BYLAWS TO THE
CONSTITUTION OF
THE FACULTY SENATE OF THE
UNIVERSITY OF SOUTH FLORIDA
SARASOTA-MANATEE

ARTICLE I. Name

Bylaws to the Constitution of the Faculty Senate of the University of South Florida Sarasota-Manatee

ARTICLE II. Membership

A. Eligibility

The Constitution of the Faculty Senate of the University of South Florida Sarasota-Manatee specifies eligibility for voting, membership, composition, and terms of service for Senators.

The word Faculty in this document is defined as any USFSM employee on a continuing appointment with the rank of Lecturer, Instructor, Assistant Professor, Associate Professor, Professor, Instructor Librarian, Assistant Librarian, Associate Librarian, or University Librarian and having an administrative assignment less than or equal to 50% and a FTE greater than or equal to 0.50.

The term Academic Personnel in this document is defined as USFSM employees with an instructional assignment and having an administrative assignment less than or equal to 50% and a FTE greater than or equal to 0.50.

B. Elections

Faculty seeking to be elected for the positions of Senate President, Vice President, or at-large member shall notify the Senate President. The Senate President shall provide to the Faculty a list of these candidates, and Faculty shall vote via electronic ballot for each position in the spring semester. The Faculty of each college shall determine the method of nominating and voting for the Senators representing their college. The Senate President shall certify all elections.

Article III. Functions and Meetings

A. Functions

The Senate shall serve as an advisory body to the Regional Chancellor and Vice Chancellor for Academic and Student Affairs and in that capacity should meet with these university officers on a regular basis.

Approved 11/07/2014
B. Meetings

1. Regular Meetings

   An agenda shall be sent to all Faculty at least one week prior to each regular Senate meeting.

2. Emergency Meetings

   The Senate shall act on behalf of the Faculty on matters declared by the Senate President to be of an emergency nature. The Senate President shall give Faculty members advance notice of the emergency meeting if feasible. Any action taken by the Senate shall be reported in writing by the Senate President to the Faculty at or before the next regular meeting. The Faculty shall then review such action.

C. Voting

   At least 51 percent of the membership of the Senate shall constitute a quorum. Each Senator shall be a voting member. In the event of a tie, the motion fails.

D. Attendance

   The Recording Secretary shall be responsible for keeping records of attendance at all meetings. Any Senator who fails to notify the Senate President of absences from two regular meetings in any semester without sending an alternate is presumed to have resigned from the Senate. The Senate President shall inform the Senate at the next regular meeting of resignations because of absences.

E. Vacancies

   The Constitution specifies how vacated Senate seats shall be filled.

ARTICLE IV. Senate Committees

A. Standing Committees

   The Academic Programs Committee, Awards and Rewards Committee, Constitution and Bylaws Committee, Core Curriculum Committee, and Tenure and Promotion Committee shall constitute standing committees of the Senate.

1. Academic Programs Committee

   a. Functions

   The Academic Programs Committee (APC) shall be responsible for addressing issues and making recommendations pertaining to
undergraduate and graduate courses, curricula, and instructional programs to the Academic Council (AC). The APC shall advise the AC on the development of future undergraduate and graduate programs, including reviewing and updating academic goals and objectives.

The APC shall review undergraduate and graduate policies related to admissions criteria, orientation procedures, academic standards, curriculum, and graduation requirements. Professional program certification or accreditation requirements shall be considered in addressing issues relating to undergraduate and graduate policies.

The APC serves as a review body to other USFSM councils and committees on matters of curriculum policy and as a recipient of requests for the development of undergraduate courses or programs, new graduate programs or changes in current graduate programs.

b. Membership

Membership shall consist of two full-time Faculty from each college, one non-voting ex-officio member, and one non-voting support staff person from Academic Affairs. Academic Personnel in each college shall elect two APC representatives in a manner of their choosing, and one must be tenured or in a tenure-track position. Members shall serve two-year terms. The Senate shall conduct a vote to confirm the election of each college APC representative.

