UCF Faculty Constitution

Proposed Revisions

1/28/2010
8/23/2010

Deleted: 8/13/2010†
PREAMBLE

Within the legal structure of the University of Central Florida and in cognizance of the reality that the university can only function properly when goodwill is nurtured and maintained by the president, administrators, and faculty, this constitution establishes the means for faculty participation in the governance of the University of Central Florida.
CONSTITUTION OF THE FACULTY
OF THE UNIVERSITY OF CENTRAL FLORIDA

ARTICLE I. General Faculty

ARTICLE II. Faculty Senate

ARTICLE III. Jurisdiction

ARTICLE IV. Committees and Councils

ARTICLE V. Meetings

ARTICLE VI. Governance in Academic Units

ARTICLE VII. Amendments

ARTICLE VIII. Compliance

BYLAWS TO THE CONSTITUTION OF THE FACULTY
OF THE UNIVERSITY OF CENTRAL FLORIDA

SECTION I. Definition of Faculty

SECTION II. Senate Membership

SECTION III. Officers of the Faculty Senate

SECTION IV. Meetings of the Senate

SECTION V. Attendance

SECTION VI. Senate Operational Committees

SECTION VII. Senate Curricular Committees

SECTION VIII. Joint Committees and Councils

SECTION IX. Amendments
CONSTITUTION OF THE FACULTY
OF THE UNIVERSITY OF CENTRAL FLORIDA

ARTICLE I.
General Faculty

A. Faculty Participation in University Governance

Faculty participation in the governance of the University of Central Florida shall be provided for by a constituent body, the general faculty, and its representative body, the Faculty Senate. The general faculty is an advisory body to the president of the University of Central Florida.

B. Membership

Membership in the general faculty of the University of Central Florida shall consist of all full-time faculty members. Department chairs are considered to be members of the general faculty. Titles of these persons shall be set forth in the Senate Bylaws, Section I.

C. Meetings

An assembly of the general faculty of the University of Central Florida shall meet at least annually in the fall semester of each academic year. At this annual meeting, the president of the university shall present a general message to the faculty on the state of the university. The general faculty may meet at other times upon the call of the president or the chair of the Faculty Senate or upon written request to the president by fifteen percent of the general faculty. The following shall be invited as non-voting guests: the president, provost, vice presidents, vice provosts, deans of colleges, the director of Libraries, and the university registrar. The presiding officer of the general faculty shall be the president of the University of Central Florida or in his/her absence the provost and vice president for Academic Affairs. In the absence of both, the president shall designate the presiding officer. The president shall appoint members of the general faculty to serve as parliamentarian and secretary. Fifteen percent of the members of the general faculty shall constitute a quorum. The method of voting to be used shall be at the discretion of the presiding officer. However, at the request of twenty-five members, a vote by secret ballot shall be mandatory. Meetings shall be conducted according to Robert's Rules of Order (latest edition). Summaries of actions taken by an assembly of the general faculty shall be sent electronically to each member within one week following each meeting. Special committees of the faculty shall consist of at least five members.

1.0 – Footnotes indicate the corresponding section in the old constitution.
2.1
2.2
2.4
2.3.1
2.4.5
2.4.6
2.4.7
2.1.2

Commented [LS1]: The term "general faculty" has been adopted to replace "faculty assembly", which had been used to refer to the faculty body. This aims to clear up the confusion caused by having "faculty assembly" refer to both a group and an event.

Deleted: Faculty Assembly
general faculty may be appointed by the president or may be elected by an assembly of the general faculty. The president shall be an ex officio member of all committees of the general faculty. 10

For any meeting at which an appeal of a Faculty Senate action is to be considered, the proposal to be considered shall be the first order of business. 11

ARTICLE II.

Faculty Senate

The Faculty Senate shall be the legislative body of the university thereby providing a forum for mutual exchange of ideas between senior administrators and faculty. In this capacity, the Senate shall take cognizance of, and may legislate with respect to matters which concern colleges, schools or other major academic units, or which are otherwise of general university interest. In exercising its legislative function, the Senate shall make such rules, regulations, and bylaws as it may deem advisable for the fulfillment of its duties. 12

A. Membership

The membership of the Faculty Senate shall be selected from the general faculty. Eligible members are those persons employed by the University of Central Florida during the regular academic year and whose primary assignment is to carry out the academic mission of the university, namely, teaching, research and academic service. Titles of these persons shall be set forth in the Senate Bylaws, Section I.A. 13

The Faculty Senate shall be composed of seventy-five elected members. Members are apportioned among and represent the academic units of the University of Central Florida in accordance with the apportionment criteria contained in Section B of Article II. Academic units shall be each college and the University Libraries. In establishing representation, the Faculty Senate may determine that a unit be represented that is not a recognized college.

B. Apportionment

Annually prior to election, the membership of the Faculty Senate shall be apportioned equitably among the academic units, based on the number of members of the general faculty in each academic unit. The number of elected members of the Senate will be apportioned among the academic units based on the number of faculty in each unit, with the restrictions that each academic unit shall have at least two elected voting members and no academic unit will have a number of voting elected members larger than one-fifth of the total elected voting membership of the Faculty Senate. The specific quotas shall be computed as set forth in the Senate Bylaws, Section II.B. 14

C. Elections

1. Eligibility for election to Senate.

10 2.1.4
11 2.4.4
12 3.1
13 3.2
14 3.3.1
Members of the general faculty eligible to be elected to the Faculty Senate shall be full-time members of the general faculty as specified in the Bylaws, Section II.A.15

2. Eligibility for participation in elections.

Each member of the general faculty is eligible to vote in the election of the faculty senators from the academic unit of which he or she is a member. Visiting faculty, regardless of their rank or duration of appointment, are not eligible to participate in elections. 16

3. Terms.

The term of each Senate seat shall be two years, beginning the first Senate meeting following the confirmation of elections results by the office of the Faculty Senate. A person may seek re-election for more than one term. 17

4. Vacancies and Absences.

If a senator is to be absent or unable to serve, an alternate selected in accordance with the Bylaws, Section V.A., shall be appointed on an interim or permanent basis. When a senator is unable to complete his/her term, the alternate will fill the vacated seat for the remainder of the unexpired term. 18 If the senator intends to reassume his/her seat, the Faculty Senate office must be notified in advance of his/her absence. Interims shall only be appointed for absences greater than eight weeks but no longer than one academic year.

5. Time of Election.

An annual election shall be held in the spring term of each year as specified in the bylaws. Results of these elections will be published on the Faculty Senate website.

D. Officers

The Faculty Senate shall have a chair, vice chair, past chair, and secretary. 19 The chair shall appoint a member of the Faculty Senate to serve as the parliamentarian. 20 The duties of the officers are described in the Bylaws, Section III.A.

When a Senate chair completes his or her elected term as a senator, he or she shall continue as an ex officio member of the Faculty Senate until his or her successor is replaced by a new Senate chair. Unless he or she is also an elected senator, the past chair shall serve as a non-voting ex officio member. The elected chair of the Faculty Senate shall remain a member until the end of his or her Senate term. 21

ARTICLE III.

Jurisdiction

15 3.4.1
16 3.5.1
17 3.2
18 3.6.2
19 3.7
20 3.7.2.1
21 3.2
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 of the university. 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 shall report Senate activities regularly to their constituencies.

The Senate may discuss and take a position on any subject of university concern, and may initiate policies 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. Faculty members are afforded an opportunity each year to participate in committee service. The Senate has a significant role in the appointment of academic administrators, as well as the periodic performance reviews of such administrators.

ARTICLE IV.
Committees and Councils

A. Purpose and Classification

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. The creation, restructuring, or dissolution of Senate and joint committees and councils is proposed on the Senate floor and is recommended to the president of the university by a majority vote of the Senate. The purviews, structures and procedures of Senate operational committees, Senate curricular committees and councils and joint committees are more fully set forth in the Senate bylaws. Ad hoc Senate committees may be established by the Senate or by the Steering Committee.22

B. Committee Governance

Rules and policies of the Senate govern the operation of its committees. 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 as they are adopted. Such changes are subject to subsequent approval by the Senate.

C. Types of Committees and Councils

1. 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. Committees and membership selection shall be made in accordance with the bylaws.

   a. Steering Committee.

22 3.10.1

Commented [i5]: New terminology for committees. Standing committees were broken up into "Senate operational committees" and "Senate curricular committees." Reporting committees are now called "joint committees and councils."
The Steering Committee of the Faculty Senate serves as the “executive committee” of the Faculty Senate. It advises the chair of the Senate and assists the chair in determining the agenda for Senate meetings.  

i. Committee on Committees.

A subcommittee of the Steering Committee serves as the Committee on Committees. This committee will be chaired by the Senate vice chair. The membership and responsibilities of the Committee on Committees is as specified in the bylaws.

ii. Nominating Committee.

A subcommittee of the Steering Committee serves as the Nominating Committee. This committee will be chaired by the past chair of the Senate. The membership and responsibilities of the Nominating Committee is as specified in the bylaws.

b. Budget and Administrative Procedures Committee.

The Budget and Administrative Procedures Committee evaluates and recommends policies and procedures concerning university budget with special emphasis on the academic budget.

c. Personnel Committee.

