unable to serve, the committee member should contact the Faculty Senate Office to identify a replacement or interim replacement. Interims shall only be appointed for absences greater than eight weeks but no longer than one academic year. All alternates and interim replacements are coordinated by the Faculty Senate Office.

Absences – There are no excused absences, therefore the Senate allows committee members to miss up to half of the regularly scheduled meetings due to conferences, travel, vacation, or other reasons. If a member is scheduled for sabbatical or a Fulbright scholarship, an interim replacement can be coordinated. If a member misses more than half of the regularly scheduled meetings without an interim replacement, the member is presumed to have resigned from the committee and a replacement will be coordinated.

Rule of Order

Meetings are conducted according to Robert’s Rules of Order (latest edition), unless otherwise specified in the Faculty Constitution or Bylaws. See [Parliamentary Procedures](#) to determine how meetings are conducted.

Quorum

A quorum for any committee meeting is the majority of the voting members unless otherwise specified in the *Bylaws*.

Agenda

The committee agenda and supporting materials are distributed through email one week prior to the scheduled meeting. Committee members should review the agenda and materials prior to the meeting. If a resolution is being proposed, members should discuss the resolution with constituents and be prepared to support or oppose the resolution based on the majority of their constituents.

The agenda for regular meetings shall be:

- Call to Order
- Roll Call
- Minutes
- Announcements and Recognition of Guests
- Report of the Provost
- Old Business
- New Business
- Committee Reports
- Other Business
- Adjournment