The current Senate Vice President shall chair the APC Committee. A Vice Chair shall be elected at the first APC meeting of each academic year to serve in the absence of the APC Chair.

2. Awards and Rewards Committee

a. Functions

The Awards and Rewards Committee presents three Faculty awards at the end of each spring semester: teaching, research, and service. Candidates for the teaching award are solicited from students, deans, and Academic Personnel; research candidates from deans and Academic Personnel; service candidates from the entire campus community.

b. Membership

Award recipients begin serving on the committee the following year. Committee members shall serve two-year terms and those serving are not eligible to receive an award for those two years.
3. Constitution and Bylaws Committee

a. Functions

The Constitution and Bylaws Committee shall propose to the Senate changes in the Constitution and/or Bylaws.

b. Membership

The Constitution and Bylaws Committee shall have four Faculty members with staggered terms. At the beginning of the fall semester, the incoming Senate President shall nominate two new Constitution and Bylaws Committee members to replace those who have completed their two year terms, and Academic Personnel shall elect representatives to fill vacancies.

4. Core Curriculum Committee

a. Functions

The Core Curriculum Committee shall be responsible for the ongoing development, implementation, and assessment of an effective and meaningful core curriculum. Responsibilities include approval of courses for all components of the core curriculum and assessment of their effectiveness. These include, at the lower level, general education and foundations courses; at the upper-level, pillars courses. The committee shall advise the Regional Chancellor and the Regional Vice Chancellor for Academic and Student Affairs, and shall report to the Faculty Senate on the development of future general education programs at the university and provide continuous assessment of the general education program.

b. Membership

Membership shall consist of two full-time Faculty members from each college, the Coordinator of Core Curriculum, and a non-voting ex-officio member designated by the Academic Advising Office. Academic Personnel in each college shall elect in a manner of their choosing two Core Curriculum Committee representatives to serve staggered two-year terms. The Coordinator of Core Curriculum shall chair the committee.

5. Tenure and Promotion Committee

a. Functions

The Tenure and Promotion Committee shall be responsible for reviewing the applications for tenure of tenure-track Faculty and for promotion of tenure-track/tenured Faculty. The committee makes its recommendations to the Regional Vice Chancellor for Academic and Student Affairs. The committee also assesses the progress towards tenure of candidates at mid-tenure point and makes its recommendations
regarding their continued employment as tenure-track Faculty. In some cases, the committee may be called upon to evaluate and make recommendations for non-tenure-track instructor promotion cases. In addition, the Tenure and Promotion Committee acts as the review committee for sabbatical applications for Faculty.

b. Membership

The Tenure and Promotion Committee shall include five Faculty members, each serving a two-year term. Faculty of each college shall elect one representative, and one at-large member shall be selected via campus-wide Faculty election.

B. Minutes

When requested, standing committees shall submit minutes of their meetings to the Senate President and/or give reports to the Senate.

C. New Standing Senate Committees

The Senate President may propose the formation of new standing committees subject to approval via Faculty election.

ARTICLE V. Standing Rules and Policies

Standing rules and policies of the Senate and its committees may be recommended to the Senate by any Faculty member, senator, or standing committee at any meeting of the Senate. Such standing rules and policies shall be adopted by majority vote of senators present and voting. Standing committees may adopt temporary standing rules and policies consonant with the Constitution and Bylaws, necessary to the operations of such committees, subject to subsequent approval by the Senate.

ARTICLE VI. Rules of Order

Robert's Rules of Order (latest edition) shall govern in all parliamentary practice not otherwise covered by the Constitution, Bylaws, or standing rules and policies of the Senate. The Senate President shall appoint a Parliamentarian to render advice as requested.

ARTICLE VII. Amendments

All amendments to these Bylaws shall follow the rules set forth in the Constitution.