The Personnel Committee studies and recommends academic personnel policy and standards, including university-wide promotion and tenure criteria.

d. Faculty Senate Parking Advisory Committee.

The Faculty Senate Parking Advisory Committee recommends to the University Parking and Transportation Advisory Committee concerning policy and concerns relating to parking and traffic services needed by all segments of the university community.

2. Senate Curricular Committees and Councils.

Senate Curricular Committees govern college and university curricular and academic policies and procedures in cooperation with the Office of Undergraduate Studies and/or the College of Graduate Studies. Committees and membership selection shall be made in accordance with the bylaws.

The Senate Curricular Committees and Councils are:

a. Undergraduate Council.

The Undergraduate Council reports to the Senate on undergraduate policy and curricular matters. The committees of the Undergraduate Council are:

i. Undergraduate Policy and Curriculum Committee

ii. Undergraduate Course Review Committee

---

Commented [LS6]: New to the constitution. Added to reflect current practice.

Commented [LS7]: New committee – reasons detailed in comments in the bylaws, Section VI.D.

Commented [LS8]: The rationale for this structural change is explained in detail in the bylaws Section VII.
b. Graduate Council.

The Graduate Council reports to the Senate on graduate policy and curricular matters. The committees of the Graduate Council are:

i. Graduate Policy Committee
ii. Graduate Appeals Committee
iii. Graduate Curriculum Committee
iv. Graduate Program Review and Awards Committee

3. 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 faculty are represented by members nominated by the Committee on Committees. Composition of the joint committees and councils varies and is specified in the Senate bylaws. At any time, the president or Senate may evaluate the effectiveness of joint committees in conjunction with the Steering Committee. Through the mechanism established in Article IV of this Constitution, such committees may be mutually restructured. The committee responsibilities and membership are defined in the Bylaws, Section VIII.

The Joint Committees are:

a. Academic Calendar Committee.

b. Admissions and Standards Committee.

The Admissions and Standards Committee considers appeals for admissions, readmission, and waivers of undergraduate academic policies or standards.

c. Commencements, Convocations, and Recognition Committee.

The Commencement, Convocations, and Recognitions Committee makes recommendations to the president and the provost and vice president for Academic Affairs regarding commencements, convocations, awards, honorary degrees, emeritus status, and other forms of recognition.

d. Faculty Center for Teaching and Learning Advisory Committee.

The Faculty Center for Teaching and Learning Advisory Committee makes recommendations to the Center director on professional improvement and instructional research activities that will enhance teaching and learning.

Commented [LS9]: The Awards function was separated from the Appeals committee and added to Program Review per recommendations from and approval of the Graduate Council

Commented [LS10]: New terminology. Joint committees and councils were formerly called reporting committees. The was changed because these committees are not primarily staffed by senators. They include other faculty members and administrators.

Deleted: and include members appointed by the president, and the members are nominated by the Committee on Committees to represent the faculty.

Deleted: provost and executive vice president (or designee).

Deleted: on Committees

Deleted: admissions appeals or student petitions requesting

Deleted: courtesies.

Deleted: memorials, building names.
excellence and improve assessment and evaluation in all learning environments.  

e. Faculty and Staff Benefits Committee.

The Faculty and Staff Benefits Committee recommends to the vice president of Administration and Finance on policies and programs that revise the benefits provided faculty and staff.

f. Information Technology Resource Policy Committee.

The Information Technology Resource Policy Committee recommends to the vice provost of Information Technologies and Resources on information technology resources policy.

g. Library Advisory Committee.

The Library Advisory Committee provides advice to the Libraries concerning materials and services needed by faculty and students in their teaching and research endeavors.

h. Research Council.

The Research Council recommends to the vice provost for Research and Commercialization on the interests of the faculty in research and scholarly activity at the university.

i. Strategic Planning Council.

The Strategic Planning Council recommends to the vice president for Strategy, Marketing, Communications, and Admissions policies to support the university’s strategic planning process, including academic planning, institutional effectiveness, accountability, budget planning, and student services.

j. Undergraduate Common Program Oversight Committee.

The Undergraduate Common Program Oversight Committee provides oversight of courses and alternative plans to fulfill the General Education Program, diversity and technology requirements, as well as other program requirements common to all undergraduate students.

k. University Athletics Advisory Committee.

The University Athletics Advisory Committee serves as an advisory and recommending body for intercollegiate athletics on policies and procedures that relate specifically to student-athlete welfare and academic progress.
The University Bookstore Advisory Committee advises the bookstore management concerning materials and services needed by all segments of the university community.

The University Honors Committee recommends to the dean of the Burnett Honors College on policies and plans for the college.

The University Master Planning Committee recommends to the vice president for Administration and Finance on short- and long-range issues related to land use, facilities planning, and future development of the campus, taking into account the protection and preservation of natural resources on the campus.

The University Parking and Transportation Advisory Committee recommends to the vice president of Administration and Finance concerning policies and regulations governing traffic and parking on the UCF campus.

The University Promotion and Tenure Committee reports to the provost and vice president for Academic Affairs its recommendations on all applications for promotion and tenure.

The University Travel Committee makes recommendations to the provost and vice president for Academic Affairs regarding special travel awards to faculty.

ARTICLE V.
Meetings

A. The Faculty Senate shall meet in regular session each month during fall and spring semesters and as necessary during the summer term or as specified by the bylaws of the Senate.

B. Special meetings may be held at any time at the call of the Senate chair, the president of the university, the provost and vice president for Academic Affairs, or by written request of one third of the Faculty Senate.

C. All meetings of the Faculty Senate shall be open to members of the university community.

38 3.10.23
39 3.10.16
40 3.10.14
41 3.10.24
42 3.10.20
43 3.10.15
44 3.9.1
45 3.9.2
presidents shall be extended privileges of the floor upon request; other non-members may be
granted privileges of the floor upon written request or upon the invitation of the chair of the
Faculty Senate.  

D. Minutes of the meetings of the Faculty Senate shall be available electronically to all members
of the university community at large.

E. There is no voting by proxy for Senate meetings, elections, or votes.  

ARTICLE VI.
Governance in Academic Units
Each academic unit of the university shall provide for non-administrative faculty representation
in its governance.

ARTICLE VII.
Amendments
A. Amendments to the constitution may be considered by the Faculty Senate upon (1)
recommendation of the Faculty Senate Steering Committee or (2) written request of fifteen
percent of the members of the general faculty. The text of a proposed amendment must be
made available electronically to the members of the Faculty Senate at least thirty days prior
to the meeting at which it will be considered. A proposed amendment must receive an affirmative majority vote of the members of the
Faculty Senate who are present, after which the text of such amendment shall be made
available electronically to all members of the general faculty for their review and
consideration. Members of the general faculty have fourteen days from initial distribution to
provide input to the Faculty Senate Steering Committee.

The Faculty Senate Steering Committee shall consider all input from the members of the
general faculty for potential revisions to the amendment. The revised text of the proposed
amendment shall be made available electronically to all members of the general faculty at
least thirty days prior to a meeting of the general faculty. At such meeting, the proposed
amendment will be voted upon if a quorum is present. For final adoption, the proposed
amendment must receive an affirmative two-thirds vote of those who are present.

If a quorum is not achieved at this meeting of the general faculty, a subsequent called
meeting of the Faculty Senate shall consider the proposed amendment for final adoption. At
this called meeting of the Faculty Senate, all members of the general faculty shall be invited
to attend and participate. For final adoption, a proposed amendment must receive an
affirmative two-thirds vote of the members of the Faculty Senate who are present.

B. Upon final adoption by the Faculty Senate, an amendment shall be transmitted to the provost
and vice president for Academic Affairs and the president of the university for action. Within

\[3.9.3\]
\[3.9.7\]
\[4.0\]
\[5.0\]
\[5.1\]
thirty days the president shall either approve the amendment or refer the amendment back to
the Faculty Senate for reconsideration. Such a referral should include the reasons for the
action. If the latter action is taken and the Faculty Senate again approves the amendment as
originally adopted, it will be sent to the president for further consideration. An amendment
shall become effective at such time as it receives the president's approval. 51

C. If there is a change in the designation of an office, the title of an official, the name of a
committee, or the references to the bylaws, the constitution will be automatically adjusted to
reflect the change. Such changes will be reported to the Faculty Senate. 52

D. This constitution may be amended by the Board of Trustees in accordance with the Florida
Board of Governor's Regulation Development Procedure for State University Boards of
Trustees. 53

ARTICLE VIII.
Compliance

The provisions of this Constitution shall not be construed in any manner so as to conflict with the
laws of the State of Florida, the policies of the Board of Governors, or policies of the Board of
Trustees or contractual agreements between the Board of Trustees and bargaining agents.
BYLAWS TO THE CONSTITUTION OF THE FACULTY
OF THE UNIVERSITY OF CENTRAL FLORIDA

SECTION I.
Definition of Faculty

A. Titles
Persons employed full-time by the University of Central Florida during the regular academic year are members of the general faculty if they hold one of the following academic titles:

1. Eminent Scholar.
2. Professor, Associate Professor, or Assistant Professor.
3. University Librarian, Associate University Librarian, or Assistant University Librarian (professional librarians of comparable rank of A2).
4. Senior Lecturer or Lecturer.
5. Senior Instructor, Instructor, or Instructor Librarian.

