Muma College of Business Faculty Charter
Code of Operating Standards for Academic Policy and Administrative Structure

I. PURPOSES

A. To formally identify organizational structure and procedures for faculty development and supervision of the academic policies of the Muma College of Business.

B. To provide a structure to facilitate faculty participation in determining administrative policies, practices, and decisions affecting the quality and effectiveness of the educational objectives of the students, faculty, and administration of the Muma College of Business.

C. To define a collegial system delineating the major academic responsibilities and jurisdictions of the faculty and administrative officers of the Muma College of Business within the framework established by the State University System and the University of South Florida.

II. FACULTY

The COLLEGE FACULTY, as herein used, shall consist of those individuals identified as participating faculty members holding the ranks of Full Professor, Associate Professor, Assistant Professor, and Instructor in the Muma College of Business.

Unless otherwise noted members of the COLLEGE FACULTY comprise the voting members. Voting members of the COLLEGE FACULTY shall exercise general legislative jurisdiction over matters of academic policy within existing University policies and regulations. The COLLEGE FACULTY may delegate a portion of their duties and/or responsibilities to an elected FACULTY EXECUTIVE COMMITTEE, and various standing and/or ad hoc College committees.

III. ADMINISTRATIVE OFFICERS

The DEAN, as Chief Executive Officer of the Muma College of Business, is responsible in conjunction with the COLLEGE FACULTY for developing administrative policies and programs. The DEAN, or the DEAN’s delegate, is an ex-officio member of all standing Muma College of Business committees and represents the Muma College of Business at the University level.

The DEAN's appointments to the positions of Associate Dean; Assistant Dean; and School, Academic Program, and College Center Directors shall be made with the advice of the
relevant COLLEGE FACULTY members. These individuals and the Campus/School Deans constitute the ADMINISTRATIVE OFFICERS of the Muma College of Business, and as such constitute the COLLEGE ADMINISTRATION.

Administrative Officers who currently hold faculty rank on continuing appointments are members of the COLLEGE FACULTY. In this capacity, they are eligible to vote on issues brought before the COLLEGE FACULTY at general faculty meetings. Administrative Officers, who are tenured faculty are also eligible voting faculty in the tenure and promotion process. However, no voting faculty member may vote more than once on a tenure and promotion application.

IV. FACULTY EXECUTIVE COMMITTEE

The mission of the FACULTY EXECUTIVE COMMITTEE is to advance the College through active faculty involvement in all aspects of academic programming, governance, and outreach.

The FACULTY EXECUTIVE COMMITTEE is the representative voice of the COLLEGE FACULTY. It is elected by and responsible to the COLLEGE FACULTY. Its purpose is to represent the faculty in appropriate matters of faculty jurisdiction and concern, and to facilitate communication between the COLLEGE FACULTY and Office of the DEAN.

The FACULTY EXECUTIVE COMMITTEE shall be composed of three elected members from each multi-campus School. At least one of the three members shall be from a different campus. The single-campus Schools shall affiliate to elect one member to serve on the committee. The final composition of the committee shall represent all campuses. The terms of the elected members are three years with one member from each multi-campus School being elected each year in April to take office in August. See Appendix A for the election procedure.

The FACULTY EXECUTIVE COMMITTEE shall by majority elect each year a Chairperson and a Vice Chairperson to serve for a one year term. The responsibility of the Vice Chairperson is to ensure minutes of all meetings are taken and distributed to members. Replacement of either the Chairperson and/or Vice Chairperson shall require a majority vote of FACULTY EXECUTIVE COMMITTEE members. The Chairperson, Vice Chairperson and Committee members may succeed themselves, but not for more than two (2) consecutive terms. The Chairperson of the FACULTY EXECUTIVE COMMITTEE shall be an ex-officio member of any principal committee(s) established by the DEAN to

1 A multi-campus school (known as departments/school prior to consolidation) is one with faculty housed on more than one campus (e.g., Accountancy, Business & Finance, Information Systems & Management, Marketing & Innovation). A faculty member’s campus is the geographical location and budget entity responsible for providing the faculty member’s support services and payroll.

2 A single-campus school is one with faculty all housed on one campus (e.g. Risk Management, Insurance and Security, and Hospitality and Tourism Management).
address college administrative affairs. As requested by the DEAN or the Chairperson of the FACULTY EXECUTIVE COMMITTEE the Chairperson may attend a meeting of the COLLEGE ADMINISTRATION.

The FACULTY EXECUTIVE COMMITTEE shall meet as needed. It is expected that the Committee meet at least once each semester during the regular academic year. Additional meetings may be called by the Chairperson, the DEAN, or upon request to the FACULTY EXECUTIVE COMMITTEE Chairperson, by any member of the Committee.

