

Governance of the School of Natural Sciences and Mathematics

The School of Natural Sciences and Mathematics (currently comprising the Departments of Cell Biology, Microbiology and Molecular Biology (CMMB), Chemistry, School of Geosciences, Integrative Biology (IB), Mathematics and Statistics, Psychology, and Physics) is constituted within the College of Arts and Sciences to serve 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 problems that affect Florida, the nation, and the world, as described within the School's Mission Statement.

The management of the affairs within the School of Natural Sciences and Mathematics (SNSM) is placed in the governing Faculty and the Council of Chairs, working under the direction of the Dean of the College of Arts and Sciences.

I. General Principles Governing Faculty Participation in the Governance of the School of Natural Sciences and Mathematics (insofar as these are consistent with existing College/University Policies)

1. The Faculty of the School of Natural Sciences and Mathematics has primary responsibility for such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status, standards and procedures for admission of students into specific degree programs within the School. For example, Faculty of the School are responsible for the graduate and undergraduate curriculum development and course approval in the sciences and mathematics, and advising.
2. 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.
3. Faculty participation in governance of the School will take place through elected committees, with membership elected from each department in the School and overseen by the Council of Chairs. These committees will include committees convened regularly for tenure and promotion recommendations of the School, graduate student affairs, undergraduate affairs, and management of core laboratory facilities. Additional ad hoc faculty committees may be formed at the request of the Council of Chairs.

II. General Principles Governing Role of the Council of Chairs in the Governance of the School of Natural Sciences and Mathematics

1. The Council of Chairs of the School of Natural Sciences and Mathematics shall consist of current Chairs of Departments in the School, or their representatives. Each member of the Council of Chairs shall represent faculty members in their respective departments in a manner consistent with the mission of their departments.
2. The Council of Chairs shall meet to recommend budgetary policies and decisions affecting those areas which directly affect the mission of the School, such as, but not limited to, faculty status (e.g. faculty hiring and appointments), graduate student appointments and tuition waivers, research (e.g., investment in research initiatives), and curriculum.

3. The Council of Chairs will meet to recommend policies and make decisions with regard to the allocation of laboratory space and related resources. School recommendations with regard to laboratory facilities shall include the development and operation of centralized core infrastructure supporting the sciences, and articulation with relevant entities at USF in the development and operation of shared core infrastructure at the university level in order to avoid duplication and ensure sustainability of core facilities.

4. The Council of Chairs is responsible for promoting cross-disciplinary research and grantsmanship in the School, through initiatives such as School-supported interdisciplinary research clusters, etc. This responsibility extends to development and recommendation of long-term faculty recruitment and retention plans in the Sciences and Mathematics that are consistent with the interdisciplinary mission of the School.

5. The Council of Chairs will recommend development of intra-institutional, national and international outreach (including industrial outreach) to promote the sciences at USF.

6. Council of Chairs members must exercise diligence and provide oversight to ensure that their agents represent faculty in an appropriate manner.

III. The Standing Committees

The Standing Committees of the School shall include: the Tenure and Promotion Committee, the Undergraduate Committee, the Graduate Committee, and the Core Facilities & Infrastructure Committee.

a. Membership: During the second semester of each academic year, faculty vacancies on the various Standing Committees of SNSM shall be filled by the Council of Chairs from a list of faculty members in each department. Faculty may be nominated or self-nominate to be considered.

b. Powers and Functions: Each Standing Committee shall advise the Council of Chairs in the area of activity it represents. At least once during the fall and spring semesters, each Standing Committee chair shall submit to the Council of Chairs a written summary of the Committee's actions.

1. Tenure and Promotion Committee: This committee shall make recommendations to the CAS Tenure and Promotion Committee regarding all School candidates for tenure and promotion. The 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. The SNSM Tenure and Promotion Committee shall review the candidates' vitae and references, Chair and departmental recommendations, and all other relevant materials. Recommendations shall be made on the basis of the departments' criteria and College's T & P Procedures for tenure and promotion.

i. Membership on the Tenure and Promotion Committee shall include two representatives from each SNSM Department. At least half the members of the Committee should be at the Full Professor level. Members of the Tenure and Promotion Committee shall be appointed by SNSM Council of Chairs for two-year staggered terms with no more than half the members replaced in

a single year. The SNSM Tenure and Promotion Committee shall select two of its members (including at least one full professor), and the SNSM Council of Chairs shall select one tenured faculty member in SNSM who is not serving on the SNSM Tenure and Promotion Committee to serve on the CAS Tenure and Promotion Committee in each academic year. These members shall generally be appointed for two year staggered terms.

ii. If there is not representation from Sarasota-Manatee, St. Petersburg, and Tampa within the appointed members, and a faculty from Sarasota site is being reviewed for promotion, a special at large member will be appointed from faculty assigned to Sarasota-Manatee. Likewise, if there is not representation from faculty assigned to St. Petersburg within the appointed members, and a faculty from the St. Petersburg campus is being reviewed for promotion, a special at large member will be appointed from faculty assigned to St. Petersburg. Likewise, if there is not representation from faculty assigned to Tampa within the elected members, and a faculty from the Tampa site is being reviewed for promotion, a special at large member will be elected from faculty assigned to Tampa. Thus, there is a possibility that one, or two special at large members may be added to the membership.

iii. Positive recommendations on tenure and promotion by the SNSM Tenure and promotion committee will be communicated to the CAS Tenure and Promotion Committee as part of a consent agenda for approval to the CAS Tenure and Promotion committee.

