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# *UCF Faculty Constitution*

## *Proposed Revisions*

1/28/2010

8/23/2010

Deleted: 8/13/2010¶

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***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.

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**CONSTITUTION OF THE FACULTY  
OF THE UNIVERSITY OF CENTRAL FLORIDA**

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52 **CONSTITUTION OF THE FACULTY**  
53 **OF THE UNIVERSITY OF CENTRAL FLORIDA**

54  
55 **ARTICLE I.**  
56 **General Faculty**

57 **A. Faculty Participation in University Governance**

58 Faculty participation in the governance of the University of Central Florida shall be provided  
59 for by a constituent body, the **general faculty**, and its representative body, the Faculty  
60 Senate.<sup>1</sup> The general faculty is an advisory body to the president of the University of Central  
61 Florida.<sup>2</sup>

**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

62 **B. Membership**

63 Membership in the general faculty of the University of Central Florida shall consist of all  
64 full-time faculty members. Department chairs are considered to be members of the general  
65 faculty. Titles of these persons shall be set forth in the Senate *Bylaws, Section I*.<sup>3</sup>

66 **C. Meetings**

67 **An assembly of** the general faculty of the University of Central Florida shall meet at least  
68 annually in the fall semester of each academic year. At this annual meeting, the president of  
69 the university shall present a general message to the faculty on the state of the university.  
70 The general faculty may meet at other times upon the call of the president or the chair of the  
71 Faculty Senate or upon written request to the president by fifteen percent of the general  
72 faculty.

73 **The following shall be invited as non-voting guests:** the president, provost, vice presidents,  
74 vice provosts, deans of colleges, the director of Libraries, and the university registrar.<sup>4</sup>

75 The presiding officer of the general faculty shall be the president of the University of Central  
76 Florida or in his/her absence the **provost and vice president for Academic Affairs**. In the  
77 absence of both, the president shall designate the presiding officer. The president shall  
78 appoint **members** of the general faculty to serve as parliamentarian **and secretary**.<sup>5</sup>

**Commented [LS2]:** The provost's full title has been updated throughout the document.

**Deleted:** provost and executive vice president

79 **Fifteen percent** of the members of the general faculty shall constitute a quorum.<sup>6</sup>

**Deleted:** The secretary of the Faculty Assembly shall be appointed by the president of the Faculty Assembly and shall keep the minutes of the proceedings and perform such other duties as are set forth in the constitution or as shall be directed by the Faculty Assembly or its presiding officer.

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80 The method of voting to be used shall be at the discretion of the presiding officer. However,  
81 at the request of twenty-five members, a vote by secret ballot shall be mandatory.<sup>7</sup>

82 Meetings shall be conducted according to *Robert's Rules of Order* (latest edition).<sup>8</sup>

83 Summaries of actions taken by an assembly of the general faculty shall be sent electronically  
84 to each member within one week following each meeting.<sup>9</sup> Special committees of the

**Commented [LS3]:** This has been changed from 20%.

**Deleted:**

**Deleted:** the Faculty Assembly

**Deleted:** Records of proceedings of the Faculty Assembly shall be kept by the secretary and shall be made public unless designated as closed by the membership or the president.

<sup>1</sup> 1.0 – Footnotes indicate the corresponding section in the old constitution.

<sup>2</sup> 2.1

<sup>3</sup> 2.2

<sup>4</sup> 2.4

<sup>5</sup> 2.3.1

<sup>6</sup> 2.4.5

<sup>7</sup> 2.4.6

<sup>8</sup> 2.4.7

<sup>9</sup> 2.1.2

99 ~~general faculty may be appointed by the president or may be elected by, an assembly of the~~  
100 ~~general faculty.~~ The president shall be an ex officio member of all committees of the ~~general~~  
101 ~~faculty.~~<sup>10</sup>

**Deleted:** Faculty Assembly  
**Deleted:** the Faculty Assembly  
**Deleted:** Faculty Assembly

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

104  
105 ARTICLE II.  
106 Faculty Senate

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

113 A. Membership

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

**Deleted:** of the University of Central Florida who

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

124 B. Apportionment

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

**Deleted:** colleges and libraries,

**Deleted:** college or the members of the faculties of the campuses.

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133 C. Elections

134 1. Eligibility for election to Senate.

<sup>10</sup> 2.1.4

<sup>11</sup> 2.4.4

<sup>12</sup> 3.1

<sup>13</sup> 3.2

<sup>14</sup> 3.3.1

145 Members of the general faculty eligible to be elected to the Faculty Senate shall be  
146 full-time members of the general faculty as specified in the *Bylaws*, Section II.A.<sup>15</sup>

147 2. Eligibility for participation in elections.

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

Deleted: college/campus/

152 3. Terms.

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

156 4. Vacancies and Absences.

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

Commented [LS4]: Interims are new to the constitution.

164 5. Time of Election.

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

167 D. Officers

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

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

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177 ARTICLE III.

178 Jurisdiction

179 A. Responsibilities

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<sup>15</sup> 3.4.1

<sup>16</sup> 3.5.1

<sup>17</sup> 3.2

<sup>18</sup> 3.6.2

<sup>19</sup> 3.7

<sup>20</sup> 3.7.2.1

<sup>21</sup> 3.2

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

Deleted: and

189 The Senate may discuss and take a position on any subject of university concern, and may  
190 initiate policies on these matters, either directly or through its committees. The Senate  
191 appoints faculty members to serve on the Senate committees as well as Joint committees and  
192 councils; these committees carry out much of the work of the Senate. Faculty members are  
193 afforded an opportunity each year to participate in committee service. The Senate has a  
194 significant role in the appointment of academic administrators, as well as the periodic  
195 performance reviews of such administrators.

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#### ARTICLE IV. Committees and Councils

##### 199 A. Purpose and Classification

200 Service on university committees and councils is the primary means of direct participation in  
201 university governance by faculty. There are three classes of committees and councils staffed  
202 by the Faculty Senate: Senate operational committees, Senate curricular committees and  
203 councils, and joint committees. The creation, restructuring, or dissolution of Senate and joint  
204 committees and councils is proposed on the Senate floor and is recommended to the president  
205 of the university by a majority vote of the Senate. The purviews, structures and procedures  
206 of Senate operational committees, Senate curricular committees and councils and joint  
207 committees are more fully set forth in the Senate bylaws. Ad hoc Senate committees may be  
208 established by the Senate or by the Steering Committee.<sup>22</sup>

Commented [15]: 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."

##### 209 B. Committee Governance

210 Rules and policies of the Senate govern the operation of its committees. Senate committees  
211 may adopt temporary rules and policies necessary to the operation of committees. These  
212 temporary rules must be consonant with the constitution and the bylaws and are reported to  
213 the Faculty Senate office as they are adopted. Such changes are subject to subsequent  
214 approval by the Senate.

##### 215 C. Types of Committees and Councils

###### 216 1. Senate Operational Committees.

217 Senate Operational Committees serve to expedite the efficient functioning of the  
218 Senate and its affairs and to address matters relating to faculty interests and functions.  
219 Committees and membership selection shall be made in accordance with the bylaws.

###### 220 a. Steering Committee.

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<sup>22</sup> 3.10.1

222 The Steering Committee of the Faculty Senate serves as the “executive  
223 committee” of the Faculty Senate. It advises the chair of the Senate and assists  
224 the chair in determining the agenda for Senate meetings.<sup>23</sup>

225 i. Committee on Committees.

226 A subcommittee of the Steering Committee serves as the Committee  
227 on Committees. This committee will be chaired by the Senate vice  
228 chair. The membership and responsibilities of the Committee on  
229 Committees is as specified in the bylaws.<sup>24</sup>

230 ii. Nominating Committee.

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

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

235 b. Budget and Administrative Procedures Committee.

236 The Budget and Administrative Procedures Committee evaluates and  
237 recommends policies and procedures concerning university budget with special  
238 emphasis on the academic budget.<sup>25</sup>

239 c. Personnel Committee.

240 The Personnel Committee studies and recommends academic personnel policy  
241 and standards, including university-wide promotion and tenure criteria.<sup>26</sup>

242 d. Faculty Senate Parking Advisory Committee.

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

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

247 2. Senate Curricular Committees and Councils.

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

252 The Senate Curricular Committees and Councils are:

253 a. Undergraduate Council.

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

256 i. Undergraduate Policy and Curriculum Committee

257 ii. Undergraduate Course Review Committee

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

<sup>23</sup> 3.10.3

<sup>24</sup> 3.10.3.1.2

<sup>25</sup> 3.10.7.2.1

<sup>26</sup> 3.10.6.2.1



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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. Joint committees, councils, or task forces shall report to the Senate and to the president or the responsible administrators designated in the bylaws. At any time, the president or Senate may evaluate the effectiveness of joint committees in conjunction with the Steering Committee. 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.  
The Academic Calendar Committee recommends to the provost and vice president for Academic Affairs regarding the academic calendar.<sup>27</sup>
- b. Admissions and Standards Committee.  
The Admissions and Standards Committee considers appeals for admissions, readmission, and waivers of undergraduate academic policies or standards.<sup>28</sup>
- 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.<sup>29</sup>
- 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,

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<sup>27</sup> 3.10.19  
<sup>28</sup> 3.10.9  
<sup>29</sup> 3.10.17

302 excellence and improve assessment and evaluation in all learning  
303 environments.<sup>30</sup>

304 e. Faculty and Staff Benefits Committee.

305 The Faculty and Staff Benefits Committee recommends to the vice president of  
306 Administration and Finance on policies and programs that revise the benefits  
307 provided faculty and staff.<sup>31</sup>

**Deleted:** president

**Deleted:** enhance

308 f. Information Technology Resource Policy Committee.

309 The Information Technology Resource Policy Committee recommends to the  
310 vice provost of Information Technologies and Resources on information  
311 technology resources policy.<sup>32</sup>

**Deleted:** , organizational structure, and budget

312 g. Library Advisory Committee.

313 The Library Advisory Committee provides advice to the Libraries concerning  
314 materials and services needed by faculty and students in their teaching and  
315 research endeavors.<sup>33</sup>

316 h. Research Council.

317 The Research Council recommends to the vice provost for Research and  
318 Commercialization on the interests of the faculty in research and scholarly  
319 activity at the university.<sup>34</sup>

**Deleted:** represents

320 i. Strategic Planning Council.

321 The Strategic Planning Council recommends to the vice president for Strategy,  
322 Marketing, Communications, and Admissions policies to support the  
323 university's strategic planning process, including academic planning,  
324 institutional effectiveness, accountability, budget planning, and student services.  
325 <sup>35</sup>

**Deleted:** university president on all strategic planning issues

**Commented [LS14]:** Change recommended by Vice President Al Harms.

326 j. Undergraduate Common Program Oversight Committee.

327 The Undergraduate Common Program Oversight Committee provides oversight  
328 of courses and alternative plans to fulfill the General Education Program,  
329 diversity and technology requirements, as well as other program requirements  
330 common to all undergraduate students.<sup>36</sup>

331 k. University Athletics Advisory Committee.

332 The University Athletics Advisory Committee <sup>37</sup> serves as an advisory and  
333 recommending body for intercollegiate athletics on policies and procedures that  
334 relate specifically to student-athlete welfare and academic progress.

