

## **Governance of the School of Humanities**

The School of Humanities within the College of Arts and Sciences serves the greater university community by (1) providing instruction; (2) conducting scholarly investigations and research; and (3) applying knowledge resulting from this scholarly activity to the solution of the problems that affect Florida, the nation, and the world.

The conduct of academic affairs within the School of Humanities is entrusted to the faculty and the Council of Chairs.

The School of Humanities Governance Document intends to be consistent with US Federal and Florida State law, the University Constitution, the rules and regulations of the Florida Board of Governors (BOG) and the University of South Florida Board of Trustees (BOT), the USF Senate, and the Collective Bargaining Agreement concluded between USF and the USF chapter of the United Faculty of Florida (UFF) and the CAS Governance Document. In the event of any conflict, US Federal and Florida State law, the University Constitution, the policies and regulations of the BOG, the BOT, and the USF Senate, the USF/UFF Collective Bargaining Agreement, and the CAS Governance Document take precedence over this document.

### **General Principles Concerning Faculty in the Governance of the School of Humanities (insofar as these are consistent with existing College/University Policies)**

The faculty of the School of Humanities has primary responsibility for such fundamental areas as curriculum, subject matter and methods of instruction, research, standards, and procedures for admission of students into specific degree programs within the School. The faculty sets the degree requirements, determines when the requirements have been met, and otherwise qualifies students and recommends them to the appropriate university entities to grant the degrees thus achieved.

### **The Role of the Council of Chairs in the Governance of the School of Humanities**

1. The Council of Chairs of the School of Humanities (SHUM) shall consist of current Chairs of Departments in the School, or their representatives. Each member of the Council of Chairs shall represent faculty in their respective departments in a manner consistent with the mission of their departments.
2. Departments may join or leave the School of Humanities by permission of the College Dean in consultation with the CAS Faculty Council and the SHUM Council of Chairs in accordance with processes detailed in the CAS Governance Document and SUS Policy #10-055 Policy & Procedures for Proposed Changes in Academic Units of the University of South Florida System.
3. The Council of Chairs will be an assembly of equals. The School will have no leader. Should the need for a leadership position emerge in the future, this Governance Document may be so amended. The Council will typically meet at least once per month. Meetings may be convened by the Dean or by members of the Council. The Council will also meet at least once per month as part of the College Council of Chairs when determined by the Dean.
4. The functions of the Council of Chairs will include but not be limited to (a) identifying common research areas, projects, and initiatives; (b) discussing and proposing possible interdisciplinary faculty

cluster hiring plans; and (c) discussing curricular activities and general education priorities, especially with a view to identifying areas of overlap.

5. The Council of Chairs will assist the Dean in the development of intra-institutional, national and international outreach to promote the humanities at USF.

6. The preceding responsibilities of the Council of Chairs remain in effect when there is a delegation of these responsibilities to the Dean, other representatives from among faculty, or other administrative officers. Council of Chairs members must exercise diligence and provide oversight to ensure that their agents represent faculty in an appropriate manner.

### **The Standing Committees**

The Standing Committees of the School shall be the Undergraduate Committee, the Graduate Committee, and the Tenure and Promotion Committee. In One USF geographically distributed, the School of Humanities has faculty on branch campuses that represent three departments: English, History and WLE. Participation on standing committees should have branch campus representation, but in recognition of the additional burden of committee work where faculty numbers are small, SHUM recommends one branch campus representative from one of the represented departments. Membership of one branch campus representative on each of the three standing committees should rotate through the three departments. In other words, a representative from English could serve on the Undergraduate Committee for a term, a representative from History could serve on the Graduate Committee, and a representative from WLE could serve on the Tenure and Promotion. At the end of the term, the departments could rotate committee membership.

**1. Undergraduate Committee:** This committee shall make recommendations to the appropriate individuals or bodies relevant to curricula, advising, and all other issues concerning undergraduate education in the School. This committee shall review all proposals for new undergraduate courses, certificates, programs, and degrees as well as proposals for substantive changes in existing requirements. It shall make recommendations to the CAS Undergraduate Committee and University Undergraduate Council regarding actions on such proposals. It may, if it chooses, return proposals to departments or programs with suggestions for revision. It may also encourage and plan networking opportunities among various departments.

Membership on the SHUM Undergraduate Committee shall consist of one member from each SHUM Department appointed biennially (once every two years) by its Chair, presumably the Undergraduate Director if the Department has one, and one representative from a department with branch campus faculty. SHUM chairs with branch campus faculty will consult with their faculty and make the appointment.