FACULTY EXECUTIVE COMMITTEE decisions shall require a quorum consisting of one-half of the members and a simple majority vote of those attending. A written ballot of all FACULTY EXECUTIVE COMMITTEE members shall be required whenever requested by a Committee member. Attending includes physical, telephonic or electronic presence that ensures full participation by the member.

V. ADMINISTRATIVE REPORTS
Prior to the end of the Fall Semester of each year the DEAN shall present a report covering each of the items listed in "A," "B," and "C" below at a general faculty meeting.

A. A summary and review of the preceding academic year budget with details of allocations and utilization of resources by academic programs, schools, and administrative activities.

B. A statement of the planned allocation of resources for the year ahead, by program, discipline and/or activity, with relevant breakdowns in terms of faculty lines, operating expenses, "Temporary Personnel" and "Other Capital Outlays" (OCO).

C. A summary of activities and accomplishments relating to the College's mission, goals, and strategic initiatives.

VI. FACULTY ACADEMIC POLICY COMMITTEES

There shall be standing UNDERGRADUATE, GRADUATE, and DOCTORAL POLICY COMMITTEES to oversee academic policy, practices, and curriculum. The DEAN’S representative(s) shall serve as an ex officio member on the committees.

A. The UNDERGRADUATE and GRADUATE POLICY COMMITTEES shall be composed of two members from each multi-campus school who shall serve two-year staggered terms. The single-campus Schools shall affiliate to recommend one member to serve on the committee. Members of these committees shall be appointed by the DEAN based on recommendations from School Directors generated with the advice of the respective school faculty. Committee chairs shall be appointed by the DEAN with recommendations from the School Directors. Through the appointment process the DEAN shall ensure all campuses are represented and at least one-third of the total committee membership is from the Sarasota-Manatee and St. Petersburg campuses.
B. The DOCTORAL POLICY COMMITTEE shall be composed of the doctoral program coordinators from each School (the School’s coordinator may be from any campus).

C. The UNDERGRADUATE POLICY COMMITTEE, the GRADUATE POLICY COMMITTEE, and the DOCTORAL POLICY COMMITTEE shall advise and make recommendations to the COLLEGE FACULTY, program directors, and the College DEAN, University committees, and University administrative personnel regarding new courses, programs, and academic standards. The policy committees shall recommend approval/disapproval to the entire faculty when there are proposed new courses, programs or academic standards or when there are proposed changes to existing courses, programs or academic standards that are substantive and/or will impact more than one School. Consideration shall be given not only to academic impact but also impact related to the need for additional resources.

These committees shall present to the DEAN and the FACULTY EXECUTIVE COMMITTEE a written report summarizing their activities at the end of each academic year.

VII. OTHER FACULTY COMMITTEES

A. In addition to the standing academic policy committees other standing policy committees include TENURE & PROMOTION, RESEARCH & SCHOLARSHIP, STUDENT SCHOLARSHIP & TEACHING AWARDS, DBA, MBA, and DIVERSITY committees to oversee policy and practices related to the academic process. The DEAN’S representative(s) shall serve as an ex officio member on the committees.

B. The TENURE & PROMOTION COMMITTEE shall have elected representatives and consist of 13 tenured professors distributed as follows. There shall be six representatives from the Tampa campus, four from the St. Petersburg campus, and three from the Sarasota-Manatee campus. There shall be three representatives from each of the multi-campus Schools and one representative from single-campus Schools. At least one of the three representatives from multi-campus Schools shall be a full professor, as shall the single-campus representative. Representatives are elected each year in April to take office in August. A representative may be re-elected to serve a maximum of two consecutive years. Exceptions to re-election are allowed if the area has no other professor qualified to serve. The committee is responsible for reviewing all cases relative to tenure and promotion including the mid-tenure review.

C. Members of the RESEARCH & SCHOLARSHIP, STUDENT SCHOLARSHIP & TEACHING AWARDS, DBA, MBA, and DIVERSITY committees shall be appointed by the DEAN based on recommendations from Campus Deans and School Directors generated with the advice of the respective School faculty.
Committee chairs shall be appointed by the DEAN with recommendations from the School Directors. Through the appointment process the DEAN shall ensure multi-campus representation on the committees.

These committees shall be composed of five members with at least one member from each multi-campus school; one member may be selected from a single-campus school. Members shall serve one year terms, and may be reappointed.

D. AD HOC COMMITTEES

The FACULTY EXECUTIVE COMMITTEE may appoint Ad Hoc Committees as deemed necessary to consider matters not already assigned to a standing committee. The Committee Chair, with the approval of the Committee members, and in consultation with the DEAN, shall determine the membership and chair of each Ad Hoc Committee.

The DEAN may appoint an Ad Hoc Committee. Membership of the committee shall be determined by the DEAN in consultation with School Directors and faculty members.