**Deleted:** recommends to the president on academic policy for student athletes.

**Deleted:** The primary focus of the committee is to nurture and foster academic integrity through an oversight of academics matters related to University Athletics

**Deleted:** .

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<sup>30</sup> 3.10.11

<sup>31</sup> 3.10.13

<sup>32</sup> 3.10.10

<sup>33</sup> 3.10.12

<sup>34</sup> 3.10.8

<sup>35</sup> 3.10.21

<sup>36</sup> 3.10.22

<sup>37</sup> 3.10.18

- 347 l. University Bookstore Advisory Committee.  
 348 The University Bookstore Advisory Committee advises the bookstore  
 349 management concerning materials and services needed by all segments of the  
 350 university community.<sup>38</sup>
- 351 m. University Honors Committee.  
 352 The University Honors Committee recommends to the dean of The Burnett  
 353 Honors College on policies and plans for the college.<sup>39</sup>
- 354 n. University Master Planning Committee.  
 355 The University Master Planning Committee recommends to the vice president  
 356 for Administration and Finance on short- and long-range issues related to land  
 357 use, facilities planning, and future development of the campus, taking into  
 358 account the protection and preservation of natural resources on the campus.<sup>40</sup>
- 359 o. University Parking and Transportation Advisory Committee.  
 360 The University Parking and Transportation Advisory Committee recommends  
 361 to the vice president of Administration and Finance concerning policies and  
 362 regulations governing traffic and parking on the UCF campus.<sup>41</sup>
- 363 p. University Promotion and Tenure Committee.  
 364 The University Promotion and Tenure Committee reports to the provost and  
 365 vice president for Academic Affairs, its recommendations on all applications for  
 366 promotion and tenure.<sup>42</sup>
- 367 q. University Travel Committee.  
 368 The University Travel Committee makes recommendations to the provost and  
 369 vice president for Academic Affairs regarding special travel awards to faculty.<sup>43</sup>

**Deleted:** Honors Program

**Deleted:** president

**Commented [LS16]:** Mission description edited for clarity.

**Deleted:** on all matters concerning policies and plans for development and construction on the campus.

**Deleted:** The committee considers short-range as well as long-range issues related to land use, facilities planning, and future development of the campus. The committee also considers protection and preservation of natural resources on the campus.

**Deleted:**

**Commented [LS17]:** Edited to reflect current practice.

**Deleted:** Parking Services management

**Deleted:** policy and concerns relating to parking services needed by all segments of the university community

**Deleted:** . The committee

**Deleted:** reviews

**Deleted:** applications and makes recommendations to the provost and executive vice president

**Deleted:** .

## ARTICLE V. Meetings

- 373 A. The Faculty Senate shall meet in regular session each month during fall and spring semesters  
 374 and as necessary during the summer term or as specified by the bylaws of the Senate.<sup>44</sup>
- 375 B. Special meetings may be held at any time at the call of the Senate chair, the president of the  
 376 university, the provost and vice president for Academic Affairs, or by written request of one  
 377 third of the Faculty Senate.<sup>45</sup>
- 378 C. All meetings of the Faculty Senate shall be open to members of the university community.  
 379 The president of the university, provost and vice president for Academic Affairs, and vice

**Deleted:** both

<sup>38</sup> 3.10.23

<sup>39</sup> 3.10.16

<sup>40</sup> 3.10.14

<sup>41</sup> 3.10.24

<sup>42</sup> 3.10.20

<sup>43</sup> 3.10.15

<sup>44</sup> 3.9.1

<sup>45</sup> 3.9.2

398 presidents shall be extended privileges of the floor upon request; other non-members may be  
399 granted privileges of the floor upon written request or upon the invitation of the chair of the  
400 Faculty Senate.<sup>46</sup>

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

Deleted: the faculty of the university and to

403 E. There is no voting by proxy for Senate meetings, elections, or votes.<sup>47</sup>

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#### 405 ARTICLE VI.

##### 406 Governance in Academic Units

Deleted: College

407 Each academic unit of the university shall provide for non-administrative faculty representation  
408 in its governance.<sup>48</sup>

Deleted: college

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#### 410 ARTICLE VII.

##### 411 Amendments<sup>49</sup>

412 A. Amendments to the constitution may be considered by the Faculty Senate upon (1)  
413 recommendation of the Faculty Senate Steering Committee or (2) written request of fifteen  
414 percent of the members of the general faculty. The text of a proposed amendment must be  
415 made available electronically to the members of the Faculty Senate at least thirty days prior  
416 to the meeting at which it will be considered.<sup>50</sup>

Deleted: ten

417 A proposed amendment must receive an affirmative majority vote of the members of the  
418 Faculty Senate who are present, after which the text of such amendment shall be made  
419 available electronically to all members of the general faculty for their review and  
420 consideration. Members of the general faculty have fourteen days from initial distribution to  
421 provide input to the Faculty Senate Steering Committee.

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

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

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

<sup>46</sup> 3.9.3

<sup>47</sup> 3.9.7

<sup>48</sup> 4.0

<sup>49</sup> 5.0

<sup>50</sup> 5.1

439 thirty days the president shall either approve the amendment or refer the amendment back to  
440 the Faculty Senate for reconsideration. Such a referral should include the reasons for the  
441 action. If the latter action is taken and the Faculty Senate again approves the amendment as  
442 originally adopted, it will be sent to the president for further consideration. An amendment  
443 shall become effective at such time as it receives the president's approval.<sup>51</sup>

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

447 D. This constitution may be amended by the Board of Trustees in accordance with the Florida  
448 Board of Governor's Regulation Development Procedure for State University Boards of  
449 Trustees.<sup>53</sup>

Deleted: or replaced at any time

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#### 451 ARTICLE VIII.

#### 452 Compliance

Commented [LS18]: New to the constitution.

453 The provisions of this *Constitution* shall not be construed in any manner so as to conflict with the  
454 laws of the State of Florida, the policies of the Board of Governors, or policies of the Board of  
455 Trustees or contractual agreements between the Board of Trustees and bargaining agents.

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<sup>51</sup> 5.2

<sup>52</sup> 5.1

<sup>53</sup> 5.3

458 BYLAWS TO THE CONSTITUTION OF THE FACULTY  
459 **OF THE UNIVERSITY OF CENTRAL FLORIDA**

461 SECTION I.  
462 Definition of Faculty

463 A. Titles

464 Persons employed full-time by the University of Central Florida during the regular academic  
465 year are members of the general faculty if they hold one of the following academic titles:<sup>54</sup>

- 466 1. Eminent Scholar.
- 467 2. Professor, Associate Professor, or Assistant Professor.
- 468 3. University Librarian, Associate University Librarian, or Assistant University  
469 Librarian (professional librarians of comparable rank of A2).
- 470 4. Senior Lecturer or Lecturer.
- 471 5. Senior Instructor, Instructor, or Instructor Librarian. ||

472 University employees who hold these academic titles are considered members of the  
473 general faculty unless their appointing academic unit certifies their primary assignment to  
474 be in administrative support areas of the university instead of in direct pursuit of  
475 teaching, research and academic service missions of the university.<sup>55</sup> In advance of  
476 Senate elections, the office of the Faculty Senate will verify with each academic unit the  
477 list of faculty who are to be counted toward Senate apportionment.

478 B. Faculty Characteristics

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

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

491 SECTION II.  
492 Senate Membership

493 A. General Eligibility

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<sup>54</sup> 2.2.1

<sup>55</sup> 2.2.2

**Commented [LS19]:** The position titles of Senior Lecturer and Senior Instructor in items 4 and 5 are pending bargaining.

494 Those defined as members of the general faculty in *Bylaws, Section 1.A* shall be eligible to  
495 be elected to the Faculty Senate, with the exception of Lecturers, Instructors, and Instructor  
496 Librarians; Senior Lecturers and Senior Instructors are eligible to serve on the Faculty  
497 Senate. <sup>56</sup> Visiting faculty, regardless of their rank or duration of appointment, are not  
498 eligible to serve on the Faculty Senate.<sup>57</sup>

**Deleted:** Faculty

**Commented [LS20]:** Titles for instructors and lecturers are pending bargaining. Their eligibility to serve on Senate is newly proposed here.

**Deleted:** Only full-time professors, associate professors, and assistant professors with tenured, tenure-earning, or multi-year appointments, and professional librarians of comparable rank shall be eligible for election to the Faculty Senate.

**Deleted:** colleges and libraries

#### 499 B. Apportionment

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

**Deleted:** with full-time tenured, tenure-earning, or multi-year appointments, librarians of comparable rank, and full-time instructors with continuing contracts who

503 Apportionment will be made only once each year, based on the number of individuals who  
504 are members of the general faculty and are listed as faculty on official records of the  
505 university on the first day of the spring semester of that year.<sup>58</sup>

506 Each academic unit will have a minimum of two representatives, and no academic unit may  
507 have more than 1/5 of the total number of members in the Senate. The number of elected  
508 members of the Faculty Senate will be apportioned among the academic units as follows.<sup>59</sup>

**Deleted:** colleges and

509 The number of senators representing an academic unit will be determined by rounding the

**Deleted:** a college, library, or

$$\text{Number of senators} = 75 \times \left( \frac{\text{Number of general faculty in an academic unit}}{\text{Number of general faculty in the university}} \right)$$

510 above calculated value to the nearest whole number.<sup>60</sup> Librarians who are not part of the  
511 University Libraries unit are counted as part of their colleges' faculty.

**Deleted:** A unit is defined as any degree granting academic unit, not within an established college, and shall have proportionate representation on the Faculty Senate as defined above.

#### 512 C. Nomination and Election of Senators

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

**Deleted:** eligible

**Deleted:** that college or

**Deleted:** college or

518 Each academic unit shall, by majority vote of its faculty, decide on a system of internal  
519 allocation of Senate representation; e.g., at academic unit level, by department, by proportion  
520 to department size, by a combination of department and academic unit representation, etc.

**Deleted:** college or

**Deleted:** college/

**Deleted:** college/

521 Each academic unit shall annually inform the chair of the Faculty Senate of the details of  
522 such allocation and any subsequent changes in it.<sup>61</sup>

**Deleted:** college

523 No later than the fourth week of the spring semester, the Faculty Senate office will provide  
524 each academic unit with a list of faculty eligible for election to the Faculty Senate and the

**Deleted:** Steering Committee

**Deleted:** college or

<sup>56</sup> 3.4

<sup>57</sup> 3.4.1

<sup>58</sup> 3.3.2

<sup>59</sup> 3.3.1

<sup>60</sup> 3.3

<sup>61</sup> 3.3.3

548 number of seats to be filled. On receiving this information, the academic unit will conduct an  
549 election.<sup>62</sup>

550 Each academic unit will report election results to the Faculty Senate office no later than  
551 March 1. In order to provide a current list of alternate members of the Senate, each academic  
552 unit will also forward the number of votes cast for each candidate for any at large election.<sup>63</sup>

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

554

555

556

### SECTION III. Officers of the Faculty Senate

#### 557 A. Officers

558 Officers of the Senate as specified in the *Constitution* shall be the chair, the vice chair, the  
559 past chair, and the secretary.<sup>64</sup>

560 1. Chair. The duties and functions of the chair are:

- 561 a. To preside at Faculty Senate Meetings;<sup>65</sup>
- 562 b. To serve as chair of the Senate Steering Committee;<sup>66</sup>
- 563 c. To represent the Faculty Senate on any matter within the Senate's jurisdiction or  
564 as requested by the provost and vice president of Academic Affairs, president,  
565 or Board of Trustees;
- 566 d. To serve as a full voting member of the Advisory Council of Faculty Senates;<sup>67</sup>
- 567 e. To serve as an ex officio voting member of the Board of Trustees;
- 568 f. To oversee the office of the Faculty Senate;
- 569 g. To perform such other duties as may be directed by the Senate.
- 570 h. To appoint a parliamentarian.<sup>68</sup>

571 2. Vice Chair. The duties and functions of the vice chair are:

- 572 a. To act as chair in the event the chair is absent or otherwise unable to act;<sup>69</sup>
- 573 b. To serve as chair of the Committee on Committees;<sup>70</sup>
- 574 c. To serve on the Senate Steering Committee;<sup>71</sup>
- 575 d. To perform such other duties as may be directed by the Senate.