2. **Graduate Committee:** This committee shall make recommendations to the appropriate individuals or bodies relevant to curricula, advising, and all other issues concerning graduate education in the School. This committee shall review all proposals for new graduate courses, certificates, programs, and degrees as well as proposals for substantive changes in existing requirements. It shall make recommendations to the CAS Graduate Committee and University Graduate Council regarding action on such proposals. It may, if it chooses, return proposals to departments or programs with suggestions for revision. It may also encourage and plan academic networking opportunities among various departments.

Membership on the SHUM Graduate Committee shall include one member from each SHUM Department appointed biennially (once every two years) by its Chair, presumably the Graduate Director if the Department has one, and one representative from a department with branch campus faculty. SHUM chairs with branch campus faculty will consult with their faculty and make the appointment.

3. **Tenure and Promotion Committee:** This committee shall make recommendations to the CAS Tenure and Promotion Committee regarding all School candidates for tenure and promotion as well as third-year review. Recommendations shall be conveyed to the CAS committee at a time early enough for it to complete its work prior to the Dean's recommendations to the Provost. It shall review candidates' vitae and references, Chair and departmental recommendations, and all other relevant materials. Recommendations shall be made on the basis of the Department's criteria and the University's guidelines for tenure and promotion.

i. Each year, in advance of considering the candidates, the Department Chair and relevant departmental faculty evaluation committee will jointly select one tenured member of the Department, preferably a Full Professor if possible, to nominate for the SHUM Tenure and Promotion Committee. From the list of nominees, the Council of Chairs will select enough to make a committee of nine, including at least one from each department and including at least four Full Professors. Additionally, the chairs will add one representative from a department with branch campus faculty. Committee members will serve two-year terms, preferably staggered.

ii. Each year, in advance of considering the candidates, the SHUM Tenure and Promotion Committee will select two of its members (including at least one Full Professor) and one tenured SHUM Faculty member who is not on the SHUM Tenure and Promotion Committee to serve on the CAS Tenure and Promotion Committee. Preferably at least one person selected will have previously served on the CAS T&P Committee.

iii. During consideration of the candidates, members from the same department will recuse themselves. Only members who are Full Professors will consider and vote on promotion to Full.

iv. Recommendations on tenure and promotion that are positive by the Department Committee, the Department Chair, and the SHUM Tenure and Promotion committee will be communicated to the CAS

Tenure and Promotion Committee as part of a consent agenda for approval, as per the guidelines of the CAS committee.

#### 4. Meetings:

i. The previous Chair of each Standing Committee shall assume responsibility for convening the Committee for its first meeting of the new academic year. Subsequent meetings shall be called by the new Chair as necessary to carry out the Committee's functions. Members of each Committee or the Council of Chairs may request that the Chair of a given Standing Committee call meetings to discuss specific issues.

ii. Each committee shall elect its own Chair at the initial meeting of each academic year and establish its own operating procedures.

iii. The Chair of each Standing Committee shall ensure that proper minutes are kept of committee actions and shall be responsible for preparing reports to the Council of Chairs and School Faculty.

iv. **Agenda:** The agenda for each Standing Committee shall be set by its Chair. Members of the committee and the Council of Chairs may request that items be added to the agenda.

#### Amendments

This Governance Document may be amended by a simple majority of the voters of the SHUM Faculty voting by mail or electronic ballot.

#### **Statement on Collegiality**

The School of Humanities fully endorses and supports the Statement on Collegiality contained in the CAS Governance Document as follows: "The fundamental premise of this document is that all CAS Faculty, students, staff and administrators are dedicated to the successful operation and advancement of the mission of CAS in a collegial manner. Collegiality among and between Faculty, staff, and students is required behavior in the College. Faculty, staff, and students shall not speak to each other, or about each other, in a discourteous manner in public settings. Faculty, staff and students shall not use language or exhibit behavior that denigrates people for their age, class, disability, ethnicity, gender, gender identity, religious affiliation, or sexual orientation."

Drafted February 2012

Approved April 2012

Revised April 2020 and Approved by SHUM Council of Chairs

Approved by Faculty May 4, 2020

Approved by Dean's Office May 5, 2020

Approved by Provost's Office May 19, 2020

Revised and Approved by Dean's Office, Provost's Office, and SHUM Faculty April 2022