University employees who hold these academic titles are considered members of the general faculty unless their appointing academic unit certifies their primary assignment to be in administrative support areas of the university instead of in direct pursuit of teaching, research and academic service missions of the university. In advance of Senate elections, the office of the Faculty Senate will verify with each academic unit the list of faculty who are to be counted toward Senate apportionment.

B. Faculty Characteristics
The following principles shall be considered by the Senate in resolving ambiguous cases for university employees within an academic unit whose titles do not appear in the Bylaws, Section I.A:

1. They are hired through nationally competitive processes.
2. They are retained and promoted using national, peer-reviewed criteria.
3. They participate, to some degree, in teaching, research, and service.
4. They are eligible for tenure or they are full-time regular faculty with multi-year contracts.
5. Their primary employer is the University of Central Florida.
6. They hold a terminal degree in their field.
7. They are hired by their faculty peers.

SECTION II.
Senate Membership

A. General Eligibility

Commented [LS19]: The position titles of Senior Lecturer and Senior Instructor in items 4 and 5 are pending bargaining.
Those defined as members of the general faculty in Bylaws, Section 1. A shall be eligible to be elected to the Faculty Senate, with the exception of Lecturers, Instructors, and Instructor Librarians; Senior Lecturers and Senior Instructors are eligible to serve on the Faculty Senate. Visiting faculty, regardless of their rank or duration of appointment, are not eligible to serve on the Faculty Senate.

B. Apportionment

The Faculty Senate shall be composed of seventy-five elected members equitably apportioned among and representing the academic units of the University of Central Florida in accordance with the following apportionment criteria.

Apportionment will be made only once each year, based on the number of individuals who are members of the general faculty and are listed as faculty on official records of the university on the first day of the spring semester of that year.

Each academic unit will have a minimum of two representatives, and no academic unit may have more than 1/5 of the total number of members in the Senate. The number of elected members of the Faculty Senate will be apportioned among the academic units as follows:

The number of senators representing an academic unit will be determined by rounding the above calculated value to the nearest whole number. Librarians who are not part of the University Libraries unit are counted as part of their colleges' faculty.

C. Nomination and Election of Senators

Senators representing an academic unit shall be elected by a vote of the general faculty of that academic unit. Each academic unit shall decide on a mechanism for conducting elections (e.g., college assembly, paper or electronic ballot) as guided by Robert's Rules of Order (latest edition). Visiting faculty, regardless of their rank or duration of appointment, are not eligible to vote.

Each academic unit shall, by majority vote of its faculty, decide on a system of internal allocation of Senate representation; e.g., at academic unit level, by department, by proportion to department size, by a combination of department and academic unit representation, etc. Each academic unit shall annually inform the chair of the Faculty Senate of the details of such allocation and any subsequent changes in it.

No later than the fourth week of the spring semester, the Faculty Senate office will provide each academic unit with a list of faculty eligible for election to the Faculty Senate and the
number of seats to be filled. On receiving this information, the academic unit will conduct an election.\textsuperscript{62}

Each academic unit will report election results to the Faculty Senate office no later than March 1. In order to provide a current list of alternate members of the Senate, each academic unit will also forward the number of votes cast for each candidate for any at large election.\textsuperscript{63}

The chair of the Faculty Senate will certify all Senate elections.

SECTION III

Officers of the Faculty Senate

A. Officers

Officers of the Senate as specified in the Constitution shall be the chair, the vice chair, the past chair, and the secretary.\textsuperscript{64}

1. Chair. The duties and functions of the chair are:
   a. To preside at Faculty Senate Meetings;\textsuperscript{65}
   b. To serve as chair of the Senate Steering Committee;\textsuperscript{66}
   c. To represent the Faculty Senate on any matter within the Senate’s jurisdiction or as requested by the provost and vice president of Academic Affairs, president, or Board of Trustees;
   d. To serve as a full voting member of the Advisory Council of Faculty Senates;\textsuperscript{67}
   e. To serve as an ex officio voting member of the Board of Trustees;
   f. To oversee the office of the Faculty Senate;
   g. To perform such other duties as may be directed by the Senate.
   h. To appoint a parliamentarian.\textsuperscript{68}

2. Vice Chair. The duties and functions of the vice chair are:
   a. To act as chair in the event the chair is absent or otherwise unable to act;\textsuperscript{69}
   b. To serve as chair of the Committee on Committees;\textsuperscript{70}
   c. To serve on the Senate Steering Committee;\textsuperscript{71}
   d. To perform such other duties as may be directed by the Senate.

3. Past Chair. The duties and functions of the past chair are:

\textsuperscript{62} 3.5.1
\textsuperscript{63} 3.5.2
\textsuperscript{64} 3.7
\textsuperscript{65} 3.7.2.1
\textsuperscript{66} 3.10.3.1.1
\textsuperscript{67} 3.11
\textsuperscript{68} 3.7.2.1
\textsuperscript{69} 3.7.2.1
\textsuperscript{70} 3.10.3.1.2
\textsuperscript{71} 3.10.3.1
3.10.3.1.1

3.11

3.7.2.2

3.10.3.1.1

3.8.3

3.8.2

3.8.2

3.8.3
term. Should the vice chair or secretary resign, the Steering Committee shall appoint
replacements to those positions.\textsuperscript{60}

SECTION IV.
Meetings of the Senate

A. Rule of Order
Meetings shall be conducted according to \textit{Robert's Rules of Order} (latest edition).\textsuperscript{81}

B. Senate Agenda
The agenda for regular meetings of the Faculty Senate shall be as follows:\textsuperscript{82}

\begin{itemize}
\item Call to Order
\item Roll Call
\item Minutes
\item Announcements and Recognition of Guests
\item \textbf{Report of the Provost}
\item Old Business
\item New Business
\item Committee Reports
\item Other Business
\item Adjournment
\end{itemize}

C. First Meeting
The newly elected Faculty Senate will hold its first meeting during or before the last week of
the spring semester.\textsuperscript{83}

The first order of business at the first meeting of the new Senate will be the election of
Faculty Senate officers for the coming year.\textsuperscript{84} (For nomination and election procedures, see
\textit{Bylaws}, Section III.C.)

The second order of business at the first meeting of the new Faculty Senate will be the
establishment of the Steering Committee.\textsuperscript{85} Each \textit{academic unit} shall have at least one
member of the Steering Committee (elected by the \textit{academic unit}'s senators at the first
meeting).\textsuperscript{86} The number of Steering Committee members to which an \textit{academic unit} is
entitled is proportional to the size of that unit's general faculty, as outlined in \textit{Bylaws}, Section
VI.A.

\textsuperscript{60} 3.7.2.3
\textsuperscript{61} 3.9.8
\textsuperscript{62} 3.9.9
\textsuperscript{63} 3.8.1
\textsuperscript{64} 3.8.3
\textsuperscript{65} 3.8.4
\textsuperscript{66} 3.8.5
The third order of business at the first meeting of the new Faculty Senate will be the establishment of the Committee on Committees. The senators from each academic unit shall nominate one of their Steering Committee representatives to serve on the Committee on Committees.

D. Regular Meeting

As specified in the Constitution, Article V. An agenda shall be sent electronically to each senator at least one week prior to the meeting.57

E. Special Meetings

As specified in the Constitution, Article V. Special meetings shall be called only with written notice of the meeting and its agenda sent to members one week prior to the meeting, time permitting.

F. Quorum

A quorum for any meeting of the Senate shall consist of a majority of the Faculty Senate membership.86

G. Voting Privileges

Any member of the faculty shall have the right to attend meetings of the Senate. Only senators shall not be entitled to a vote.

H. Voting Procedures

Except in elections, voting in the Senate shall ordinarily be by voice; but, at the discretion of the presiding officer or upon the request of any member, a vote shall be taken by show of hands; or at the request of ten members a vote shall be taken by written ballot.89

I. Addressing the Senate

Any member of the general faculty shall have the privilege of addressing the Faculty Senate when recognized. The Faculty Senate, after open debate, may by 2/3 vote of those senators present, place limitations on this right at any Faculty Senate meeting.90

Representatives of the Student Government, administrators, any member of the general faculty, or other interested parties may attend the Faculty Senate meetings as nonparticipating observers.91 Prior to the spring term meeting of the newly elected Faculty Senate, one student (designated by the president of the Student Government) shall have the privilege of participating in debate.92 Persons who by their training and experience are qualified to contribute to the discussion of particular items of business may be invited by the chair of the Faculty Senate or the provost and vice president for Academic Affairs.

J. Conduct of Senate Business

87 3.9.5
88 3.9.6
89 3.9.7
90 3.9.4
91 3.9.3.1
92 3.9.3.3
1. In the conduct of its business, the Senate shall be guided by the customary rules of parliamentary procedure, insofar as these are not modified by the provisions of this Constitution or its bylaws. In cases of dispute recourse shall be to Robert's Rules of Order (latest edition).

2. Decisions in the Senate shall be taken by majority vote of the members present and voting, except as provided by the constitution and bylaws.