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

Deleted: college/

Deleted: college/

Deleted: forward a list of elected senators

Deleted: Steering Committee

Commented [LS23]: Added a date instead of the previous "no later than the eighth week," which had caused confusion for colleges.

Deleted: the eighth week of the spring semester

Deleted: college/

<sup>62</sup> 3.5.1

<sup>63</sup> 3.5.2

<sup>64</sup> 3.7

<sup>65</sup> 3.7.2.1

<sup>66</sup> 3.10.3.1.1

<sup>67</sup> 3.11

<sup>68</sup> 3.7.2.1

<sup>69</sup> 3.7.2.1

<sup>70</sup> 3.10.3.1.2

<sup>71</sup> 3.10.3.1



- 583 a. To act as chair in the event both the chair and vice chair are absent or otherwise  
 584 unable to act;
- 585 b. To serve as chair of the Nominations Committee;
- 586 c. To serve on the Senate Steering Committee;<sup>72</sup>
- 587 d. To serve as a full voting member of the Advisory Council of Faculty Senates;<sup>73</sup>
- 588 e. To perform such other duties as may be directed by the Senate.
- 589 4. Secretary. The duties and functions of the secretary are:
- 590 a. To oversee
- 591 i. the record of the minutes of the meetings of the Faculty Senate;<sup>74</sup>
- 592 ii. the transmission of all notices required under constitution and bylaws  
 593 of the Senate;
- 594 b. To serve on the Senate Steering Committee.<sup>75</sup>
- 595 c. To perform such other duties as may be directed by the Senate.

596 B. Election of Officers

597 As the first order of business at the first meeting of the new Senate in April, the Senate shall  
 598 elect from its voting membership by majority vote a chair, vice chair and secretary to  
 599 perform the duties and functions as described in Section A. Each of the officers has a one-  
 600 year term, beginning immediately following the annual election.<sup>76</sup>

601 No later than April 1, the Faculty Senate office shall make public a list of all Faculty Senate  
 602 members for the coming year and issue a call to the general faculty for nominations for  
 603 Faculty Senate officers from this list. In the eleventh week of the spring semester, the  
 604 Nominating Committee shall select up to four willing candidates for each office from among  
 605 the candidates nominated by the faculty. In addition, the Nominating Committee may add  
 606 additional nominees for each office not previously put forward by the faculty.<sup>77</sup>

607 At least one week prior to the first meeting of the new Faculty Senate, the Faculty Senate  
 608 office shall distribute the names and biographical statements of nominees to all members of  
 609 the Faculty Senate. Additional nominations for each office shall also be accepted from the  
 610 floor of the Faculty Senate.<sup>78</sup>

611 Voting for officers will be conducted by secret ballot. Election of officers will be by  
 612 majority of those senators present and voting. There shall be no voting by proxy.<sup>79</sup>

613 Should the chair of the Faculty Senate resign that office, the vice chair shall assume the  
 614 office of chair, and the Steering Committee shall appoint a vice chair for the remainder of the

- Deleted:** the ninth week of the spring semester
- Deleted:** Steering Committee
- Deleted:** send
- Deleted:** to all members of the faculty and professional librarians and request
- Deleted:** Faculty Senate Steering
- Deleted:** Faculty Senate Steering
- Deleted:** Nominations for each office shall also be accepted from the floor of the Faculty Senate.
- Deleted:** Steering Committee
- Deleted:** The first order of business at the first meeting of the new Senate will be the nomination and election of Faculty Senate officers for the coming year.

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<sup>72</sup> 3.10.3.1.1  
<sup>73</sup> 3.11  
<sup>74</sup> 3.7.2.2  
<sup>75</sup> 3.10.3.1.1  
<sup>76</sup> 3.8.3  
<sup>77</sup> 3.8.2  
<sup>78</sup> 3.8.2  
<sup>79</sup> 3.8.3

628 term. Should the vice chair or secretary resign, the Steering Committee shall appoint  
629 replacements to those positions.<sup>80</sup>

630

631

SECTION IV.  
Meetings of the Senate

632

633 A. Rule of Order

634 Meetings shall be conducted according to *Robert's Rules of Order* (latest edition).<sup>81</sup>

635 B. Senate Agenda

636 The agenda for regular meetings of the Faculty Senate shall be as follows.<sup>82</sup>

637 Call to Order

638 Roll Call

639 Minutes

640 Announcements and Recognition of Guests

641 Report of the Provost

642 Old Business

643 New Business

644 Committee Reports

645 Other Business

646 Adjournment

647 C. First Meeting

648 The newly elected Faculty Senate will hold its first meeting during or before the last week of  
649 the spring semester.<sup>83</sup>

650 The first order of business at the first meeting of the new Senate will be the election of  
651 Faculty Senate officers for the coming year.<sup>84</sup> (For nomination and election procedures, see  
652 Bylaws, Section III.C.)

Deleted: nomination and

653 The second order of business at the first meeting of the new Faculty Senate will be the  
654 establishment of the Steering Committee.<sup>85</sup> Each academic unit shall have at least one

Deleted: college

655 member of the Steering Committee (elected by the academic units' senators at the first  
656 meeting).<sup>86</sup> The number of Steering Committee members to which an academic unit is

Deleted: college

657 entitled is proportional to the size of that unit's general faculty, as outlined in Bylaws, Section  
658 VIA.

Deleted: proportionate to Senate representation

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<sup>80</sup> 3.7.2.3

<sup>81</sup> 3.9.8

<sup>82</sup> 3.9.9

<sup>83</sup> 3.8.1

<sup>84</sup> 3.8.3

<sup>85</sup> 3.8.4

<sup>86</sup> 3.8.5

664 The third order of business at the first meeting of the new Faculty Senate will be the  
665 establishment of the Committee on Committees. The senators from each academic unit shall  
666 nominate one of their Steering Committee representatives to serve on the Committee on  
667 Committees.

Deleted: college

668 D. Regular Meeting

669 As specified in the *Constitution*, Article V. An agenda shall be sent electronically to each  
670 senator at least one week prior to the meeting.<sup>87</sup>

671 E. Special Meetings

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

675 F. Quorum

676 A quorum for any meeting of the Senate shall consist of a majority of the Faculty Senate  
677 membership.<sup>88</sup>

678 G. Voting Privileges

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

681 H. Voting Procedures

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

685 I. Addressing the Senate

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

Deleted: and without prior permission being given

689 Representatives of the Student Government, administrators, any member of the general  
690 faculty, or other interested parties may attend the Faculty Senate meetings as  
691 nonparticipating observers.<sup>91</sup> Prior to the spring term meeting of the newly elected Faculty  
692 Senate, one student (designated by the president of the Student Government) shall have the  
693 privilege of participating in debate.<sup>92</sup>

694 Persons who by their training and experience are qualified to contribute to the discussion of  
695 particular items of business may be invited by the chair of the Faculty Senate or the provost  
696 and vice president for Academic Affairs.

697 J. Conduct of Senate Business

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<sup>87</sup> 3.9.5

<sup>88</sup> 3.9.6

<sup>89</sup> 3.9.7

<sup>90</sup> 3.9.4

<sup>91</sup> 3.9.3.1

<sup>92</sup> 3.9.3.3

- 700 1. In the conduct of its business, the Senate shall be guided by the customary rules of  
 701 parliamentary procedure, insofar as these are not modified by the provisions of this  
 702 *Constitution* or its bylaws. In cases of dispute recourse shall be to *Robert's Rules of*  
 703 *Order* (latest edition).
- 704 2. Decisions in the Senate shall be taken by majority vote of the members present and  
 705 voting, except as provided by the constitution and bylaws.

706  
 707 SECTION V.  
 708 Attendance

709 A. Vacancies

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

**Deleted:** college or

**Deleted:** college

**Deleted:** college

716 B. Determination of Attendance

717 Attendance shall be determined by the signing of an attendance roster at the beginning of  
 718 each Senate meeting. Correction of the electronic attendance roster shall occur no later than  
 719 the following Senate meeting by contacting the office of the Faculty Senate.

720 C. Excessive Absence

**Commented [LS25]:** New to the Constitution.

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

726  
 727 SECTION VI.

728 Senate Operational Committees

**Commented [LS26]:** Operational Committees were previously called Standing Committees

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

**Deleted:** and normally end within the spring semester of each year

**Deleted:** , however,

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

**Deleted:** A committee member designated as *ex officio* member is a contributing member who takes part in all discussions and serves as a resource person but is non-voting and cannot serve as the chair of the committee unless specified otherwise.

<sup>93</sup> 3.6.2

<sup>94</sup> 3.10.1

<sup>95</sup> 3.10.1

748 **A. Steering Committee**

749 1. Composition.

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

757 a. Each academic unit will have one representative on the Steering Committee.<sup>97</sup>

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

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

$$\left( \frac{\text{Number of general faculty from each academic unit with 5 or more senators}}{\text{Total number of general faculty from all academic units with 5 or more senators}} \right) \times \text{remaining}$$

761 Section VI.A1.b until all seats are filled.

762 d. Vacancies on the Steering Committee are filled by election from and by the  
763 senators of the vacating member's academic unit.<sup>100</sup>

764 2. Duties and Responsibilities of the Steering Committee.

765 a. To serve as the "executive committee" of the Faculty Senate.<sup>101</sup>

766 b. To act on behalf of the Senate on matters declared by the chair of the Faculty  
767 Senate to be of an emergency nature. Any action taken in this respect by the  
768 Steering Committee shall be reported by the chair of the Faculty Senate to the  
769 members of the Faculty Senate at or before the next regular meeting. The  
770 Senate shall then review such action. The chair of the Faculty Senate will give  
771 the members of the Senate advance notice of the emergency meeting of the  
772 Steering Committee, if feasible.<sup>102</sup>

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

777 d. To monitor Senate elections and maintain election records.<sup>103</sup>

Deleted: members of

Deleted: colleges

Deleted: college and

Deleted: with less than five Senate members

Deleted: , including one representative from the libraries.

Commented [LS28]: Equation rephrased to clarify the process, correct a typographical omission in the last version of the Constitution, and reduce the possibility of a tie.

