

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

Throughout the Constitution references to “Constitution” or “Faculty Senate” or “Faculty Senator” or “Senate Executive Committee” refer to “University of South Florida Constitution,” “University of South Florida Faculty Senate” or “University of South Florida Faculty Senator” or “University of South Florida Senate Executive Committee.”

ARTICLE I.     General Faculty

A. Definition

The general faculty of the University of South Florida shall consist of all full-time faculty members with the rank of Lecturer, Instructor, Assistant Professor, Associate Professor, Professor, Instructor Librarian, Assistant Librarian, Associate Librarian, or Librarian. Full time is defined as 100 percent for 9 months or at least 75 percent for 12 months; temporary reductions in percent of effort due to insufficient funding are not germane.

Visiting faculty, regardless of rank or duration of appointment, are not counted as members of the general faculty.

Faculty members who hold administrative appointments beyond the department level, such as president, provost, senior vice president, executive vice president, associate vice president, assistant vice president, vice provost, dean, associate dean, or similar other positions and titles, and persons acting in the above capacities are not counted as members of the general faculty for the duration of their administrative appointments. Department chairs and directors of academic departments or units are members of the general faculty.

B. Meetings

The general faculty of the University of South Florida shall meet at least annually in the fall semester of each academic year. At this annual meeting, the Provost shall present a general message to the faculty on the state of the University of South Florida. The general faculty may meet at other times upon the call of the President of the Faculty Senate.

ARTICLE II.    Faculty Senate

A. Function

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

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

The Senate will also be responsible for appointing members of the USF System Faculty Advisory Council.

## B. Membership

The Faculty Senate shall be composed of elected members apportioned among and representing the academic units of the University of South Florida, and such ex officio members as described in the Bylaws. Academic units, for the purposes of the Constitution, are the individual departments or department-equivalents within Academic Affairs and the individual colleges within USF Health.

Persons elected to the presidency of the Faculty Senate shall continue as ex officio members of the Senate for two years after the expiration of their terms as president, provided that they remain members of the general faculty of the University of South Florida.

## C. Apportionment

1. Formulation. The ratio of Senators to general faculty within USF Health shall be set at the same value as the ratio of Senators to general faculty within Academic Affairs. Within Academic Affairs, each academic unit will be apportioned one Senator. One additional Senator will be apportioned to represent all Academic Affairs general faculty who are not otherwise represented by a Senator. Within USF Health, each unit will receive an apportionment of Senators based on the number of general faculty within that unit.
2. Timing. Apportionment will be made only once each year and will be based on the number of members of the general faculty listed on official records of the university on the first day of the spring semester of that year. The Secretary will provide a proposed apportionment to the Faculty Senate which must be approved by a two-thirds vote.
3. Unit allocation. Each of the units within USF Health shall, by majority vote of their general faculty, decide on a system of internal allocation of Faculty Senate representation. Units shall ensure that departments and other sub-units have direct representation rather than allocate all representation to the unit level, where

possible. Units shall inform the Secretary of the Faculty Senate of the details of such allocations and any subsequent changes to them.

#### D. Elections

1. Eligibility for election to Faculty Senate. All members of the general faculty are eligible for election to the Faculty Senate unless otherwise indicated in the *Bylaws*. However, lecturers, instructors, assistant professors, instructor librarians, and assistant librarians must have three years of full-time service at USF before they are eligible to serve on the Faculty Senate.
2. Eligibility for participation in elections. Each member of the general faculty is eligible to vote in the election of the Faculty Senators from the unit of which he/she is a member. If a faculty member has duties in more than one unit, the faculty member shall be counted in the unit in which the major portion of his/her salary is budgeted. If a faculty member is budgeted for an equal portion in more than one unit, the faculty member may choose the unit in which to be included.
3. Voting procedures. The Secretary of the Faculty Senate has the responsibility of conducting the annual election of its senators and officers, and the responsibility of validating the eligibility of all nominees. The Secretary of the Faculty Senate, with the approval of the Senate Executive Committee, may delegate conducting the elections to the units to vote for their representatives. Elections shall be held by the first week of March and if conducted by a unit, the appropriate faculty officer of the unit shall forward the results, including a record of the number of votes cast for all nominees, to the Secretary of the Faculty Senate by the third week of March. The Secretary of the Faculty Senate shall validate the eligibility of all elected Faculty Senators by no later than the fourth week of March. If an elected Faculty Senator is deemed ineligible, the Secretary will deem the nominee with the next highest number of votes in the same unit to be duly elected. If the unit provides no alternate, or if the alternate is also deemed ineligible, then the seat will be declared vacant.
4. Terms. The term of each Faculty Senate seat shall be three years, beginning the first day of the fall semester following the annual election. The term of an elected Senator is not affected by reapportionment. A person may seek re-election for a second three-year term after which a period of one year must elapse before a member of the faculty may be re-elected to the Faculty Senate. By tradition, newly elected senators are invited to participate as non-voting members in Faculty Senate meetings immediately following their election.
5. Vacancies. In the event a Faculty Senator resigns or is otherwise unable to serve for a period of more than two semesters during the Faculty Senator's term of office, the seat held by the Faculty Senator shall be declared vacant in the manner

provided in the *Bylaws*. An alternate shall be selected, in accordance with the *Bylaws*, to serve until election of a successor.