SECTION V.
Attendance

A. Vacancies

If a senator resigns his or her seat, this seat shall be declared vacant by the chair of the Faculty Senate, and shall be filled by a faculty member from the same academic unit. If a vacating member was elected at the department level, the replacement shall also be elected at the department level. If a vacating member was elected at the academic unit level for an at-large position, the Faculty Senate Steering Committee will select the first alternate member from the most recent list provided by the academic unit.93

B. Determination of Attendance

Attendance shall be determined by the signing of an attendance 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.

C. Excessive Absence

A senator who misses more than half of the regularly scheduled Senate meetings in an academic year for which an alternate has not been assigned is presumed to have resigned from the Faculty Senate. The Senate Secretary shall inform the Senate at the next regular meeting of resignations because of absence. Vacancies shall be filled as per the Bylaws, Section V.A.

SECTION VI.
Senate Operational Committees

The Faculty Senate will establish Senate Operational Committees, which report to the full Faculty Senate at each meeting of the Faculty Senate. Terms of service for all committees are staggered. Committee members continue to serve until their replacements are appointed.94

The chair of each committee, directed by majority vote of the committee membership, shall bring policy matters to the Faculty Senate Steering Committee for consideration. Even though there is no voting by proxy for Senate meetings, Senate Operational Committees may adopt policies at the start of the year to allow voting by proxy. According to Robert's Rules of Order (latest edition) proxies should be written, be for a specific meeting, and be given to the committee chair before the start of a meeting.95

93 3.6.2
94 3.10.1
95 3.10.1
A. Steering Committee

1. Composition.

The Steering Committee is composed of the chair of the Faculty Senate, the vice chair, the secretary of the Faculty Senate, and the immediate past chair of the Senate. In addition to the current officers and the immediate past chair of the Faculty Senate, the total number of senators on the Steering Committee shall be no greater than one-fifth (15) of the total number of senators (75) and apportioned as provided below. Steering Committee members shall be elected by a majority vote of senators present and voting within each of the academic units. There shall be no voting by proxy.96

a. Each academic unit will have one representative on the Steering Committee.97

b. The apportionment of the remaining seats of the Steering Committee (after the provision in Section VI, A.1.a is implemented) shall be derived as follows:98

c. Vacant seats shall be allocated in descending order of the calculation in Bylaws.

\[
\text{Number of general faculty from each academic unit with 5 or more senators} \times \text{remaining}
\]

\[
\text{(Total number of general faculty from all academic units with 5 or more senators)}
\]

Section VI.A.1.b until all seats are filled.

d. Vacancies on the Steering Committee are filled by election from and by the senators of the vacating member’s academic unit.100

2. Duties and Responsibilities of the Steering Committee.

a. To serve as the “executive committee” of the Faculty Senate.101

b. To act on behalf of the Senate on matters declared by the chair of the Faculty Senate to be of an emergency nature. Any action taken in this respect by the Steering Committee shall be reported by the chair of the Faculty Senate to the members of the Faculty Senate at or before the next regular meeting. The Senate shall then review such action. The chair of the Faculty Senate will give the members of the Senate advance notice of the emergency meeting of the Steering Committee, if feasible.

c. To serve as an advisory body of the chair of the Faculty Senate on any matter which the chair of the Faculty Senate brings before it. Meetings of an advisory nature need not be announced or reported to the Faculty Senate either before or after they occur.

D. To monitor Senate elections and maintain election records.103

96 3.8.5
97 3.8.5.1
98 3.5.5.2
99 3.8.5.4
100 3.10.3
101 3.10.3.2.1.6
102 3.10.3.2.1
103 3.10.3.2.1
e. To develop Faculty Senate agendas. Items may be added to the agenda at any
meeting of the Senate under new business by majority vote. Final action on the
resolutions not on the agenda cannot be taken prior to the next Senate
meeting.\(^{104}\)

f. To consider resolutions forwarded by Senate committees and to forward them to
the full Senate or refer them back to the Senate committee.\(^{105}\)

g. To appoint from its membership liaisons to each of the Senate committees who
shall serve as non-voting members of these committees. Liaisons shall act as a
resource to the committees and report on committee activities at Steering
Committee meetings.

h. To act as a committee on amendments to the constitution and the bylaws.\(^{106}\)

i. To periodically review Senate operational, curricular, and joint committees and
councils. Creation of new committees and changes in any committee's charter,
membership, or duties and responsibilities shall be conveyed to the Faculty
Senate for consideration as amendments to the bylaws.\(^{107}\)

j. To serve as a faculty advisory body to the president of the university and to the
provost and vice president for Academic Affairs when requested.

k. To act in executive session when the Faculty Senate is not in session. In this
capacity, a majority of the committee shall constitute a quorum. All
recommendations made as the Senate’s “executive committee” shall be reported
to the Senate and be subject to review and approval by the Faculty Senate.\(^{108}\)

l. To request information from any member of the faculty or administration and
invite any such person to meet with it for consultation or advice on matters
within its jurisdiction.\(^{109}\)

m. To establish ad hoc committees to facilitate its work.\(^{110}\)

3. Meetings

The Steering Committee will normally meet two weeks prior to the regular Faculty
Senate meeting, at the discretion of the chair of the Faculty Senate, who will chair
this committee.

4. Quorum

A quorum for meetings of the Steering Committee shall consist of fifty percent of the
voting members.\(^{111}\)

5. Subcommittees of the Steering Committee

a. Committee on Committees.

\(^{104}\) 3.10.3.2.2

\(^{105}\) 3.10.3.2.3

\(^{106}\) 3.10.3.2.4

\(^{107}\) 3.10.3.2.2.1

\(^{108}\) 3.10.3.2.6

\(^{109}\) 3.10.3.2.7

\(^{110}\) 3.10.3.2.8

\(^{111}\) 3.10.3.2.6
The senators from each academic unit shall elect their representatives to the Committee on Committees from amongst the unit's Steering Committee members. Members of the Committee on Committees are elected at the first Senate meeting of the year to a one-year term. Should a vacancy occur on the Committee on Committees, the senators from the academic unit in which the vacancy occurs shall designate a replacement. This committee will be chaired by the Senate vice chair. The committee responsibilities are:

i. To solicit committee preferences from senators for membership on the committees of the Senate and to review and recommend committee membership.

ii. To consult with the faculty and deans of their academic units to identify nominees for university joint committees and councils and to review and recommend committee membership.

iii. To provide the Steering Committee of the Faculty Senate with a list of nominees for all Senate operational and curricular committees and the responsible university administrator with nominations for joint committees and councils. The Committee on Committees shall take into consideration minority and female representation, and to the extent possible, take into consideration approximate proportionate representation of the academic units to serve on Senate and joint committees.112

iv. To determine the interest of faculty (by survey or other appropriate means) in serving on the various Senate and joint committees and to obtain names from department chairs, deans, and others of faculty members whom they believe have the requisite interest and experience to serve on specific committees.113

b. Nominating Committee.

This committee consists of the Senate past chair, who shall serve as chair of the committee, and two other Steering Committee members. Prior to the first meeting of the new Senate, the Nominating Committee recommends to the Steering Committee a list of up to four willing candidates for each of the Senate offices. (For nomination procedures, see Bylaws, Section III.C.)

B. Budget and Administrative Committee

1. Duties and Responsibilities.

a. To evaluate and recommend policies and procedures concerning university budget with special emphasis on the academic budget.114

b. To make recommendations on any administrative procedure that affects faculty members in the performance of their work.115

112 3.10.3.2.2.2
113 3.10.3.2.2.3
114 3.10.7.2.1
115 3.10.7.2.2
c. To participate in the academic planning process as appropriate.\textsuperscript{116}

d. To make recommendations to the Steering Committee of the Faculty Senate.\textsuperscript{117}

2. Membership.

The committee shall consist of at least fourteen tenured or tenure-earning faculty members or professional librarians of comparable rank, at least eight of whom are current members of the Faculty Senate, the provost and vice president for Academic Affairs, and the vice president for Administration and Finance, or their designees (ex officio). Committee members shall be selected by the Committee on Committees, in consultation with the provost and vice president for Academic Affairs. It is expected that each academic unit shall have one representative. The remaining members are unrestricted with regard to academic unit affiliation. Terms of service are two years, staggered. The committee chair must be a current Faculty Senate member and shall be elected annually by its membership at the first meeting of the committee after the new Faculty Senate is elected, normally in the early fall term.\textsuperscript{118}

C. Personnel Committee

1. Duties and Responsibilities.

a. To study and recommend academic personnel policy and standards, including promotion and tenure criteria.\textsuperscript{119}

b. To be responsible for procedures to evaluate administrators and department chairs and oversee such evaluations.\textsuperscript{120}

c. To consider other matters related to the professional well-being of the faculty, including academic freedom.\textsuperscript{121}

d. To make recommendations to the Steering Committee of the Faculty Senate.\textsuperscript{122}

2. Membership.

The committee shall consist of at least one faculty member from each academic unit and the provost and vice president for Academic Affairs or his/her designee (ex officio). All committee members must be tenured faculty holding the rank of associate professor or professor or professional librarians of comparable rank. Committee members shall be selected by the Committee on Committees, in consultation with the provost and vice president for Academic Affairs. The committee chair must be a current Faculty Senate member and shall be elected annually by its membership at the first meeting of the committee after the new Faculty Senate is elected, normally in the early fall term.\textsuperscript{123}

D. Faculty Senate Parking Advisory Committee\textsuperscript{124}

\textsuperscript{116} 3.10.7.2.4
\textsuperscript{117} 3.10.7.2.3
\textsuperscript{118} 3.10.7.2.1
\textsuperscript{119} 3.10.6.2.1
\textsuperscript{120} 3.10.6.2.2
\textsuperscript{121} 3.10.6.2.3
\textsuperscript{122} 3.10.6.2.4
\textsuperscript{123} 3.10.6.2.1

Commented [LS34]: The Faculty Senate Parking Advisory Committee is being established to enable participation to the university parking committee.
1. **Duties and Responsibilities.**
   a. To recommend policies to the University Parking and Transportation Advisory Committee that will foster a mutually beneficial parking environment for faculty, staff, students, and visitors in the university community.
   b. To elect two committee members to serve on the University Parking and Transportation Advisory Committee. At the first meeting of the new committee, these representatives will be elected annually from its membership.