Deleted: members

Deleted: for colleges with five or more Senate members

Deleted: The number of Steering Committee members representing an academic unit will be determined by rounding the above calculated value to the nearest whole number.

Deleted: <sup>99</sup>

Deleted: college

<sup>96</sup> 3.8.5

<sup>97</sup> 3.8.5.1

<sup>98</sup> 3.5.5.2

<sup>100</sup> 3.8.5.4

<sup>101</sup> 3.10.3

<sup>102</sup> 3.10.3.2.1.6

<sup>103</sup> 3.10.3.2.1

- 790 e. To develop Faculty Senate agendas. Items may be added to the agenda at any  
 791 meeting of the Senate under new business by majority vote. Final action on the  
 792 resolutions not on the agenda cannot be taken prior to the next Senate  
 793 meeting.<sup>104</sup>
- 794 f. To consider resolutions forwarded by Senate committees and to forward them to  
 795 the full Senate or refer them back to the Senate committee.<sup>105</sup>
- 796 g. To appoint from its membership liaisons to each of the Senate committees who  
 797 shall serve as non-voting members of these committees. Liaisons shall act as a  
 798 resource to the committees and report on committee activities at Steering  
 799 Committee meetings.
- 800 h. To act as a committee on amendments to the constitution and the bylaws.<sup>106</sup>
- 801 i. To periodically review Senate operational, curricular, and joint committees and  
 802 councils. Creation of new committees and changes in any committee's charter,  
 803 membership, or duties and responsibilities shall be conveyed to the Faculty  
 804 Senate for consideration as amendments to the bylaws.<sup>107</sup>
- 805 j. To serve as a faculty advisory body to the president of the university and to the  
 806 provost and vice president for Academic Affairs when requested.
- 807 k. To act in executive session when the Faculty Senate is not in session. In this  
 808 capacity, a majority of the committee shall constitute a quorum. All  
 809 recommendations made as the Senate's "executive committee" shall be reported  
 810 to the Senate and be subject to review and approval by the Faculty Senate.<sup>108</sup>
- 811 l. To request information from any member of the faculty or administration and  
 812 invite any such person to meet with it for consultation or advice on matters  
 813 within its jurisdiction.<sup>109</sup>
- 814 m. To establish ad hoc committees to facilitate its work.<sup>110</sup>
- 815 3. Meetings
- 816 The Steering Committee will normally meet two weeks prior to the regular Faculty  
 817 Senate meeting, at the discretion of the chair of the Faculty Senate, who will chair  
 818 this committee.
- 819 4. Quorum
- 820 A quorum for meetings of the Steering Committee shall consist of fifty percent of the  
 821 voting members.<sup>111</sup>
- 822 5. Subcommittees of the Steering Committee
- 823 a. Committee on Committees.

**Deleted:** all committees, including the

**Deleted:** deemed appropriate by the Committee on Committees

**Commented [LS30]:** Moved from Committee on Committees to reflect current practice.

**Deleted:** Steering Committee

**Deleted:** <#>To consult with the president and/or provost and executive vice president on any matter that he/she may call to its attention

**Deleted:** . ¶

**Deleted:** special

<sup>104</sup> 3.10.3.2.2  
<sup>105</sup> 3.10.3.2.3  
<sup>106</sup> 3.10.3.2.4  
<sup>107</sup> 3.10.3.2.2.1  
<sup>108</sup> 3.10.3.2.6  
<sup>109</sup> 3.10.3.2.7  
<sup>110</sup> 3.10.3.2.8  
<sup>111</sup> 3.10.3.2.6

832 The senators from each academic unit shall elect their representatives to the  
833 Committee on Committees from amongst the unit's Steering Committee  
834 members. Members of the Committee on Committees are elected at the first  
835 Senate meeting of the year to a one-year term. Should a vacancy occur on the  
836 Committee on Committees, the senators from the academic unit in which the  
837 vacancy occurs shall designate a replacement. This committee will be chaired  
838 by the Senate vice chair. The committee responsibilities are:

**Deleted:** The Faculty Senate shall elect a

**Deleted:** Committee on Committees which will solicit nominations for membership on the committees of the Senate and the university joint committees. The Committee on Committees is

**Deleted:** composed of one representative from each college/campus/unit.

**Deleted:** For the purposes of this committee a quorum shall consist of eight members. Each year members of the Committee on Committees are elected by the senators of each college/campus/unit in the spring semester to a one-year term that begins the following fall semester.

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

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

845 iii. To provide the Steering Committee of the Faculty Senate with a list of  
846 nominees for all Senate operational and curricular committees and the  
847 responsible university administrator with nominations for joint  
848 committees and councils. The Committee on Committees shall take  
849 into consideration minority and female representation, and to the  
850 extent possible, take into consideration approximate proportionate  
851 representation of the academic units to serve on Senate and joint  
852 committees.<sup>112</sup>

**Deleted:** university

**Deleted:** provost and executive vice president

**Deleted:** other

**Deleted:** upon request.

**Deleted:** would

**Deleted:** various colleges and

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

858 b. Nominating Committee.

**Commented [LS33]:** New to the constitution. Added to reflect current practice.

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

**Deleted:** <#>The Committee on Committees shall periodically review all committees, including the Senate standing and reporting committees. Creation of new committees and changes in any committee's charter, membership, or duties and responsibilities deemed appropriate by the Committee on Committees shall be conveyed to the Faculty Senate Steering Committee for consideration as amendments to the Bylawsbylaws.¶

## 864 B. Budget and Administrative Committee

**Deleted:** will be chaired by

865 1. Duties and Responsibilities.

**Deleted:** elected by the Steering Committee

866 a. To evaluate and recommend policies and procedures concerning university  
867 budget with special emphasis on the academic budget.<sup>114</sup>

**Deleted:** .

868 b. To make recommendations on any administrative procedure that affects faculty  
869 members in the performance of their work.<sup>115</sup>

<sup>112</sup> 3.10.3.2.2.2

<sup>113</sup> 3.10.3.2.2.3

<sup>114</sup> 3.10.7.2.1

<sup>115</sup> 3.10.7.2.2

- 897 c. To participate in the academic planning process as appropriate.<sup>116</sup>
- 898 d. To make recommendations to the Steering Committee of the Faculty Senate.<sup>117</sup>

899 2. Membership.

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

Deleted: college and the libraries

Deleted: college

911 C. Personnel Committee

912 1. Duties and Responsibilities.

- 913 a. To study and recommend academic personnel policy and standards, including  
 914 promotion and tenure criteria.<sup>119</sup>
- 915 b. To be responsible for procedures to evaluate administrators and department  
 916 chairs and oversee such evaluations.<sup>120</sup>
- 917 c. To consider other matters related to the professional well-being of the faculty,  
 918 including academic freedom.<sup>121</sup>
- 919 d. To make recommendations to the Steering Committee of the Faculty Senate.<sup>122</sup>

Deleted: university-wide

920 2. Membership.

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

Deleted: college

Deleted: Each college shall have at least one representative and the provost and executive vice president or his/her designee (ex officio). The remaining members are unrestricted with regard to college affiliation.

930 D. Faculty Senate Parking Advisory Committee

Commented [LS34]: The Faculty Senate Parking Advisory Committee is being established to enable participation to the university parking committee.

<sup>116</sup> 3.10.7.2.4  
<sup>117</sup> 3.10.7.2.3  
<sup>118</sup> 3.10.7.2.1  
<sup>119</sup> 3.10.6.2.1  
<sup>120</sup> 3.10.6.2.2  
<sup>121</sup> 3.10.6.2.3  
<sup>122</sup> 3.10.6.2.4  
<sup>123</sup> 3.10.6.2.1



939 1. Duties and Responsibilities.

- 940 a. To recommend policies to the University Parking and Transportation Advisory  
941 Committee that will foster a mutually beneficial parking environment for  
942 faculty, staff, students, and visitors in the university community.
- 943 b. To elect two committee members to serve on the University Parking and  
944 Transportation Advisory Committee. At the first meeting of the new  
945 committee, these representatives will be elected annually from its membership.

**Commented [I35]:** Multiple discussions have resulted in the Univ. Parking and Transportation committee accepting two senators selected by the senate to serve on their committee.

946 2. Membership.

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

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954 SECTION VII.

955 Senate Curricular Committees

**Commented [LS36]:** Curricular committees were previously called Standing committees

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

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

964 Senate Curricular Committees and Councils are:

965 A. Undergraduate Council

**Commented [LS37]:** We are proposing to create an Undergraduate Council that is structurally similar to the Graduate Council. UPCC and UCRC would be committees of the Undergraduate Council. This structure would make it possible to create additional committees in the future.

966 a. Duties and Responsibilities.

- 967 i. To report to the Senate on undergraduate policy and curriculum  
968 matters. Business is conducted by the two committees of the council,  
969 which examine and formulate policies and procedures and review  
970 undergraduate course action requests and requests for new programs,  
971 among other matters.

- 972 ii. To review all matters referred by committees of the Undergraduate  
973 Council.

- 974 iii. To transmit its recommendations to the vice provost and dean of  
975 Undergraduate Studies, who submits his/her recommendations to the  
976 provost and vice president for Academic Affairs.

977 b. Membership.

978 The council shall consist of all of the members of the committees of the  
979 Undergraduate Council and the vice provost and dean of Undergraduate Studies

(ex officio). 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.<sup>124</sup>

## 1. Undergraduate Policy and Curriculum Committee

### a. Duties and Responsibilities.

- i. To study, review, and provide recommendations on undergraduate policies, instruction, and standards.<sup>125</sup>
- 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.<sup>126</sup>
- iii. To study and review recommendations from the University Common Program Oversight Committee and to transmit recommendations to the Faculty Senate for approval.
- 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.<sup>127</sup>
- 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.<sup>128</sup>
- 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.<sup>130</sup>

### b. Membership.

**Commented [LS38]:** The description of UCPOC states that it recommends to the UPCC. All changes to GEP must be approved by the Senate.

**Deleted:** five-year

**Deleted:** <#>To review all matters referred by the Undergraduate Course Review Committee.<sup>129</sup>

**Deleted:** Faculty Senate Steering Committee, which will normally submit these recommendations to the provost and executive vice president

**Commented [LS40]:** Changed to reflect current practice

<sup>124</sup> 3.10.4.1.1.

<sup>125</sup> 3.10.4.2.1.1

<sup>126</sup> 3.10.4.2.1.2

<sup>127</sup> 3.10.4.2.1.3

<sup>128</sup> 3.10.4.2.1.4

<sup>130</sup> 3.10.4.2.1.6

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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.

**Deleted:** at least twenty-four voting

**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 its 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.<sup>131¶</sup>

**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.<sup>134</sup>

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

**Deleted:** s

## 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.<sup>132</sup>

ii. <sup>133</sup>

- iii. 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.<sup>135</sup>

<sup>132</sup> 3.10.4.2.2.1

<sup>133</sup> 3.10.4.2.2.2

<sup>135</sup> 3.10.5

- 1098 ii. To review all matters referred by committees of the Graduate  
 1099 Council.<sup>136</sup>
- 1100 iii. To transmit its recommendations to the Steering Committee that will  
 1101 normally submit these recommendations to the Faculty Senate for  
 1102 action and that, if approved, will be submitted to the provost and vice  
 1103 president for Academic Affairs.<sup>137</sup>
- 1104 iv. To review all graduate programs within the university on a periodic  
 1105 basis per Board of Trustees guidelines. The review process will  
 1106 include the university program review reports and recommendations  
 1107 based on the review of the annual college reports on the status of  
 1108 graduate programs.<sup>138</sup>

**Deleted:** seven-year

1109 b. Membership.