2. Undergraduate Committee: This committee shall make recommendations to the appropriate individuals or bodies relevant to curricula, advising, and all other issues relevant to undergraduate education in the School. This committee shall review all proposals for new undergraduate courses and programs, as well as proposals for substantive changes in School undergraduate requirements and requirements for undergraduate degrees in the various programs of the School. It shall make recommendations to the CAS Undergraduate Committee and University Undergraduate Council regarding actions on new course proposals. Proposals for new academic programs will be forwarded to the Office of the Dean for consideration. 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 SNSM Undergraduate Committee shall include one member from each SNSM Department. In multi-campus departments, the Chair and Campus Chair/Regional Associate Chair will consult on the possible appointment of one additional faculty member to assure departmental representation from all campuses.

3. Graduate Committee: This committee shall make recommendations to the appropriate individuals or bodies relevant to curricula, advising, and all other issues relevant to graduate education in the School. This committee shall review all proposals for new graduate courses and programs, as well as proposals for substantive changes in graduate requirements of the various programs. It shall make

recommendations to the CAS Graduate Committee and University Graduate Council regarding actions on new graduate course proposals. Proposals for new academic programs will be forwarded to the Office of the Dean for consideration. It may, if it chooses, return proposals to departments or programs with suggestions for revision. It may encourage and plan academic networking opportunities among various departments.

Membership on the SNSM Graduate Committee shall include one member from each SNSM Department. In multi-campus departments, the Chair and Campus Chair/Regional Associate Chair will consult on the possible appointment of one additional faculty member to assure departmental representation from all campuses.

4. Core Facilities & Infrastructure Committee: This committee shall make recommendations that will improve the space, equipment, lab, and learning environments infrastructure for the School. It may, if it chooses, assist with proposal development and/or drafting of equipment management plans for the acquisition of major equipment for the School. The Core Facilities Committee shall make recommendations to the University Safety & Training Council regarding the policing of safety 6 protocols for research students. It may also encourage and plan safety and equipment training opportunities among various departments.

i. Membership on the SNSM Core Facilities and Infrastructure Committee shall include representatives from each SNSM Department housing core facilities and/or like infrastructure. In multi-campus departments, the Chair and Campus Chair/Regional Associate Chair will consult on the possible appointment of one additional faculty member to assure departmental representation from all campuses.

ii. As much of the core infrastructure in the College of Arts and Sciences lies within SNSM Departments, all members of the SNSM Core Facilities and Infrastructure Committee are ex officio members of the CAS Core Infrastructure Committee.

iii. Recommendations on matters related to core facilities and infrastructure made by the SNSM committee will be communicated to the CAS Core Facilities Committee as part of a consent agenda for approval, as per the guidelines of the CAS committee.

c. Meetings:

1. The Council of Chairs 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.

2. Each committee shall elect its own Chair at the initial meeting of each academic year.
3. The Chair of each Standing Committee shall ensure that proper minutes are kept of the committee actions and shall be responsible for preparing reports of committee actions to the Council of Chairs and School Faculty.
- d. 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.

VI. Other Matters of Governance for the School of Natural Sciences and Mathematics

Research Clusters: The SNSM Research Clusters exist primarily to facilitate cross-departmental engagement and support of SNSM faculty in research and associated aspects of graduate and undergraduate education. The Research Clusters should support the efforts of SNSM faculty to initiate and conduct interdisciplinary research programs involving faculty in other CAS Schools, other USF Colleges, and other institutions. The SNSM Council of Chairs is responsible for supporting the efforts of Research Clusters, and identifying new Clusters based on expressed faculty interest and activity.

Amendments

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

CAS Statement on Collegiality

It is the expressed position of the School of Natural Sciences and Mathematics, within the College of Arts and Sciences, that all persons who learn and work together in the College and School should treat each other with respect and dignity. Collegiality among and between faculty, staff, and students is desirable behavior among all persons in the College and School. Universities are, and should be, institutions where ideas are freely and openly exchanged and discussed. However, critiques of ideas should not extend to disrespectful treatment of particular persons, especially our colleagues. Faculty, staff, and students should speak to each other and about each other with courtesy, whether the conversations be in private or in public settings. This position extends to the use of language in professional settings that implies or condones disrespect of a class of persons or of specific individuals. Faculty, staff and students should endeavor to use language that does not denigrate or draw inappropriate attention to age, disability, ethnicity, gender, religious affiliation, sex, or sexual orientation.

Drafted February 2012

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Revised April 2020 and Approved by SNSM Council of Chairs

Approved by SNSM Faculty May 4, 2020

Approved by Dean's Office May 5, 2020

Approved by Provost's Office May 19, 2020