2. **Membership.**
   The committee shall consist of one faculty member from each academic unit and the vice president for Administration and Finance or his/her designee (ex officio). Committee members shall be selected by the Committee on Committees. The committee chair must be a current Faculty Senate member and shall be elected annually by its membership at the first meeting of the committee after the new Faculty Senate is elected, normally in the early fall term.

### SECTION VII.

**Senate Curricular Committees.**

Certain committees shall be designated as Senate curricular committees. The list of committees and councils shall be updated as necessary. Committee membership selection shall be made in accordance with the bylaws. Even though there is no voting by proxy for Senate meetings, Senate curricular committees may adopt policies at the start of the year to allow voting by proxy. According to Robert’s Rules of Order (latest edition) proxies should be written, be for a specific meeting, and be given to the committee chair before the start of a meeting.

As the elected representatives of the faculty, the Faculty Senate is responsible for all university curricular committees and councils.

Senate Curricular Committees and Councils are:

#### A. Undergraduate Council

a. **Duties and Responsibilities.**
   i. To report to the Senate on undergraduate policy and curriculum matters. Business is conducted by the two committees of the council, which examine and formulate policies and procedures and review undergraduate course action requests and requests for new programs, among other matters.
   ii. To review all matters referred by committees of the Undergraduate Council.
   iii. To transmit its recommendations to the vice provost and dean of Undergraduate Studies, who submits his/her recommendations to the provost and vice president for Academic Affairs.

b. **Membership.**
   The council shall consist of all of the members of the committees of the Undergraduate Council and the vice provost and dean of Undergraduate Studies.
Only faculty members with full-time tenured, tenure-earning, or
regular faculty with multi-year appointments or professional librarians of
comparable rank are eligible for membership. The Committee on Committees
shall select the faculty members for all committees of the Undergraduate
Council and shall solicit nominees from the deans of the respective academic
units as well as from the vice provost and dean of Undergraduate Studies,
among others. The committee chair and the vice chair must be current Senate
members and are elected annually by the membership of the council at the first
meeting after the new Senate is elected, normally early in the fall term. The
elected chair of the council will serve as the chair of the Undergraduate Policy
and Curriculum Committee. The vice chair will serve as the chair of the
Undergraduate Course Review Committee.\textsuperscript{124}

1. Undergraduate Policy and Curriculum Committee

a. Duties and Responsibilities.

i. To study, review, and provide recommendations on undergraduate
   policies, instruction, and standards.\textsuperscript{125}

ii. To study, review, and provide recommendations on university-wide
    undergraduate degree requirements, including the General Education
    Program (GEP), foreign language requirements or proficiency,
    admission standards, instruction, and baccalaureate academic
    honors.\textsuperscript{126}

iii. To study and review recommendations from the University Common
    Program Oversight Committee and to transmit recommendations to the
    Faculty Senate for approval.\textsuperscript{127}

iv. To review and make recommendations on all proposals for planning or
    implementation of new undergraduate degree programs, minors, and
    elimination of existing programs that will be submitted by the
    committee to the Office of Academic Affairs prior to submission to the
    Board of Trustees for final approval.\textsuperscript{128}

v. To review the university program review reports and make
    recommendations on any policy or curriculum changes that might
    appear warranted based on the program reviews.\textsuperscript{128}

vi. To transmit its recommendations to the vice provost and dean of
    Undergraduate studies, who submits his/her recommendations to the
    provost and vice president for Academic Affairs.\textsuperscript{129}

b. Membership.

\textsuperscript{124} 3.10.4.1.1
\textsuperscript{125} 3.10.4.2.1.1
\textsuperscript{126} 3.10.4.2.1.2
\textsuperscript{127} 3.10.4.2.1.3
\textsuperscript{128} 3.10.4.2.1.4
\textsuperscript{129} 3.10.4.2.1.6

\textsuperscript{128} 3.10.4.2.1.1
\textsuperscript{127} 3.10.4.2.1.2
\textsuperscript{126} 3.10.4.2.1.3
\textsuperscript{125} 3.10.4.2.1.4
\textsuperscript{124} 3.10.4.1.1
The Undergraduate Policy and Curriculum Committee shall consist of the chair of the Undergraduate Council and fifteen faculty members, with at least one representative from each of the academic units. Faculty membership shall proportionally represent the number of faculty of the colleges, and an effort shall be made to include members of the college curricular committees. The ex officio members will include the vice provost and dean of Undergraduate Studies (or designee) and the assistant or associate dean (or designee) whose responsibilities include undergraduate curricular issues from each of the colleges.

2. Undergraduate Course Review Committee

a. Duties and Responsibilities.

i. To review all undergraduate course additions, revisions or deletions, and special topics course requests and transmit its recommendations to the vice provost and dean of Undergraduate Studies for approval. The vice provost and dean of Undergraduate Studies will inform the Undergraduate Policy and Curriculum Committee of any related mandated curricular changes.  

ii. To make recommendations on the allocation of the Material and Supplies Fee to the vice provost and dean of Undergraduate Studies, who submits his/her recommendations to the provost and vice president for Academic Affairs.

b. Membership.

The Undergraduate Course Review Committee shall consist of the vice chair of the Undergraduate Council and fifteen faculty members, with at least one representative from each of the academic units, and the vice provost and dean of Undergraduate studies or his/her designee (ex officio). Faculty membership shall proportionally represent the number of faculty of the colleges, and an effort shall be made to include members of the college curricular committees.

B. Graduate Council

a. Duties and Responsibilities.

i. To report to the Senate on graduate policy and curriculum matters. Business is conducted by the four committees of the council, which examine and formulate policies and procedures, hear petitions for variances from graduate program, college, or university requirements, and review graduate course action requests and requests for new programs, among other matters.  

---

Deleted: at least twenty-four voting members

Deleted: ex officio members

Deleted: Terms of service shall be two years, staggered. At least fifteen will be current members of the Faculty Senate from the colleges and academic units, and one will be a member of the Faculty Senate from the Library. The remaining members

Deleted: may or may not be members of the Faculty Senate but will be faculty members of the curriculum committees (preferably the faculty chair person) of each of the colleges.

Deleted: Each college shall have at least one member on the committee

Deleted:

Deleted: Members shall be selected from the various colleges by the Committee on Committees of the Faculty Senate.

Deleted: Nominations are open and will be solicited from, among others, the deans of the respective colleges. Only faculty members with full-time tenured, tenure-earning, or regular faculty with multi-year appointments are eligible for membership. The committee chair and the vice chair must be current Senate members, and are elected annually by the committee in membership at the first meeting of the committee after the new Senate is elected, normally early in the fall term. The vice chair will serve as the chair of the Undergraduate Course Review Committee. [1]

Deleted: To make recommendations to the chair of the Undergraduate Policy and Curriculum Committee and to the chair of the Faculty Senate who forwards them to the provost and executive vice president, unless there are issues that in the opinion of the Faculty Senate Steering Committee require the full Undergraduate Policy and Curriculum Committee review and subsequent recommendation the Steering Committee of the Faculty Senate.

Commented [LS43]: New to the Constitution. The UCRC has been performing this duty for several years.

Deleted: Policy and Curriculum Committee

Deleted: fourteen

Deleted: colleges

Deleted: provost and executive vice president

Deleted: Members shall be selected by the Committee on Committees. The

Deleted: vice chair of the Undergraduate Policy and Curriculum Committee will serve as the chair of the subcommittee. [1]

Commented [LS45]: Graduate Council changes have been reviewed and approved by Patricia Bishop.

Deleted: s
ii. To review all matters referred by committees of the Graduate Council.  

iii. To transmit its recommendations to the Steering Committee that will normally submit these recommendations to the Faculty Senate for action and that, if approved, will be submitted to the provost and vice president for Academic Affairs.  

iv. To review all graduate programs within the university on a periodic basis per Board of Trustees guidelines. The review process will include the university program review reports and recommendations based on the review of the annual college reports on the status of graduate programs.  

b. Membership.  