1110 ~~The council shall consist of all of the members of the committees of the~~  
 1111 ~~Graduate Council~~ and the vice provost and dean of the College of Graduate  
 1112 Studies (ex officio). ~~Only tenured associate or full professors or professional~~  
 1113 ~~librarians of comparable rank~~ are eligible to serve on the council, and they must  
 1114 meet the qualifications for participating in graduate education as specified by  
 1115 the council and published at  
 1116 [www.graduatelcouncil.ucf.edu/policy/approvedpolicies](http://www.graduatelcouncil.ucf.edu/policy/approvedpolicies). ~~The Committee on~~  
 1117 ~~Committees shall select the faculty members for all committees of the Graduate~~  
 1118 ~~Council and shall solicit nominees~~ from the deans of the respective ~~academic~~  
 1119 ~~units~~ as well as from the vice provost and dean of the College of Graduate  
 1120 Studies, among others. The council chair and vice chair must be current Faculty  
 1121 Senate members and are elected annually by the membership of the council at  
 1122 the first meeting after the new ~~committee is constituted~~, normally ~~early~~ in the  
 1123 fall term. The elected chair of the council will serve as the chair of the Graduate  
 1124 Policy Committee. The vice chair of the council will serve as the chair of the  
 1125 Graduate Curriculum Committee.<sup>139</sup>

**Deleted:** The council shall consist of no less than 20 faculty members, at least eight of whom are current Faculty Senate members, a senator from the libraries,

**Deleted:** Terms of service shall be three years, staggered.

**Deleted:** Each college shall have at least one member on the council, and the

**Deleted:** . Nominations are open and will also be solicited

**Deleted:** colleges

**Deleted:** Senate is elected

**Deleted:** early

**Deleted:** , and all members of the Graduate Council will be integrated into the four committees. All Graduate Council members will serve on at least one committee.

1126 **1. Graduate Policy Committee**

1127 a. Duties and Responsibilities.

- 1128 i. To examine existing policies and procedures and recommend new  
 1129 policies and procedures with regard to graduate education, including  
 1130 but not limited to policies and procedures affecting admissions,  
 1131 academic progress, and financial support for graduate students.<sup>140</sup>
- 1132 ii. To review all matters referred by the vice provost and dean of the  
 1133 College of Graduate Studies.<sup>141</sup>

<sup>136</sup> 3.10.5.2.1.1

<sup>137</sup> 3.10.5.2.1.2

<sup>138</sup> 3.10.5.2.1.3

<sup>139</sup> 3.10.5.1.1

<sup>140</sup> 3.10.5.2.2.1

<sup>141</sup> 3.10.5.2.2.2

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iii. To transmit its recommendations to the Faculty Senate 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.<sup>142</sup>

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.<sup>143</sup>

**Deleted:** four Senate members, four non-Senate members

**Deleted:** The Committee on Committees shall select members, members and, to the extent possible, taking into consideration representation of various colleges.

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.<sup>144</sup>

**Commented [LS46]:** Awards functions were added to the Program Review committee per recommendation from the Graduate Council.

**Deleted: and Awards**

**Deleted:** A petition usually begins with the student and is initially reviewed at the program level, followed by a college review before arriving at the Graduate Council Appeals

**Deleted:** Committee. Denial at a lower level should not impede the flow of the petition to the next level of review. The Appeals Committee reserves the right to call whomever necessary to explain or offer additional information about a specific petition.

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.<sup>145</sup>

**Deleted:** applicant

**Deleted:** student appeals of

**Deleted:** such as withdrawals, drops, etc.;

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

**Deleted:** The Appeals Committee reserves the right to call whomever necessary to explain or offer additional information about a specific appeal.

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

**Deleted:** To monitor graduate program practices and make recommendations as appropriate.

v. To review all matters referred by the Graduate Council.<sup>148</sup>

**Deleted:** ¶

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

**Deleted:** To review nominees for the University Excellence in Graduate Teaching Award and make recommendations to the provost and executive vice president.

**Deleted:** <#>All conclusions of deliberations by the Graduate Appeal Committee are considered recommendations to the vice provost and dean of the College of Graduate Studies who makes the final decision

**Deleted:** for the university. The vice provost and dean will then notify the appropriate persons of the decision, including students, programs, and colleges.¶

**Deleted:** eight graduate faculty members

**Deleted:** The Committee on Committees shall select members and, to the extent possible, take in to consideration representation of other various colleges not represented above.

<sup>142</sup> 3.10.5.2.2.3  
<sup>143</sup> 3.10.5.1.2  
<sup>144</sup> 3.10.5.2.3.1  
<sup>145</sup> 3.10.5.2.3.2  
<sup>146</sup> 3.10.5.2.3.3  
<sup>147</sup> 3.10.5.2.3.5  
<sup>148</sup> 3.10.5.2.3.6

1222 of service shall be three years, staggered. The graduate student representative  
1223 will be appointed by the chair of the council based on recommendations made  
1224 by the president of the Graduate Student Association and the vice provost and  
1225 dean of the College of Graduate Studies.<sup>149</sup>

### 1226 3. Graduate Curriculum Committee

#### 1227 a. Duties and Responsibilities.

- 1228 i. To review curricular issues related to graduate education and make  
1229 recommendations to the vice provost and dean of the College of  
1230 Graduate Studies.<sup>150</sup>
- 1231 ii. To review changes to existing graduate programs (such as hours,  
1232 thesis/non-thesis options).<sup>151</sup>
- 1233 iii. To review new tracks or options to existing graduate programs and  
1234 deletions of tracks or options.<sup>152</sup>
- 1235 iv. To review new certificate programs and the deletion of existing  
1236 certificate programs.<sup>153</sup>
- 1237 v. To review all requests for additions, revisions, and deletions of  
1238 graduate and special topic courses.<sup>154</sup>
- 1239 vi. To review all matters referred by the vice provost and dean of the  
1240 College of Graduate Studies.<sup>155</sup>

#### 1241 b. Membership.

1242 The Graduate Curriculum Committee shall consist of one faculty member from  
1243 each academic unit, at least four of whom are members of the Faculty Senate. a  
1244 graduate student, and the vice provost and dean of the College of Graduate  
1245 Studies (ex officio) or her/his designee. The council vice chair will serve as the  
1246 chair of the Graduate Curriculum Committee. Terms of service shall be three  
1247 years, staggered. The graduate student representative will be appointed by the  
1248 chair of the council based on recommendations made by the president of the  
1249 Graduate Student Association and the vice provost and dean of the College of  
1250 Graduate Studies.<sup>156</sup>

### 1251 4. Graduate Program Review and Awards Committee

#### 1252 a. Duties and Responsibilities.

- 1253 i. To review graduate programs as part of the program review cycle,  
1254 identify factors that promote quality in graduate programs, and update  
1255 faculty status for those faculty members participating in the graduate

**Deleted:** and make recommendations to the vice provost and dean of the College of Graduate Studies.

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**Deleted:** and make recommendations to 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.

**Commented [i50]:** Added Awards function to committee per recommendation from the Graduate Council.

**Deleted:** serve on program

**Deleted:** committees for

**Deleted:** seven-year

<sup>149</sup> 3.10.5.1.3

<sup>150</sup> 3.10.5.2.4.1

<sup>151</sup> 3.10.5.2.4.2

<sup>152</sup> 3.10.5.2.4.3

<sup>153</sup> 3.10.5.2.4.4

<sup>154</sup> 3.10.5.2.4.5

<sup>155</sup> 3.10.5.2.4.6

<sup>156</sup> 3.10.5.1.4

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programs. The committee reports findings and recommendations to the vice provost and dean of the College of Graduate Studies.<sup>157</sup>

**Deleted:** and report  
**Deleted:** Division

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.<sup>158</sup>

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.<sup>159</sup>

**Deleted:** graduate student awards  
**Deleted:** University  
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**Deleted:** executive vice president

b. <sup>160</sup><sup>161</sup>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.<sup>162</sup>

**Deleted:** To monitor graduate program practices and make recommendations as appropriate.  
**Deleted:** ¶  
To review all matters referred by the Graduate Council.  
**Deleted:** ¶  
**Deleted:** five Senate members, five non-Senate members,  
**Deleted:** The Committee on Committees shall select members so that each college is represented on this committee.

SECTION VIII.

Joint Committees and Councils

**Commented [LS51]:** Joint committees were previously called Reporting committees

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 committees 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.<sup>163</sup>

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.<sup>164</sup>

<sup>157</sup> 3.10.5.2.5.1  
<sup>158</sup> 3.10.5.2.5.2  
<sup>159</sup> 3.10.5.2.5.4  
<sup>160</sup> 3.10.5.2.3.5  
<sup>161</sup> 3.10.5.2.3.6  
<sup>162</sup> 3.10.5.1.5  
<sup>163</sup> 3.10.1  
<sup>164</sup> 3.10.1

1322 Each committee will maintain minutes of its meetings and the chair of each committee shall  
1323 forward (except for University Athletics Committee, and the University Promotion and Tenure  
1324 Committee), in a timely manner, copies of meeting agendas and minutes to the chair of the  
1325 Faculty Senate. By the end of the spring semester, each committee will submit a brief written  
1326 annual report of its activities to the chair of the Faculty Senate.<sup>165</sup>

1327 **A. Academic Calendar Committee**

1328 1. Duties and Responsibilities.

- 1329 a. To recommend the academic calendar and to insure compliance with the rules  
1330 and regulations of the state of Florida and the university Board of Trustees.<sup>166</sup>  
1331 b. To consider the impact of changes in the academic calendar on students and  
1332 faculty.<sup>167</sup>

1333 2. Membership.

1334 The committee shall consist of one faculty member from each academic unit selected  
1335 by the Committee on Committees and one student nominated by the president of the  
1336 Student Government. No more than two of the faculty members of the committee  
1337 shall hold a rank of assistant dean or higher. The vice president for Student  
1338 Development and Enrollment Services (or designee) will serve as chair and identify  
1339 other non-voting ex officio members. The chair will make every effort to ensure that  
1340 areas relating to the Academic Calendar are represented. The number of ex officio  
1341 members shall not exceed the number of faculty members. Terms of service shall be  
1342 two years, staggered, with the exception of the student member, who shall serve for  
1343 one year.<sup>168</sup>

Deleted: college

1344 **B. Admissions and Standards Committee**

1345 1. Duties and Responsibilities.