6. Absence. If a Faculty Senator is to be absent for more than one academic semester, an alternate shall be selected in accordance with the *Bylaws*. The elected Faculty Senator shall resume his/her seat for the balance of term upon his/her return.
7. Removal. A Faculty Senator may be removed from his/her seat according to the process described in the *Bylaws*.

#### E. Officers

1. Definition and eligibility. The Faculty Senate shall have a President, Vice President, Secretary, Sergeant-at-Arms, and Member-at-Large elected by the members of the Faculty Senate from among the elected Faculty Senators. The Parliamentarian shall be chosen by the President of the Faculty Senate from among the general faculty.
2. Duties, terms of office, and election procedures. The duties of these officers, the terms of office, and the procedures for their election are as specified in the *Bylaws*.
3. Removal. Any officer may be removed for cause. Removal of an officer for cause requires the approval of at least 2/3rds of Faculty Senators present at a scheduled meeting of the Faculty Senate, provided a quorum is established. Any officer removed remains eligible to serve as a Faculty Senator. The office shall be filled by majority vote at the next scheduled meeting of the Faculty Senate following removal.

### ARTICLE III. Jurisdiction and Process

#### A. Jurisdiction

The Faculty Senate shall serve as the main channel of communication between the general faculty and the central administration of the University of South Florida, including the President of the University of South Florida, the Provost, and the Senior Vice President for USF Health.

The basic jurisdiction of the Faculty Senate shall entail academic and related matters that concern more than one college and general education policies. However, as the elected body of the general faculty, the Faculty Senate may formulate its opinion on any subject of interest to the University and adopt appropriate resolutions.

Resolutions regarding matters outside the basic jurisdiction of the Faculty Senate are advisory in nature only.

B. Process

The President of the Faculty Senate shall forward each resolution adopted by the Faculty Senate to the University President. The University President shall provide written acknowledgement of its receipt to the President of the Faculty Senate within 30 calendar days. The University President may respond in writing to the President of the Faculty Senate regarding the request, and may address the request at the next meeting of the Faculty Senate.

C. Vacancy in Office of University President

Upon the resignation, retirement, or death of the University President, the Faculty Senate will designate individuals to be available for membership on any committee requested by the Board of Trustees for the purpose of consultation in the selection of a nominee for University President.

ARTICLE IV. Committees and Councils

A. Faculty Senate Committees

1. Executive Committee. The Executive Committee of the Faculty Senate advises the President of the Faculty Senate, meets with the University President and his/her designees, the Provost, and the Senior Vice President for USF Health, and assists the President of the Faculty Senate in determining the agenda for Faculty Senate meetings. The membership of the Executive Committee is as specified in the *Bylaws*.
2. Standing Committees. There shall be standing committees of the Faculty Senate to expedite the efficient functioning of the Faculty Senate and its affairs. Committees and membership selection shall be made in accordance with the *Bylaws*.
3. Ad Hoc Committees. The Faculty Senate may establish ad hoc committees as needed, as specified in the *Bylaws*.

B. Faculty Senate Councils

There shall be standing Faculty Senate Councils that provide advice directly to the USF administration on matters within the jurisdiction of the Faculty Senate. Faculty Senate Council formation, membership selection, and governance by the Faculty Senate shall be in accordance with the *Bylaws*.

C. University-Wide Committees and Councils

There shall be standing University-Wide Committees and Councils that deal with University matters outside the jurisdiction of the Faculty Senate but that have faculty membership. University-Wide Committee faculty membership selection and governance by the Faculty Senate shall be in accordance with the *Bylaws*.

ARTICLE V. Meetings

A. Scheduled Meetings

The Faculty Senate shall meet in regular session each month during Fall and Spring semesters and as necessary during the summer.

B. Special Meetings

The President of the Faculty Senate may call a special meeting whenever he/she deems it necessary and shall call meetings at the request of the Faculty Senate Executive Committee, the President of the University, the Provost, or the Senior Vice President for USF Health, and shall call meetings at the written request of five voting members of the Faculty Senate.

C. Attendance

All meetings of the Faculty Senate shall be open to members of the University community. The President of the University, Provost, Senior Vice President for USF Health, and vice presidents shall be extended privileges of the floor upon request; other non-members may be granted privileges of the floor upon written request or upon the invitation of the President of the Faculty Senate.

D. Minutes

Minutes of the meetings of the Faculty Senate shall be made available in an accessible and timely manner to all members of the faculty of the University and to the University community at large.

ARTICLE VI. Amendments

A. Proposal

Amendments to this *Constitution* may be proposed either through written petition from twenty-five members of the general faculty, through written petition by five Faculty Senators, or by a motion brought forward from the Faculty Senate Executive Committee. Proposed amendments shall be reviewed by the

Constitution and Bylaws Committee, which shall review the proposal to determine that it is not inconsistent with Florida statutes.

B. Ratification

All amendments to this *Constitution* must be approved by the affirmative vote of two-thirds of the members of the Faculty Senate present and voting at a meeting with a quorum and must be ratified by a majority of the general faculty voting. Such amendments must be ratified by a majority of the general faculty voting and be approved by the President of the University.

ARTICLE VII. Compliance

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

Date of last amendment: 03/28/96; 2/18/04; 04/16/08; 10/10; 04/16/15; 02/18