The council shall consist of all of the members of the committees of the Graduate Council and the vice provost and dean of the College of Graduate Studies (ex officio). Only tenured associate or full professors or professional librarians of comparable rank are eligible to serve on the council, and they must meet the qualifications for participating in graduate education as specified by the council and published at www.graduatecouncil.ucf.edu/policy/approvedpolicies. The Committee on Committees shall select the faculty members for all committees of the Graduate Council and shall solicit nominees from the deans of the respective academic units as well as from the vice provost and dean of the College of Graduate Studies, among others. The council chair and vice chair must be current Faculty Senate members and are elected annually by the membership of the council at the first meeting after the new committee is constituted, normally early in the fall term. The elected chair of the council will serve as the chair of the Graduate Policy Committee. The vice chair of the council will serve as the chair of the Graduate Curriculum Committee.  

1. Graduate Policy Committee  

a. Duties and Responsibilities.  

i. To examine existing policies and procedures and recommend new policies and procedures with regard to graduate education, including but not limited to policies and procedures affecting admissions, academic progress, and financial support for graduate students.  

ii. To review all matters referred by the vice provost and dean of the College of Graduate Studies.
b. Membership.

The Graduate Policy Committee shall consist of one graduate faculty member from each academic unit, at least four of whom are members of the Faculty Senate, a graduate student, and the vice provost and dean of the College of Graduate Studies (ex officio) or her/his designee. The council chair will serve as the chair of the Graduate Policy Committee. Terms of service shall be three years, staggered. The graduate student representative will be appointed by the chair of the council based on recommendations made by the president of the Graduate Student Association and the vice provost and dean of the College of Graduate Studies.143

2. Graduate Appeals Committee

a. Duties and Responsibilities.

i. To hear petitions for variances from established policies governing post-baccalaureate, certificate, or graduate degrees regardless of the administrative level from which the policy emanated including the graduate program, the college, or the university.144

ii. To hear other cases as referred by the vice provost and dean of the College of Graduate Studies including but not limited to appeals of adverse admissions decisions; adverse administrative decisions and appeals originating in The Golden Rule and requiring a decision by the vice provost and dean of the College of Graduate Studies.145

iii. To hear all requests from graduate program directors for exceptions to graduate policies and procedures.146

iv. To identify graduate program practices that have policy implications and refer them to the vice provost and dean of the College of Graduate Studies.147

v. To review all matters referred by the Graduate Council.148

b. Membership.

The Graduate Appeals Committee shall consist of at least one graduate faculty member from each academic unit, a graduate student, and the vice provost and dean of the College of Graduate Studies (ex officio) or her/his designee. The council chair will appoint the chair of the Graduate Appeals Committee. Terms

142 3.10.5.2.2.3
143 3.10.5.1.2
144 3.10.5.2.3.1
145 3.10.5.2.3.2
146 3.10.5.2.3.3
147 3.10.5.2.3.4
148 3.10.5.2.3.6
of service shall be three years, staggered. The graduate student representative
will be appointed by the chair of the council based on recommendations made
by the president of the Graduate Student Association and the vice provost and
dean of the College of Graduate Studies.  

3. Graduate Curriculum Committee

   a. Duties and Responsibilities.
      i. To review curricular issues related to graduate education and make
         recommendations to the vice provost and dean of the College of
         Graduate Studies.Deleted: and make recommendations to the vice provost and dean of the College of Graduate Studies.
      ii. To review changes to existing graduate programs (such as hours, thesis/non-thesis options).Deleted: and make recommendations to the vice provost and dean of the College of Graduate Studies.
      iii. To review new tracks or options to existing graduate programs and deletions of tracks or options.Deleted: and make recommendations to the vice provost and dean of the College of Graduate Studies.
      iv. To review new certificate programs and the deletion of existing certificate programs.Deleted: and make recommendations to the vice provost and dean of the College of Graduate Studies.
      v. To review all requests for additions, revisions, and deletions of graduate and special topic courses.Deleted: and make recommendations to the vice provost and dean of the College of Graduate Studies.
      vi. To review all matters referred by the vice provost and dean of the College of Graduate Studies.Deleted: and make recommendations to the vice provost and dean of the College of Graduate Studies.

   b. Membership.

      The Graduate Curriculum Committee shall consist of one faculty member from each academic unit, at least four of whom are members of the Faculty Senate, a graduate student, and the vice provost and dean of the College of Graduate Studies (ex officio) or her/his designee. The council vice chair will serve as the chair of the Graduate Curriculum Committee. Terms of service shall be three years, staggered. The graduate student representative will be appointed by the chair of the council based on recommendations made by the president of the Graduate Student Association and the vice provost and dean of the College of Graduate Studies.Deleted: four Senate members, Deleted: The Committee on Committees shall select members and, to the extent possible, take into consideration representation of various colleges.

4. Graduate Program Review and Awards Committee

   a. Duties and Responsibilities.
      i. To review graduate programs as part of the program review cycle, identify factors that promote quality in graduate programs, and update faculty status for those faculty members participating in the graduate program.Deleted: serve on program Deleted: committees for Deleted: seven-year

---

1222 3.10.5.1.3
1223 3.10.5.2.4.1
1224 3.10.5.2.4.2
1225 3.10.5.2.4.3
1226 3.10.5.2.4.4
1227 3.10.5.2.4.5
1228 3.10.5.2.4.6
1229 3.10.5.1.4

Commented [i50]: Added Awards function to committee per recommendation from the Graduate Council.
programs. The committee reports findings and recommendations to
the vice provost and dean of the College of Graduate Studies.157

ii. To review proposals of new graduate programs and deletion of
existing programs that will be submitted to this committee by the vice
provost and dean of the College of Graduate Studies. The vice provost
and dean of the College of Graduate Studies will forward the resulting
recommendations to the provost and vice president for Academic
Affairs. Following all necessary reviews and approvals, the
recommendations will be submitted to the Board of Trustees for their
review and approval.158

iii. To review nominees for the graduate student awards for
teaching, thesis, and dissertation given by the College of Graduate Studies and
for the Excellence in Graduate Teaching Award. Recommendations
are forwarded to the vice provost and dean of the College of Graduate
Studies.159

b. 160161 Membership.

The Graduate Program Review and Awards Committee shall consist of one
faculty member from each academic unit, at least four of whom are members of
the Faculty Senate, and the vice provost and dean of the College of Graduate
Studies (ex officio) or her/his designee. The council chair will appoint the chair
of the Graduate Program Review and Awards Committee. Terms of service
shall be three years, staggered.162

SECTION VIII

Joint Committees and Councils

Joint committees and councils have a broad range of responsibilities at the university level but do
not report to the full Faculty Senate at each meeting. It is the responsibility of the joint
committes and councils to report any policy change recommendations to the Faculty Senate
Steering Committee for consideration and to comply with the relevant provisions of Article IV of
this Constitution. All committees should meet at least once a semester. Meetings will be held
upon call by the chair. No action can be taken at committee meetings unless a majority of the
voting membership is present.163

Even though there is no voting by proxy for Senate meetings, joint committees and councils may
adopt policies at the start of the year to allow voting by proxy. According to Robert’s Rules of
Order (latest edition) proxies should be written, be for a specific meeting, and be given to the
committee chair before the start of a meeting.164
Each committee will maintain minutes of its meetings and the chair of each committee shall forward (except for University Athletics Committee, and the University Promotion and Tenure Committee), in a timely manner, copies of meeting agendas and minutes to the chair of the Faculty Senate. By the end of the spring semester, each committee will submit a brief written annual report of its activities to the chair of the Faculty Senate.  

A. Academic Calendar Committee

1. Duties and Responsibilities.
   a. To recommend the academic calendar and to insure compliance with the rules and regulations of the state of Florida and the university Board of Trustees.  
   b. To consider the impact of changes in the academic calendar on students and faculty.

2. Membership.
   The committee shall consist of one faculty member from each academic unit selected by the Committee on Committees and one student nominated by the president of the Student Government. No more than two of the faculty members of the committee shall hold a rank of assistant dean or higher. The vice president for Student Development and Enrollment Services (or designee) will serve as chair and identify other non-voting ex officio members. The chair will make every effort to ensure that areas relating to the Academic Calendar are represented. The number of ex officio members shall not exceed the number of faculty members. Terms of service shall be two years, staggered, with the exception of the student member, who shall serve for one year.

B. Admissions and Standards Committee

1. Duties and Responsibilities.
   a. To consider all undergraduate student admissions that do not meet the minimum university admissions standards and that are referred to it by the Undergraduate Admissions Office.  
   b. To consider all undergraduate student appeals of readmission decisions or academic standing.  
   c. To consider all undergraduate student appeals of university academic policies or standards.
   d. To consider continuation of students that fail to meet CLAST requirements in accordance with appropriate rules and regulations.  
   e. To recommend undergraduate admissions policy to the Faculty Senate.
2. Membership.

The committee shall consist of six faculty members selected by the Committee on Committees (in consultation with the vice president for Student Development and Enrollment Services), one student nominated by the president of the Student Government, and six members from the professional staff (selected by the vice president for Student Development and Enrollment Services). A representative from the professional advising office for each college may serve as a non-voting resource person to assist the committee members. The vice president for Student Development and Enrollment Services (or designee) will serve as chair and identify other non-voting ex officio members. The chair will make every effort to ensure that areas relating to Admissions and Standards are represented. Terms of service shall be three years, staggered, with the exception of the student member, who shall serve for one year.