- 1346 a. To consider all undergraduate student admissions that do not meet the minimum  
1347 university admissions standards and that are referred to it by the Undergraduate  
1348 Admissions Office.<sup>169</sup>  
1349 b. To consider all undergraduate student appeals of readmission decisions or  
1350 academic standing.<sup>170</sup>  
1351 c. To consider all undergraduate student appeals of university academic policies or  
1352 standards.<sup>171</sup>  
1353 d. To consider continuation of students that fail to meet CLAST requirements in  
1354 accordance with appropriate rules and regulations.<sup>172</sup>  
1355 e. To recommend undergraduate admissions policy to the Faculty Senate.<sup>173</sup>

<sup>165</sup> 3.10.1

<sup>166</sup> 3.10.19.2.1

<sup>167</sup> 3.10.19.2.2

<sup>168</sup> 3.10.19.1

<sup>169</sup> 3.10.9.2.1

<sup>170</sup> 3.10.9.2.2

<sup>171</sup> 3.10.9.2.3

<sup>172</sup> 3.10.9.2.4



1357 2. Membership.  
 1358 The committee shall consist of ~~six faculty members~~ selected by the Committee on  
 1359 Committees (in consultation with the vice president for Student Development and  
 1360 Enrollment Services), one student nominated by ~~the president of the Student~~  
 1361 ~~Government, and six members from the professional staff (selected by the vice~~  
 1362 ~~president for Student Development and Enrollment Services)~~. A representative from  
 1363 the professional advising office for each college may serve as a non-voting resource  
 1364 person to assist the committee members. The vice president for Student Development  
 1365 and Enrollment Services (or designee) will serve as chair and identify other non-  
 1366 voting ex officio members. The chair will make every effort to ensure that areas  
 1367 relating to Admissions and Standards are represented. Terms of service shall be three  
 1368 years, staggered, with the exception of the student member, who shall serve for one  
 1369 year.<sup>174</sup>

**Commented [LS52]:** Change is intended to allow interested faculty to serve, regardless of college affiliation.  
**Deleted:** one faculty member from each college

1370 C. Commencements, Convocations, and Recognition Committee

1371 1. Duties and Responsibilities.  
 1372 a. To examine and review commencement and convocation procedures and to  
 1373 make recommendations for future commencements and convocations, taking  
 1374 into account budgetary implications.<sup>175</sup>  
 1375 b. To make recommendations to the president regarding speakers for  
 1376 commencements and convocations.<sup>176</sup>  
 1377 c. To make recommendations regarding the number and kinds of commencements  
 1378 and convocations.<sup>177</sup>  
 1379 d. To ~~review proposals for~~ awards, ~~emeritus status~~, honorary degrees, and any  
 1380 other recognition or honors bestowed by the university and to make  
 1381 recommendations to the president.<sup>178</sup>  
 1382 e. To ~~recommend~~ the standards and criteria by which to judge the qualifications  
 1383 for awarding honorary degrees.<sup>179</sup>  
 1384 f. To ~~recommend~~ criteria for the selection of those to be honored by the university  
 1385 with the designation distinguished alumnus.<sup>180</sup>  
 1386 g. To serve as a selection committee for those to be named distinguished  
 1387 alumni.<sup>181</sup>

**Deleted:** examine and  
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**Commented [LS53]:** Changes recommended by VP Schell.  
**Deleted:** establish  
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1388 2. Membership.  
 1389 The committee shall consist of one faculty member from each ~~academic unit~~ selected  
 1390 by the Committee on Committees (in consultation with the president), two students

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<sup>173</sup> 3.10.9.2.5  
<sup>174</sup> 3.10.9.1  
<sup>175</sup> 3.10.17.2.1  
<sup>176</sup> 3.10.17.2.2  
<sup>177</sup> 3.10.17.2.3  
<sup>178</sup> 3.10.17.2.4  
<sup>179</sup> 3.10.17.2.5  
<sup>180</sup> 3.10.17.2.6  
<sup>181</sup> 3.10.17.2.7

1399 selected by the president of the Student Government (in consultation with the  
1400 president) and the president and the provost and vice president for Academic Affairs  
1401 or their designees. The chair is appointed annually by the president from the faculty  
1402 membership. Terms of service shall be two years, staggered, with the exception of  
1403 the student members, who shall serve for one year.<sup>182</sup>

#### 1404 D. Faculty Center for Teaching and Learning Advisory Committee

##### 1405 1. Duties and Responsibilities.

1406 To advise the director of the Faculty Center for Teaching and Learning on matters  
1407 related to the following:

- 1408 a. Supporting and developing faculty professional development in areas of  
1409 teaching, learning and scholarship of teaching for all faculty, including full-  
1410 time, adjunct and graduate teaching assistants.
- 1411 b. Overseeing and administering professional teaching development activities.
- 1412 c. Coordinating the nomination, review and selection of faculty fellowships and  
1413 other awards for creative teaching and the innovative use of technology in  
1414 teaching and learning.
- 1415 d. Administering and reviewing an annual assessment of the Faculty Center for  
1416 Teaching and Learning activities.
- 1417 e. Considering and recommending to the Faculty Senate and administration  
1418 regarding the needs and activities of the Faculty Center for Teaching and  
1419 Learning.

##### 1420 2. Membership.

1421 The committee consists of a minimum of at least one faculty member from each  
1422 academic unit and a faculty member representing the regional campuses, who shall be  
1423 the voting members of the committee. The chair of the committee shall be a faculty  
1424 member elected annually by the membership. The ex officio non-voting members of  
1425 the committee shall be the vice provost for Information Technologies and Resources  
1426 (or designee) and the directors (or their designees) of offices that impact teaching and  
1427 learning, who shall be designated by the director of the Faculty Center for Teaching  
1428 and Learning. Terms of service shall be three years, staggered. Faculty members of  
1429 the committee are selected by the Committee on Committees in consultation with the  
1430 director of the Faculty Center for Teaching and Learning and the college deans.<sup>192</sup>

1431 <sup>193</sup>

#### 1432 E. Faculty and Staff Benefits Committee

##### 1433 1. Duties and Responsibilities.

- 1434 a. To study fringe benefits and other benefits and services provided to all faculty  
1435 and staff of the university in relation to those offered in other institutions.<sup>194</sup>

<sup>182</sup> 3.10.17

<sup>192</sup> 3.10.11.1

<sup>193</sup> 3.10.13.1

<sup>194</sup> 3.10.13.2.1

**Commented [LS54]:** The duties and responsibilities and membership of this committee have been updated to reflect current practice and approved by FCTL director Melody Bowdon.

**Deleted:** <#>To solicit

**Deleted:** input from faculty regarding their need for instructional support; i.e., workshops, seminars, individual or team support.<sup>183</sup> ¶  
<#>To encourage the development of faculty research projects on instructional innovation.<sup>184</sup> ¶

<#>To oversee recurring activities including but not limited to: UCF faculty conferences to promote excellence in teaching and learning; orientation for new faculty, adjuncts, and graduate teaching assistants; adjunct teaching workshops; testing and evaluation workshops; and the graduate teaching assistants professional development series.<sup>185</sup> ¶

<#>To provide input for a calendar of professional development activities for each academic year.<sup>186</sup> ¶

<#>To select and approve presentations by national speakers sponsored by the FCTL.<sup>187</sup> ¶

<#>To review nominations and select recipients

**Deleted:** of FCTL faculty fellowships and the creative teaching with technology awards.<sup>188</sup> ¶

<#>To inform the Faculty Senate on activities of the FCTL and opportunities for using these services.<sup>189</sup> ¶

<#>To advise the administration on faculty interest in and need for professional development activities for the university.<sup>190</sup> ¶

<#>To recommend reward structures and recognition for faculty engaged in professional development activities.<sup>191</sup> ¶

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**Deleted:** ten voting members;

**Deleted:** six faculty members, the vice president for Administration and Finance, the vice president for Research and Commercialization, vice provost and dean of the College of Graduate Studies, and the vice provost for Information Technologies and Resources.

**Deleted:** are

**Deleted:** Computer Services, Instructional Resources, Course Development and Web Services, the Faculty Center for Teaching and Learning, and Libraries.

**Deleted:** for faculty members are

**Deleted:** the vice provost for Information Technologies and Resources

**Deleted:** Selection criteria emphasize representation of technology intensive areas and programs.

**Deleted:** <#>Meetings

**Deleted:** ¶

The committee will meet at least once each term and upon call by the chair.

**Deleted:** Each regular meeting of the committee will be announced two weeks prior to the meeting date. One week prior to the meeting, each member of the committee will receive an agenda containing minutes of previous meetings, matters to be acted on or discussed, and all relevant background material. No action can be taken at the meeting unless a majority of the voting membership is present.¶

- 1486 b. To examine, analyze, and make recommendations on insurance and other  
 1487 benefit programs offered for consideration and implementation by the  
 1488 university.<sup>195</sup>
- 1489 c. To make recommendations to the president on any proposed changes in benefits  
 1490 provided to the faculty and staff.<sup>196</sup>
- 1491 d. To report the results of fringe benefits and other related faculty and staff  
 1492 benefits studies to the Senate.<sup>197</sup>
- 1493 e. A quorum shall be five or more voting members.
- 1494 2. Membership.

**Commented [LS58]:** Recommended by Mark Roberts, Chief Human Resources Officer.

1495 The committee shall consist of one faculty member from each academic unit, selected  
 1496 by the Committee on Committees, seven staff members selected by the USPS  
 1497 Council, and two members from the Retiree's Association (one retired faculty and one  
 1498 retired staff) nominated by the president of the UCF Retirement Association. The  
 1499 benefits coordinator from the Office of Human Resources and the director of Human  
 1500 Resources shall serve as non-voting ex officio members. The chair is appointed  
 1501 annually by the director of Human Resources from the faculty members of the  
 1502 committee. Terms of service shall be two years, staggered.

**Deleted:** college

1503 **F. Information Technology Resource Advisory Committee**

**Deleted:** Policy

1504 1. Duties and Responsibilities.

**Deleted:**

- 1505 a. To assist in determination and evaluation of faculty information technology  
 1506 needs and to review general policies in this area.<sup>198</sup>

**Deleted:** recommend

- 1507 b. To review changes to educational media and communications recommended by  
 1508 the vice provost for Information Technology and Resources.

- 1509 c. To advise the vice provost for Information Technology and Resources on  
 1510 university and faculty needs and interests in developing information technology  
 1511 resources to enhance the campus environment for teaching, learning, research,  
 1512 other scholarly activities, and service.<sup>199</sup>

**Deleted:** the administration

- 1513 d. To consider and advise on ways that faculty development of information  
 1514 technology resources and materials for teaching, learning, research, other  
 1515 scholarly activities, and service can be considered within the process of tenure  
 1516 and promotion review.<sup>200</sup>

- 1517 e. <sup>201</sup>To inform the Faculty Senate on developments, activities, and directions in  
 1518 campus information technology resources.<sup>202</sup>

**Deleted:** To encourage the use of information technology resources to enhance teaching and research and to advise on means such as seminars and workshops for the professional development of faculty and staff.

1519 2. Membership.

