

## **Governance of the School of Social Sciences**

The School of Social Sciences is maintained 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 the problems that affect Florida, the nation, and the world.

The management of the affairs within the School of Social Sciences is placed in the faculty and the Council of Chairs. This Governance Document expresses the general principles guiding School governance and may be amended to reflect changing circumstances affecting the School or new priorities. The amendment process is described in this document. This governance document is intended to be consistent with the CAS Governance Document and all specific authorities included there.

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

The faculty of the School of Social Sciences 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. 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**

1. The Council of Chairs of the School of Social Sciences (SSS) 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. The Directors of the Institute for Study of Latin America and the Caribbean (ISLAC) and the Institute on Black Life (IBL) shall be non-voting members.
2. Departments may join or leave the School by permission of the Dean in consultation with the CAS Faculty Council and the SSS 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 at the University of South Florida System.
3. The Council of Chairs will be an assembly of equals. Duties such as keeping meeting minutes and providing an agenda will be assigned on a rotational basis. The Council will 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 semester 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 problems common to multiple Departments within SSS and proposing solutions to those problems (b) identifying common research areas, projects, and initiatives; (c) discussing and proposing synergistic means of resource allocation, such as interdisciplinary faculty cluster hiring plans; (d) discussing curricular activities and general education priorities, especially with a view to reducing redundancy and fostering original programs and (e) bringing issues of concern from the general faculty to the Dean.

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

**Other Operational Considerations (consistent with the Governance Document of the College of Arts and Sciences):**

1. The Dean of the College of Arts and Sciences shall be responsible for review and evaluation of departments and department chairs.

2. Budgetary oversight and management shall be the responsibility of the Dean and the Dean's staff.

3. The Dean shall be responsible for coordinating activities and policies among Schools in the College of Arts and Sciences.

**The Standing Committees**

The Standing Committees of the School shall be the Undergraduate Committee, the Graduate Committee, and the Tenure and Promotion Committee. Faculty on all campuses are eligible to self-nominate or be nominated to serve on these committees. The School Council of Chairs, when electing or selecting the representatives, will ensure that the members of the committees represent the geographic distribution of USF.

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 SSS Undergraduate Committee shall consist of one member from each SSS Department or School, appointed biennially (once every two years) by the Chair / Director, presumably the Director of Undergraduate Studies, if the Department has one. The committee should develop a rotation process across the departments to provide equitable representation of department interests. Members on the CAS Undergraduate Committee should serve staggered two year terms.

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 College and University Graduate Councils regarding action on such proposals. 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 SSS Graduate Committee shall consist of one member from each SSS Department or School, appointed biennially (once every two years) by the Chair / Director, presumably the Director of Graduate Studies, if the Department has one. The committee should develop a rotation process across the departments to provide equitable representation of department interests. Members on the CAS Undergraduate Committee should serve staggered two year terms.

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. 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, the College's, and the University's criteria for tenure and promotion.

- Each year, in advance of considering the candidates, the Department Chair and relevant departmental faculty from each of nine departments, will jointly select one tenured member of the Department, preferably a Full Professor if possible, to nominate for the SSS Tenure and Promotion Committee, and one alternate. The Council of Chairs will select from these nominees to ensure that there are at least four Full Professors and that each department is represented (except as outlined in the next paragraph). The committee will include no fewer than seven (7) members and no more than nine (9). Committee members will serve two-year terms, preferably staggered.
  - Departments with fewer than five (0-4) tenured faculty members or fewer than two (zero or one) Full Professors may elect not to be represented on the Tenure and Promotion Committee in alternate two-year terms, so long as the Tenure and Promotion Committee has at least four Full Professors serving during those years.
- When faculty members from St. Petersburg or Sarasota/Manatee are being considered for promotion and tenure, the SSS Tenure and Promotion Committee should add an "at-large" member to the committee from one of those two campuses.

- Committee members will serve two-year terms, preferably staggered. In advance of considering the T&P candidates, this committee will select two of its members to go forward to the CAS T&P Committee, making sure at least one is a full professor. An at-large member will be elected by the Committee from the tenured faculty of the School annually.
- Recommendations on tenure and promotion that are positive by the Department Committee, the Department Chair, and the SSS 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.

#### **Meetings of Standing Committees:**

- 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.
- Each committee shall elect its own Chair at the initial meeting of each academic year and establish its own operating procedures.
- 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.
- 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 SSS Faculty voting by mail or electronic ballot.

Drafted February 2012

Approved April 2012

Revised April 2020 and Approved by SSS Council of Chairs

Approved by SSS 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 SSS Faculty April 2022