C. Commencements, Convocations, and Recognition Committee

1. Duties and Responsibilities.

   a. To examine and review commencement and convocation procedures and to make recommendations for future commencements and convocations, taking into account budgetary implications.

   b. To make recommendations to the president regarding speakers for commencements and convocations.

   c. To make recommendations regarding the number and kinds of commencements and convocations.

   d. To review proposals for awards, emeritus status, honorary degrees, and any other recognition or honors bestowed by the university and to make recommendations to the president.

   e. To recommend the standards and criteria by which to judge the qualifications for awarding honorary degrees.

   f. To recommend criteria for the selection of those to be honored by the university with the designation distinguished alumni.

   g. To serve as a selection committee for those to be named distinguished alumni.

2. Membership.

The committee shall consist of one faculty member from each academic unit selected by the Committee on Committees (in consultation with the president), two students...
selected by the president of the Student Government (in consultation with the president) and the president and the provost and vice president for Academic Affairs or their designees. The chair is appointed annually by the president from the faculty membership. Terms of service shall be two years, staggered, with the exception of the student members, who shall serve for one year.  

D. Faculty Center for Teaching and Learning Advisory Committee

1. Duties and Responsibilities.

- To advise the director of the Faculty Center for Teaching and Learning on matters related to the following:
  - Supporting and developing faculty professional development in areas of teaching, learning and scholarship of teaching for all faculty, including full-time, adjunct and graduate teaching assistants.
  - Overseeing and administering professional teaching development activities.
  - Coordinating the nomination, review and selection of faculty fellowships and other awards for creative teaching and the innovative use of technology in teaching and learning.
  - Administering and reviewing an annual assessment of the Faculty Center for Teaching and Learning.
  - Considering and recommending to the Faculty Senate and administration regarding the needs and activities of the Faculty Center for Teaching and Learning.

2. Membership.

The committee consists of a minimum of at least one faculty member from each academic unit and a faculty member representing the regional campuses, who shall be the voting members of the committee. The chair of the committee shall be a faculty member elected annually by the membership. The ex officio non-voting members of the committee shall be the vice provost for Information Technologies and Resources (or designee) and the directors (or their designees) of offices that impact teaching and learning, who shall be designated by the director of the Faculty Center for Teaching and Learning. Terms of service shall be three years, staggered. Faculty members of the committee are selected by the Committee on Committees in consultation with the director of the Faculty Center for Teaching and Learning and the college deans.  

E. Faculty and Staff Benefits Committee

1. Duties and Responsibilities.

- To study fringe benefits and other benefits and services provided to all faculty and staff of the university in relation to those offered in other institutions.
b. To examine, analyze, and make recommendations on insurance and other benefit programs offered for consideration and implementation by the university.  

c. To make recommendations to the president on any proposed changes in benefits provided to the faculty and staff. 

d. To report the results of fringe benefits and other related faculty and staff benefits studies to the Senate. 

e. A quorum shall be five or more voting members.

2. Membership.

The committee shall consist of one faculty member from each academic unit, selected by the Committee on Committees, seven staff members selected by the USPS Council, and two members from the Retiree's Association (one retired faculty and one retired staff) nominated by the president of the UCF Retirement Association. The benefits coordinator from the Office of Human Resources and the director of Human Resources shall serve as non-voting ex officio members. The chair is appointed annually by the director of Human Resources from the faculty members of the committee. Terms of service shall be two years, staggered.

F. Information Technology Resource Advisory Committee

1. Duties and Responsibilities.

a. To assist in determination and evaluation of faculty information technology needs and to review general policies in this area.  

b. To review changes to educational media and communications recommended by the vice provost for Information Technology and Resources. 

c. To advise the vice provost for Information Technology and Resources on university and faculty needs and interests in developing information technology resources to enhance the campus environment for teaching, learning, research, other scholarly activities, and service. 

d. To consider and advise on ways that faculty development of information technology resources and materials for teaching, learning, research, other scholarly activities, and service can be considered within the process of tenure and promotion review. 

e. To inform the Faculty Senate on developments, activities, and directions in campus information technology resources.
The committee shall consist of one faculty member from each academic unit selected by the Committee on Committees (in consultation with the vice provost for Information Technologies and Resources). Other members shall be designated by the vice presidents of the administrative and academic divisions, up to six of whom shall be voting members. The vice president for Instruction Technology and Resources will identify other non-voting ex officio members and make every effort to ensure that areas relating to Information Technology are represented. The chair of the committee shall be a faculty member of the committee elected annually by the membership. Terms of service shall be three years, staggered.

G. Library Advisory Committee

1. Duties and Responsibilities.
   a. To facilitate communication between the Libraries and its academic clientele.
   b. To act as advocates of the Libraries in university-wide decision-making groups.
   c. To act as an Advisory Council to the Libraries administration.
   d. 

2. Membership.

The committee shall consist of one faculty member from each academic unit, one college dean, and one department chair, all selected by the Committee on Committees (in consultation with the director of Libraries). Other members include one undergraduate student (appointed by the president of the Student Government) and one graduate student (appointed by the dean of the student's college). The graduate student appointment rotates annually and alphabetically by college. The director of the University Libraries shall serve as a non-voting ex officio member. The chair of the committee shall be a faculty member of the committee elected at the first meeting at the beginning of each academic year. Terms of service shall be two years, staggered, with the exception of the student members, who shall serve for one year.

H. Research Council

1. Duties and Responsibilities.
   a. To recommend to the Faculty Senate such policies as it deems necessary and appropriate with respect to research activities, facilities, personnel, and patents.
   b. To consult with and advise the vice president for Research and Commercialization on the stimulation of and support for research activities,
including policies for allocation of monies to be invested in UCF research endeavors.\textsuperscript{210}
c. To assist in the evaluation of research programs within the university and advise on new research centers and institutes and the evaluation of performance of existing centers and institutes.\textsuperscript{211}
d. To recommend policies that will foster a strong, mutually productive relationship between research centers and institutes and departments.\textsuperscript{212}
e. To speak for the faculty on governmental, industrial, and other private sector and Foundation support of the research programs of the university. \textsuperscript{213}
f. To review the activities of the committees that deal with the use of human subjects or animals in research.\textsuperscript{214}
g. To review the activities of the committee that deals with copyrights and patents.\textsuperscript{215}
h. To review and make recommendations to the vice president for Research and Commercialization on internal research grants and awards.\textsuperscript{216}
i. To work with the vice president for Research and Commercialization in establishing guidelines for submissions and review of research proposals.\textsuperscript{217}
j. \textbf{To recommend policies to promote the responsible conduct of research by UCF faculty, staff, and students.} \textsuperscript{218}

2. Membership.

The committee shall consist of one faculty member from each academic unit (selected by the Committee on Committees in consultation with the vice president for Research and Commercialization and with college deans) and two faculty members from the institutes and/or centers (designated by the vice president for Research and Commercialization). Selection criteria shall include a productive record of research/scholarly activity. Only faculty members holding the rank of associate professor or professor or professional librarians of comparable rank shall be eligible for membership. The vice president for Research and Commercialization (or designee) shall serve as a non-voting ex officio member. Terms of service shall be three years, staggered. The chair of the council shall be elected annually by its membership.\textsuperscript{219}

I. \textbf{Strategic Planning Council}

1. Duties and Responsibilities.

\textsuperscript{210} 3.10.8.2.2  
\textsuperscript{211} 3.10.8.2.3  
\textsuperscript{212} 3.10.8.2.4  
\textsuperscript{213} 3.10.8.2.5  
\textsuperscript{214} 3.10.8.2.6  
\textsuperscript{215} 3.10.8.2.7  
\textsuperscript{216} 3.10.8.2.8  
\textsuperscript{217} 3.10.8.2.9  
\textsuperscript{218} 3.10.8.1
a. To advise and assist the vice president for Strategy, Marketing, Communications and Admission in developing and updating the university’s strategic plan.

b. To recommend policies to support the university's strategic planning process, including academic planning, institutional effectiveness, accountability, budget planning, and student services.

c. To recommend to the provost and vice president of Academic Affairs the university’s academic plan and any budget or academic actions necessary to support those recommendations.

d. To develop and recommend to the president the university goals and any budget or academic actions necessary to support those goals.

2. Membership.

The committee shall consist of one faculty member from each academic unit (selected by the Committee on Committees in consultation with the vice president for Strategy, Marketing, Communications and Admissions); one student (appointed by the president of the Student Government); the chair of the Faculty Senate; one staff member (selected by the USPS Council); one department chair (appointed by the provost and vice president for Academic Affairs); one faculty representing the regional campuses (appointed by the vice provost for Regional Campuses); one alumnus or alumna (selected by the president of the Alumni Association); and the vice president for Strategy, Marketing, Communications and Admissions. The vice president for Strategy, Marketing, Communications and Admissions, in concert with the vice presidents of the administrative and academic divisions, will identify remaining members in an effort to ensure widespread representation across the university. The council chair shall be appointed by the president from the membership of the council. Terms of service are three years, staggered, with the exception of the student members, who shall serve for one year.