**Deleted:** ¶

<sup>195</sup> 3.10.13.2.2  
<sup>196</sup> 3.10.13.2.3  
<sup>197</sup> 3.10.13.2.4  
<sup>198</sup> 3.10.10.2.1  
<sup>199</sup> 3.10.10.2.2  
<sup>200</sup> 3.10.10.2.3  
<sup>201</sup> 3.10.10.2.4  
<sup>202</sup> 3.10.10.2.5

1530 The committee shall consist of one faculty member from each academic unit selected  
1531 by the Committee on Committees (in consultation with the vice provost for  
1532 Information Technologies and Resources). Other members shall be designated by  
1533 the vice presidents of the administrative and academic divisions, up to six of whom  
1534 shall be voting members. The vice president for Instruction Technology and  
1535 Resources will identify other non-voting ex officio members and make every effort to  
1536 ensure that areas relating to Information Technology are represented. The chair of the  
1537 committee shall be a faculty member of the committee elected annually by the  
1538 membership. Terms of service shall be three years, staggered.<sup>203</sup>

**Deleted:** college and the University Libraries

**Deleted:** for faculty members

### 1539 G. Library Advisory Committee

#### 1540 1. Duties and Responsibilities.

- 1541 a. To facilitate communication between the Libraries and its academic clientele.<sup>204</sup>
- 1542 b. To act as advocates of the Libraries in university-wide decision-making  
1543 groups.<sup>205</sup>
- 1544 c. To act as an Advisory Council to the Libraries administration.<sup>206</sup>
- 1545 d. ↓

**Deleted:** The committee meets

**Deleted:** three times a year (one brief early session to elect a chair for the year and two regular meetings, one each semester). Special ad hoc meetings may be called for emergencies if requested by members, the Faculty Senate, or the director of Libraries.

**Deleted:** college, one librarian

#### 1546 2. Membership.

1547 The committee shall consist of one faculty member from each academic unit, one  
1548 college dean, and one department chair, all selected by the Committee on Committees  
1549 (in consultation with the director of Libraries). Other members include one  
1550 undergraduate student (appointed by the president of the Student Government) and  
1551 one graduate student (appointed by the dean of the student's college). The graduate  
1552 student appointment rotates annually and alphabetically by college. The director of  
1553 the University Libraries shall serve as a non-voting ex officio member. The chair of  
1554 the committee shall be a faculty member of the committee elected at the first meeting  
1555 at the beginning of each academic year. Terms of service shall be two years,  
1556 staggered, with the exception of the student members, who shall serve for one year.<sup>207</sup>  
1557 <sup>208</sup>

### 1558 H. Research Council

#### 1559 1. Duties and Responsibilities.

- 1560 a. To recommend to the Faculty Senate such policies as it deems necessary and  
1561 appropriate with respect to research activities, facilities, personnel, and  
1562 patents.<sup>209</sup>
- 1563 b. To consult with and advise the vice president for Research and  
1564 Commercialization on the stimulation of and support for research activities,

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<sup>203</sup> 3.10.10.1

<sup>204</sup> 3.10.12.2.1

<sup>205</sup> 3.10.12.2.2

<sup>206</sup> 3.10.12.2.3

<sup>207</sup> 3.10.12.1

<sup>208</sup> 3.10.12.2.4

<sup>209</sup> 3.10.8.2.1

- 1573 including policies for allocation of monies to be invested in UCF research  
 1574 endeavors.<sup>210</sup>
- 1575 c. To assist in the evaluation of research programs within the university and advise  
 1576 on new research centers and institutes and the evaluation of performance of  
 1577 existing centers and institutes.<sup>211</sup>
  - 1578 d. To recommend policies that will foster a strong, mutually productive  
 1579 relationship between research centers and institutes and departments.<sup>212</sup>
  - 1580 e. To speak for the faculty on governmental, industrial, and other private sector  
 1581 and Foundation support of the research programs of the university.<sup>213</sup>
  - 1582 f. To review the activities of the committees that deal with the use of human  
 1583 subjects or animals in research.<sup>214</sup>
  - 1584 g. To review the activities of the committee that deals with copyrights and patents.  
 1585 <sup>215</sup>
  - 1586 h. To review and make recommendations to the vice president for Research and  
 1587 Commercialization on internal research grants and awards.<sup>216</sup>
  - 1588 i. To work with the vice president for Research and Commercialization in  
 1589 establishing guidelines for submissions and review of research proposals.<sup>217</sup>
  - 1590 j. To recommend policies to promote the responsible conduct of research by UCF  
 1591 faculty, staff, and students.

**Commented [LS60]:** New item, recommended by ORC.

1592 2. Membership.

1593 The committee shall consist of one faculty member from each academic unit (selected  
 1594 by the Committee on Committees in consultation with the vice president for Research  
 1595 and Commercialization and with college deans) and two faculty members from the  
 1596 institutes and/or centers (designated by the vice president for Research and  
 1597 Commercialization). Selection criteria shall include a productive record of  
 1598 research/scholarly activity. Only faculty members holding the rank of associate  
 1599 professor or professor or professional librarians of comparable rank shall be eligible  
 1600 for membership. The vice president for Research and Commercialization (or  
 1601 designee) shall serve as a non-voting ex officio member. Terms of service shall be  
 1602 three years, staggered. The chair of the council shall be elected annually by its  
 1603 membership.<sup>218</sup>

**Deleted:** college and the University Libraries

1604 I. Strategic Planning Council

**Commented [LS61]:** Changes recommended by Vice President Al Harms to reflect the committee's current purview.

1605 1. Duties and Responsibilities.

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<sup>210</sup> 3.10.8.2.2  
<sup>211</sup> 3.10.8.2.3  
<sup>212</sup> 3.10.8.2.4  
<sup>213</sup> 3.10.8.2.5  
<sup>214</sup> 3.10.8.2.6  
<sup>215</sup> 3.10.8.2.7  
<sup>216</sup> 3.10.8.2.8  
<sup>217</sup> 3.10.8.2.9  
<sup>218</sup> 3.10.8.1

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- <sup>219</sup>
- 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.<sup>220</sup>
  - 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.<sup>221</sup>
  - d. <sup>222</sup>
2. <sup>223</sup> 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.<sup>224</sup>

<sup>219</sup> 3.10.21.2.1  
<sup>220</sup> 3.10.21  
<sup>221</sup> 3.10.21.2.2  
<sup>222</sup> 3.10.21.2.3  
<sup>223</sup> 3.10.21.2.4  
<sup>224</sup> 3.10.21  
<sup>225</sup> 3.10.22.2.1  
<sup>226</sup> 3.10.22.2.2

**Deleted:** To develop and recommend to the president the university goals and any budget or academic actions necessary to support those goals

**Deleted:** to the president

**Deleted:** issues

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**Deleted:** To develop and recommend to the president the university's Mission Statement.

**Deleted:** To study and make recommendations to the president on any planning issues as requested by the president.

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**Deleted:** . The vice president for Strategy, Marketing, Communications and Admissions

**Deleted:** other

**Deleted:** and will make every effort to ensure that areas relating to Strategic Planning are represented.

**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.<sup>225</sup>
- b. To monitor that all courses and syllabi submitted to fulfill the university diversity requirement meet the established definition of diversity.<sup>226</sup>

- 1663 c. <sup>227</sup>To review and approve alternative diversity plans for those units in which  
 1664 some students cannot meet the diversity graduation requirement via the General  
 1665 Education Program or a course in the major. <sup>228</sup>
- 1666 d. To make recommendations to the Undergraduate Policy and Curriculum  
 1667 Committee on changes to the General Education Program. <sup>229</sup>
- 1668 e. To work with the Faculty Center for Teaching and Learning, The Burnett  
 1669 Honors College, the Office of Diversity Initiatives, and other units as  
 1670 appropriate to develop lectures, workshops, and other opportunities to permit  
 1671 faculty development related to the diversity requirement. <sup>230</sup>
- 1672 f. To oversee the creation of survey instruments and other assessment materials  
 1673 regarding the General Education Program and to work with the deans and chairs  
 1674 to incorporate the results into the General Education Program. <sup>231</sup>
- 1675 g. To review initiatives directed towards enhancing undergraduate academic  
 1676 experience. <sup>232</sup>

**Deleted:** To collect and review syllabi of approved diversity courses.

**Deleted:** ¶

**Deleted:** review proposals and all other changes to the General Education Program and transmit

**Deleted:** oversee the development and effective administration of

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. <sup>233</sup>

**Deleted:** three faculty members from the College of Sciences, two faculty members from the College of Arts and Humanities (reflecting the proportion of general education credit between the two colleges), at least one faculty from each of the other colleges with undergraduate programs.

**Deleted:** .

**Deleted:** The dean of Undergraduate Studies shall chair the committee.

**Deleted:** tenured or tenure-earning faculty members, and full-time instructors

**Deleted:** and will make

K. University Athletics Advisory Committee

1. Duties and Responsibilities.

- 1690 a. To nurture and foster academic integrity through an oversight of academics  
 1691 matters related to University Athletics.
- 1692 b. To supervise the relationship of the university to the athletic conference in  
 1693 which it holds membership and the National Collegiate Athletic Association and  
 1694 to insure that university policies and procedures are being followed in order to  
 1695 maintain the integrity of the university with NCAA rules and regulations. <sup>234</sup>

<sup>227</sup> 3.10.22.2.3

<sup>228</sup> 3.10.22.2.4

<sup>229</sup> 3.10.22.2.5

<sup>230</sup> 3.10.22.2.6

<sup>231</sup> 3.10.22.2.7

<sup>232</sup> 3.10.22.2.8

<sup>233</sup> 3.10.22.1

<sup>234</sup> 3.10.18.2.1

- 1713 c. To insure that the university's athletic program is in keeping with the  
 1714 educational objectives of the university.<sup>235</sup>
- 1715 d. To review the academic advisement, retention, and admissions of athletes.<sup>236</sup>
- 1716 e. To recommend to the Faculty Senate policies that would ensure the academic  
 1717 integrity of the athletic programs.<sup>237</sup>
- 1718 f. ~~To serve as an advisory and recommending body for intercollegiate athletics~~  
 1719 ~~on policies and procedures that relate specifically to student-athlete welfare and~~  
 1720 ~~academic progress.~~<sup>240</sup>

1721 2. Membership.

1722 The committee shall consist of one faculty member from each academic unit (selected  
 1723 by the Committee on Committees in consultation with the provost and vice president  
 1724 for Academic Affairs or designee), three students (the president of the Student  
 1725 Government, a senator, and a student at large), the NCAA faculty representative, and  
 1726 one staff member (nominated by the USPS Council). The NCAA faculty  
 1727 representative will identify other ex officio non-voting members and will make every  
 1728 effort to ensure that areas relating to University Athletics are represented. Terms of  
 1729 service shall be three years, staggered, with the exception of the student members,  
 1730 who shall serve for one year. The committee chair shall be designated annually by the  
 1731 president.<sup>241</sup>

1732 L. University Bookstore Advisory Committee

1733 1. Duties and Responsibilities.

- 1734 a. To recommend policies that will foster a cooperative, mutually productive and  
 1735 beneficial relationship between the bookstore and its customers in the university  
 1736 community.<sup>242</sup>
- 1737 b. To develop scholarship selection criteria, review applications, and select  
 1738 scholarship recipients each year to receive free course textbooks and other  
 1739 awards for each semester.<sup>243</sup>

1740 2. Membership.

