

***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 Faculty Constitution,” “University of South Florida Faculty Senate” or “University of South Florida Faculty Senator” or “University of South Florida Faculty 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, adjunct, or courtesy 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, regional chancellor, senior vice president, executive vice president, associate vice president, assistant vice president, vice provost, regional vice chancellor, dean, associate dean, assistant 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 department-equivalents 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 initiate discussion and take a position on any subject of University concern, and may recommend policies on these matters to the President, either directly or through its committees and councils. The Senate recommends faculty members to serve on University-wide committees/councils and appoints faculty members to serve on Faculty Senate committees/councils; these latter committees/councils carry out much of the work of the Senate. The Senate will have a significant role in the appointment of academic administrators, as well as the periodic performance reviews of such administrators.

### B. 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. Such resolutions shall be disseminated in accordance with the will of the Faculty Senate.

### C. Membership

The Faculty Senate shall be composed of elected members of the general faculty 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.

#### D. 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. In addition, for each branch campus the percentage of USF general faculty with that campus as their primary place of employment will be determined. If that branch campus's percentage of seats in the Faculty Senate is less than two times their percentage of the general faculty, then that campus will be given the option to elect additional at-large Senators to bring their percentage up to that number. These additional at-large Senators will serve one-year terms. 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 allocation of Faculty Senate representation within their unit. Units that have departments or other sub-units should ensure that those units have direct representation rather than allocate all representation to the unit level to the extent possible. Units shall inform the Secretary of the Faculty Senate of the details of such allocations and any subsequent changes to them.

#### E. 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 for election to 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 they are 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 their 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 procedures for voting are as specified in the *Bylaws*.
4. Terms. The term of each Faculty Senate seat representing units shall be three years, beginning the first day of the faculty contract following the annual election. The term of an elected Senator is not affected by reapportionment. A senator elected to a three-year term may seek re-election for a second three-year term after which a period of one year must elapse before that member may be re-elected to the same seat in the Faculty Senate. A person elected to a one-year, at-large position may seek re-election for up to 6 such terms as long as the conditions in the *Bylaws* are met. A period of one year must then elapse before that member may be re-elected to the same seat in 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 their seat for the balance of term upon their return.
7. Removal. A Faculty Senator may be removed from their seat according to the process described in the *Bylaws*.

#### F. 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. The parliamentarian shall not also be a faculty senator.
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.

#### G. Meetings

1. Regular Meetings. The Faculty Senate shall meet in regular session each month during Fall and Spring semesters. All meetings must provide for virtual participation, including all voting procedures.
2. Special Meetings. The President of the Faculty Senate may call a special meeting whenever they deem 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.
3. Access and Floor Privileges. 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, regional chancellors, 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.
4. Minutes. Minutes of the meetings of the Faculty Senate shall be made available in an publicly accessible and timely manner

#### H. Vacancy in Office of University President

Upon the resignation, retirement, removal, 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 III. 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, the Provost, and the Senior Vice President for USF Health, and their designees, 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 IV. 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 and the USF General Counsel, 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 after a meeting of Faculty Senate at which the amendments are introduced. All amendments must be ratified by a majority of the general faculty voting. Such amendments must be approved by the President of the University.

ARTICLE V. 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.