J. Undergraduate Common Program Oversight Committee

1. Duties and Responsibilities.

a. To monitor that students fulfill common undergraduate program requirements such as General Education Program, diversity, Gordon Rule, foreign language, and CLAST as outlined in the undergraduate catalog.

b. To monitor that all courses and syllabi submitted to fulfill the university diversity requirement meet the established definition of diversity.
c. To review and approve alternative diversity plans for those units in which some students cannot meet the diversity graduation requirement via the General Education Program or a course in the major.

d. To make recommendations to the Undergraduate Policy and Curriculum Committee on changes to the General Education Program.

e. To work with the Faculty Center for Teaching and Learning, The Burnett Honors College, the Office of Diversity Initiatives, and other units as appropriate to develop lectures, workshops, and other opportunities to permit faculty development related to the diversity requirement.

f. To oversee the creation of survey instruments and other assessment materials regarding the General Education Program and to work with the deans and chairs to incorporate the results into the General Education Program.

g. To review initiatives directed towards enhancing undergraduate academic experience.

2. Membership.
The committee shall consist of at least one faculty member from each of the colleges with undergraduate programs and one professional librarian (selected by the Committee on Committees in consultation with the college deans and the dean of Undergraduate Studies). Membership shall reflect the proportion of general education credit between the colleges. Only members of the general faculty responsible for general education courses are eligible to serve on the committee. The vice provost and dean of Undergraduate Studies (or designee) shall chair the committee and will identify other members, making every effort to ensure that areas relating to Undergraduate Common Program Oversight are represented. Terms of service shall be two years, staggered.

K. University Athletics Advisory Committee

1. Duties and Responsibilities.

a. To nurture and foster academic integrity through an oversight of academics matters related to University Athletics.

b. To supervise the relationship of the university to the athletic conference in which it holds membership and the National Collegiate Athletic Association and to insure that university policies and procedures are being followed in order to maintain the integrity of the university with NCAA rules and regulations.

---

227 3.10.22.2.3
228 3.10.22.2.4
229 3.10.22.2.5
230 3.10.22.2.6
231 3.10.22.2.7
232 3.10.22.2.8
233 3.10.22.1
234 3.10.18.2.1
c. To insure that the university’s athletic program is in keeping with the educational objectives of the university.

d. To review the academic advisement, retention, and admissions of athletes.

e. To recommend to the Faculty Senate policies that would ensure the academic integrity of the athletic programs.

f. To serve as an advisory and recommending body for intercollegiate athletics on policies and procedures that relate specifically to student-athlete welfare and academic progress.

2. Membership.

The committee shall consist of one faculty member from each academic unit (selected by the Committee on Committees in consultation with the provost and vice president for Academic Affairs or designee), three students (the president of the Student Government, a senator, and a student at large), the NCAA faculty representative, and one staff member (nominated by the USPS Council). The NCAA faculty representative will identify other ex officio non-voting members and will make every effort to ensure that areas relating to University Athletics are represented. Terms of service shall be three years, staggered, with the exception of the student members, who shall serve for one year. The committee chair shall be designated annually by the president.

L. University Bookstore Advisory Committee

1. Duties and Responsibilities.

   a. To recommend policies that will foster a cooperative, mutually productive and beneficial relationship between the bookstore and its customers in the university community.

   b. To develop scholarship selection criteria, review applications, and select scholarship recipients each year to receive free course textbooks and other awards for each semester.

2. Membership.

   The committee shall consist of one faculty member from each academic unit (selected by the Committee on Committees), two staff members (nominated by the USPS Council), one student (nominated by the president of the Student Government), one representative from Academic Affairs, the bookstore manager, and the director of Business Services. The chair shall be elected annually from its faculty membership.

---

235 3.10.18.2.2
236 3.10.18.2.3
237 3.10.18.2.4
238 3.10.18.2.7
239 3.10.18.1
240 3.10.23.2.1
241 3.10.23.2.2
242 Deleted: and fiscal
243 Commented [LS62]: Items previously called e and f were deleted because they deal with fiscal oversight. Since Athletics is now a Direct Support Organization (DSO) its budget is no longer subject to Senate approval.
244 Deleted: To review the budget as proposed by the Director of Athletics prior to submission of that budget to the president.
245 Deleted: ¶
246 Deleted: college
247 Deleted: a Staff Council representative, a representative from Administration and Finance, a representative from Student Development and Enrollment Services, a community representative (nominated by the Executive Committee of the UCF Foundation), a representative of the Alumni Council, a representative of the Knight Boosters, and the Athletic Director (ex officio).
248 Deleted: for faculty members are
249 Deleted: college and the libraries
250 Deleted: the Office of
M. University Honors Committee

1. Duties and Responsibilities.

a. To consider and recommend fundamental policies and procedures relating to The Burnett Honors College, including the general direction of the college and its programs, requirements, faculty participation, and curricular matters.

b. To make recommendations to the dean of The Burnett Honors College on matters requiring judgments regarding faculty and student awards, scholarships, and other benefits.

c. To make recommendations to the dean of The Burnett Honors College as required on disciplinary matters relating to The Burnett Honors College including the removal of a student from the program.

2. Membership.

The committee shall consist of one faculty member from each academic unit, and one representative from each of the regional campuses participating in the Honors Program (selected by the Committee on Committees in consultation with the dean of The Burnett Honors College) and three student representatives (recommended by the dean of Burnett Honors College). The dean of The Burnett Honors College will chair the committee and serve as an ex officio non-voting member. Terms of service shall be two years, staggered, with the exception of the student members, who shall serve for one year.

N. University Master Planning Committee

1. Duties and Responsibilities

a. To review short-range as well as long-range issues related to land use, facilities planning, and future development of the campus, including protection and preservation of natural resources on the campus.

b. To make recommendations to the president regarding matters of aesthetics and suitability for minor projects and modifications of the campus landscape, utilities, and building exteriors.

c. To review signage, site furniture, public art, and some temporary installations.

d. To serve as a clearinghouse for communication to the campus community.

2. Membership.

248249250251252253254
The committee shall consist of: one faculty member from each academic unit, two of whom shall be members of the Faculty Senate (selected by the Committee on Academic Affairs); two additional faculty members from Biology and Environmental Engineering (selected by the vice president for Administration and Finance or designee); one administrator from Academic Affairs (appointed by the provost and vice president for Academic Affairs); and two students (appointed by the president of the Student Government). The vice president for Administration and Finance, who shall chair the committee, will identify other members and will make every effort to ensure that areas relating to University Master Planning are represented. The director of Environmental Health and Safety and the assistant director of Facilities Planning shall function as support staff to the committee. Terms of service shall be three years, staggered, with the exception of the student members, who shall serve for one year. The chair of the committee is appointed annually by the president from the membership of the committee. 255

O. University Parking and Transportation Advisory Committee

1. Duties and Responsibilities.
   a. To serve as the principle advisory body to the president through the vice president of Administration and Finance, recommending policies and regulations that govern traffic and parking on the UCF campus. 256

2. Membership.
   The committee shall consist of two faculty members (selected by the Faculty Senate Parking Advisory Committee), two students (appointed by the president of the Student Government); two staff members (nominated by the USPS Council); one administrative and professional employee (nominated by vice president of Administration and Finance). The vice president for Administration and Finance will appoint one additional member to serve as chair. Terms of service shall be one year. 257

P. University Promotion and Tenure Committee

1. Duties and Responsibilities.
   a. To review and evaluate all applications for promotion and tenure and make recommendations to the provost and vice president for Academic Affairs. 258
   b. To maintain the confidentiality of all personnel records and matters under its jurisdiction. 259
   c. To function as an advisory committee to the provost and vice president for Academic Affairs. 260

255 3.10.14.2.6
256 3.10.14.2.7
257 3.10.14.1
258 3.10.24.2.1
259 3.10.24.1
260 3.10.20.2.1
261 3.10.20.2.1
d. To submit all policy concerns to the Faculty Senate Steering Committee and the provost and vice president for Academic Affairs. 261

e. To submit an annual report of their activities to the chair of the Faculty Senate by the end of the spring semester, while complying with the rules set out by the Collective Bargaining Agreement relating to confidentiality. 262

2. Membership.

The committee shall consist of one faculty member from each college. Each member shall hold the rank of tenured professor and be an active scholar within his or her particular field. The committee members are elected at large from their respective colleges by tenured and tenure-earning faculty. The chair is elected annually by the committee members. No member of the committee may be a member of a college or department/school promotion and tenure committee. Terms of service shall be two years, staggered. 263

Q. University Travel Committee

1. Duties and Responsibilities.

a. To develop guidelines for travel awards to faculty. 264

b. To make announcements to the faculty regarding availability and procedures for application for travel awards. 265

c. To solicit applications for travel awards. 266

d. To review faculty applications for travel awards and make recommendations to the provost and vice president for Academic Affairs for making these awards. 267

2. Membership.

The committee shall consist of one faculty member from each academic unit (selected by the Committee on Committees), and the provost and vice president for Academic Affairs (ex officio) or designee. The chair is elected annually from the faculty membership. Terms of service shall be two years, staggered. 268

SECTION IX.
Amendments

The Faculty Senate may amend its own bylaws by the affirmative vote of a majority of Senate members present and voting at a meeting with a quorum. The text of a proposed bylaw or amendment to a current bylaw must be made available electronically to the members of the Faculty Senate.
Faculty Senate at least thirty days prior to the meeting at which it will be considered. Proposals should be included on the agenda of two successive meetings of the Senate. In cases of emergency, however, the policy requiring two successive meetings can be waived. 

\[269\]