1741 The committee shall consist of one faculty member from each academic unit (selected  
 1742 by the Committee on Committees), two staff members (nominated by the USPS  
 1743 Council), one student (nominated by the president of the Student Government), one  
 1744 representative from Academic Affairs, the bookstore manager, and the director of  
 1745 Business Services. The chair shall be elected annually from its faculty membership.

**Deleted:** and fiscal

**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.

**Deleted:** To review the budget as proposed by the Director of Athletics prior to submission of that budget to the president.<sup>238</sup>

**Deleted:** ¶  
 <#>To monitor and review periodically the administration of the athletic budget.<sup>239</sup>¶

**Deleted:** college

**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).

**Deleted:** for faculty members are

**Deleted:** college and the libraries

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<sup>235</sup> 3.10.18.2.2

<sup>236</sup> 3.10.18.2.3

<sup>237</sup> 3.10.18.2.4

<sup>240</sup> 3.10.18.2.7

<sup>241</sup> 3.10.18.1

<sup>242</sup> 3.10.23.2.1

<sup>243</sup> 3.10.23.2.2



1762 Terms of service shall be two years, staggered, with the exception of the student  
1763 member, who shall serve for one year.<sup>244</sup>

#### 1764 M. University Honors Committee

##### 1765 1. Duties and Responsibilities.

1766 a. To consider and recommend fundamental policies and procedures relating to  
1767 The Burnett Honors College, including the general direction of the college and  
1768 its programs, requirements, faculty participation, and curricular matters.<sup>245</sup>

1769 ~~b. To make recommendations to the dean of The Burnett Honors College on~~  
1770 ~~matters requiring judgments regarding faculty and student awards, scholarships,~~  
1771 ~~and other benefits.~~

1772 ~~c. To make recommendations to the dean of The Burnett Honors College as~~  
1773 ~~required, on disciplinary matters relating to The Burnett Honors College~~  
1774 ~~including the removal of a student from the program.~~<sup>246</sup>

##### 1775 2. Membership.

1776 The committee shall consist of one faculty member from each academic unit, and one  
1777 representative from each of the regional campuses participating in the Honors  
1778 Program (selected by the Committee on Committees in consultation with the dean of  
1779 The Burnett Honors College), and three student representatives (recommended by the  
1780 dean of Burnett Honors College). The dean of The Burnett Honors College will chair  
1781 the committee and serve as an ex officio non-voting member. Terms of service shall  
1782 be two years, staggered, with the exception of the student members, who shall serve  
1783 for one year.<sup>247</sup>

#### 1784 N. University Master Planning Committee

##### 1785 1. Duties and Responsibilities.

1786 ~~a. To review short-range as well as long-range issues related to land use, facilities~~  
1787 ~~planning, and future development of the campus, including protection and~~  
1788 ~~preservation of natural resources on the campus.~~

1789 ~~b. To make recommendations to the president regarding matters of aesthetics and~~  
1790 ~~suitability for minor projects and modifications of the campus landscape,~~  
1791 ~~utilities, and building exteriors.~~

1792 ~~c. To review signage, site furniture, public art, and some temporary installations.~~

1793 ~~d. To serve as a clearinghouse for communication to the campus community.~~

##### 1794 ~~2.~~<sup>248249250251252253254</sup> Membership.

244 3.10.23.1  
245 3.10.16.2.1  
246 3.10.16.2.2  
247 3.10.22.1  
248 3.10.14.2.1  
249 3.10.14.2.2  
250 3.10.14.2.3  
251 3.10.14.2.4  
252 3.10.14.2.5

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Deleted: will also recommend.

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Deleted: college

Deleted: and one representative from each of the area campuses participating in the Honors Program,

Deleted: of the committee and will normally chair the committee.

Commented [i64]: Deletions and changes recommended by VP for Administration and Finance Bill Merck.

Deleted: To ensure that the University Facilities Master Plan and the Land Use Plan accommodate and support the academic plan of the university.

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To develop and recommend policies for land use to guide the development of the University Facilities Master Plan and the Land Use Plan.

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To guide the development of the University Facilities Master Plan and the Land Use Plan and to recommend these plans to the president for review and approval.

Deleted: ¶  
To review and make recommendations to the president on all changes to the University Facilities Master Plan and the Land Use Plan.

Deleted: ¶  
To monitor the execution of the University Facilities Master Plan and the Land Use Plan.

Deleted: ¶  
To review and make recommendations regarding the PECO priority list for construction and renovation on the campus.

Deleted: ¶  
To guide development and implementation of environmentally sound policies that is sensitive to the protection of campus flora and fauna.

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1829 The committee shall consist of: one faculty member from each academic unit, two of  
 1830 whom shall be members of the Faculty Senate (selected by the Committee on  
 1831 Committees in consultation with the provost and vice president for Academic  
 1832 Affairs); two additional faculty members from Biology and Environmental  
 1833 Engineering (selected by the vice president for Administration and Finance or  
 1834 designee); one administrator from Academic Affairs (appointed by the provost and  
 1835 vice president for Academic Affairs); and two students (appointed by the president of  
 1836 the Student Government). The vice president for Administration and Finance, who  
 1837 shall chair the committee, will identify other members and will make every effort to  
 1838 ensure that areas relating to University Master Planning are represented. The director  
 1839 of Environmental Health and Safety and the assistant director of Facilities Planning  
 1840 shall function as support staff to the committee. Terms of service shall be three years,  
 1841 staggered, with the exception of the student members, who shall serve for one year.  
 1842 The chair of the committee is appointed annually by the president from the  
 1843 membership of the committee.<sup>255</sup>

1844 O. **University Parking and Transportation Advisory Committee**

1845 1. Duties and Responsibilities.

- 1846 a. To serve as the principle advisory body to the president through the vice  
 1847 president of Administration and Finance, recommending policies and  
 1848 regulations that govern traffic and parking on the UCF campus.<sup>256</sup>

1849 2. Membership.

1850 The committee shall consist of two faculty members (selected by the Faculty Senate  
 1851 Parking Advisory Committee), two students (appointed by the president of the  
 1852 Student Government); two staff members (nominated by the USPS Council); one  
 1853 administrative and professional employee (nominated by vice president of  
 1854 Administration and Finance). The vice president for Administration and Finance will  
 1855 appoint one additional member to serve as chair. Terms of service shall be one  
 1856 year.<sup>257</sup>

1857 P. **University Promotion and Tenure Committee**

1858 1. Duties and Responsibilities.

- 1859 a. To review and evaluate all applications for promotion and tenure and make  
 1860 recommendations to the provost and vice president for Academic Affairs.<sup>258</sup>  
 1861 b. To maintain the confidentiality of all personnel records and matters under its  
 1862 jurisdiction.<sup>259</sup>  
 1863 c. To function as an advisory committee to the provost and vice president for  
 1864 Academic Affairs.<sup>260</sup>

<sup>253</sup> 3.10.14.2.6

<sup>254</sup> 3.10.14.2.7

<sup>255</sup> 3.10.14.1

<sup>256</sup> 3.10.24.2.1

<sup>257</sup> 3.10.24.1

<sup>258</sup> 3.10.20.2.1

<sup>259</sup> 3.10.20.2.1

**Deleted:** The

**Deleted:** committee consists of the following voting members: one faculty member from each of the colleges and one faculty member from biology or environmental engineering, one department chair, the vice president for Administration and Finance, two academic administrators selected by the provost and executive vice president, one administrator selected by the vice president for Student Development and Enrollment Services, the director of Facilities Planning, the director of Physical Plant, and a student nominated by the Student Government. The director of Environmental Health and Safety and the associate director of Facilities Planning shall function as support staff to the committee. Each college dean may designate a representative from his/her office to serve as a non-voting resource person on the committee. Faculty members of the committee are selected by the Committee on Committees with advice from the provost and executive vice president. Terms of service for the faculty representatives and the three administrators (selected by the provost and executive vice president and the vice president for Student Development and Enrollment Services) shall be three years, staggered. Term of service for the student representative shall be one year. The chair of the committee is appointed annually by the president from the membership of the committee. ¶

**Deleted:** recommend policies that will foster a mutually beneficial parking environment for faculty, staff, students and visitors in the University community.

**Deleted:** one

**Deleted:** from each college

**Deleted:** Committee on Committees

**Deleted:** the chair of the Faculty Senate;

**Deleted:** A&P

**Deleted:** representative selected on a rotating basis from the various colleges

**Deleted:** the college's dean

**Deleted:** The Parking Services manager and a representative selected by the vice president for Administration and Finance shall serve as non-voting ex officio members.

**Deleted:** for the student members and two years, staggered, for the other members. The chair shall be elected annually from its faculty membership.

- 1905 d. To submit all policy concerns to the Faculty Senate Steering Committee and the  
1906 provost and vice president for Academic Affairs.<sup>261</sup>  
1907 e. To submit an annual report of their activities to the chair of the Faculty Senate  
1908 by the end of the spring semester, while complying with the rules set out by the  
1909 Collective Bargaining Agreement relating to confidentiality.<sup>262</sup>

1910 2. Membership.

1911 The committee shall consist of one faculty member from each college. Each member  
1912 shall hold the rank of tenured professor and be an active scholar within his or her  
1913 particular field. The committee members are elected at large from their respective  
1914 colleges by tenured and tenure-earning faculty. The chair is elected annually by the  
1915 committee members. No member of the committee may be a member of a college or  
1916 department/school promotion and tenure committee. Terms of service shall be two  
1917 years, staggered.<sup>263</sup>

1918 **Q. University Travel Committee**

1919 1. Duties and Responsibilities.

- 1920 a. To develop guidelines for travel awards to faculty.<sup>264</sup>  
1921 b. To make announcements to the faculty regarding availability and procedures for  
1922 application for travel awards.<sup>265</sup>  
1923 c. To solicit applications for travel awards.<sup>266</sup>  
1924 d. To review faculty applications for travel awards and make recommendations to  
1925 the provost and vice president for Academic Affairs for making these awards.  
1926 <sup>267</sup>

1927 2. Membership.

1928 The committee shall consist of one faculty member from each academic unit (selected  
1929 by the Committee on Committees), and the provost and vice president for Academic  
1930 Affairs (ex officio) or designee. The chair is elected annually from the faculty  
1931 membership. Terms of service shall be two years, staggered.<sup>268</sup>

Deleted: college

1933 **SECTION IX.**

1934 **Amendments**

1935 The Faculty Senate may amend its own bylaws by the affirmative vote of a majority of Senate  
1936 members present and voting at a meeting with a quorum. The text of a proposed bylaw or  
1937 amendment to a current bylaw must be made available electronically to the members of the

<sup>260</sup> 3.10.20.2.2

<sup>261</sup> 3.10.20.2.3

<sup>262</sup> 3.10.20.2.4

<sup>263</sup> 3.10.20.1

<sup>264</sup> 3.10.15.2.1

<sup>265</sup> 3.10.15.2.2

<sup>266</sup> 3.10.15.2.3

<sup>267</sup> 3.10.15.2.4

<sup>268</sup> 3.10.15.1

1939 Faculty Senate at least thirty days prior to the meeting at which it will be considered. Proposals  
1940 should be included on the agenda of two successive meetings of the Senate. In cases of  
1941 emergency, however, the policy requiring two successive meetings can be waived.<sup>269</sup>  
1942

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<sup>269</sup> 5.1