VIII. ACADEMIC PROGRAM ASSESSMENT SYSTEM

A. Assessment is a responsibility of all Muma College of Business faculty.

B. The Academic Program Assessment System (Assessment System) of the Muma College of Business shall meet applicable requirements, standards, policies, and procedures set forth by SACSCOC, AACSB, ACPHA, and USF Institutional Research and Effectiveness for program and unit assessment.

C. The Assessment System shall be coordinated by the DEAN with the support of the School Directors/Deans, and UNDERGRADUATE, GRADUATE, and DOCTORAL POLICY COMMITTEE Chairs.

D. Faculty shall participate in systematic data gathering, review, and planning for program improvement for their programs and the college.

E. The Assessment System shall adhere to the policies and procedures compiled by SACSCOC, AACSB, and ACPHA.

F. The DEAN shall coordinate assessment requirements among the campuses and the Schools for the College; and between the College and external parties such as SACSCOC, AACSB, ACPHA, and USF Institutional Research and Effectiveness.
IX. FACULTY VOTING PROCEDURES

At general meetings of the COLLEGE FACULTY, no formal vote shall be taken unless there is a necessary quorum of COLLEGE FACULTY present. For this purpose, a quorum shall be defined as at least 50 percent of the COLLEGE FACULTY. The DEAN or a member of the COLLEGE FACULTY may request that any vote be done by means of a secret ballot. In order for any measure to pass by a vote of the COLLEGE FACULTY, a majority of the votes shall be in favor of the measure. Attending includes physical, telephonic or electronic presence that ensures full participation by the member.

Email voting may be conducted on questions for which no subsequent vote or dialogue is requested, or discussion will be held, and is in alignment with all other state, University, and College policies. Should e-mail voting occur a faculty member shall cast a “yes vote,” “no vote,” or a vote to “abstain” to count towards the quorum. Faculty not replying to an e-mail vote will not count toward the quorum.

Faculty shall be provided at least a one week notice on issues requiring a faculty vote in general faculty meetings. This notice shall include the time and date of the meeting and relevant information regarding the issue requiring a vote.

X. EVALUATION POLICY

A. Faculty Evaluations of Administrators. To facilitate and encourage effectiveness in the performance of their duties, the Administrators of the College shall be evaluated and provided feedback by the COLLEGE FACULTY. The FACULTY EXECUTIVE COMMITTEE shall determine an appropriate evaluation process for College Administrator(s) by the COLLEGE FACULTY and supervise its administration.

B. Student Evaluations of Faculty. To facilitate and encourage effectiveness in the performance of their teaching assignments, all faculty teaching in the Muma College of Business shall be evaluated and provided feedback by their students.

C. Administrative Evaluation of COLLEGE FACULTY. The administrative evaluation of COLLEGE FACULTY shall be as set forth in the USF/UFF Collective Bargaining Agreement.

D. The FACULTY EXECUTIVE COMMITTEE shall be involved with DEAN and Dean searches for the College and shall meet with potential DEAN and Dean candidates and provide formal input to the concerned search committees.

XI. COMPLIANCE AND SEVERABILITY

The provisions of this Charter 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 and the USF/UFF Collective Bargaining Agreement. In the event that any provision of this Charter is found to
be invalid or unenforceable, then that provision shall be of no force or effect, but the remainder of the Charter shall continue in full force and effect.

XII. AMENDMENT AND REPEAL

Action to amend and/or repeal this document in whole or in part may be initiated by a petition setting forth the proposed change. Such a petition shall be signed by at least 10 percent of the voting members of the COLLEGE FACULTY or by a majority of the members of the FACULTY EXECUTIVE COMMITTEE. Such petitions shall be presented to the FACULTY EXECUTIVE COMMITTEE, which shall set a date for the convening of a meeting of the COLLEGE FACULTY for the purpose of discussing the proposed change. The FACULTY EXECUTIVE COMMITTEE shall give at least a one week notice of such meeting to each voting member of the COLLEGE FACULTY. A copy of the proposed change shall accompany such notice.

Action to accept or reject the proposed change shall be by ballot. A majority vote of the members of the COLLEGE FACULTY voting shall be required to adopt the proposed change.

Faculty approve 2-28-20 and USF reviewed 5-1-20
Appendix A
Muma College of Business
Faculty Charter

A. In order to establish the initial membership of the Faculty Executive Committee, the College Faculty of each multi-campus School shall nominate five (5) College Faculty from his/her multi-campus School to serve on the Faculty Executive Committee. The list of nominees shall contain at least one (1) College Faculty member from each of the three (3) campuses of the multi-campus School. Each College Faculty member from a multi-campus School shall vote for three (3) of the nominees. The three (3) nominees receiving the highest number of votes shall be members of the Faculty Executive Committee from that multi-campus School. If a tie vote occurs, the tie shall be resolved by a re-vote on those tied nominees. If all three (3) of the elected members of the Faculty Council Executive Committee are from the same campus of a multi-campus School, then the elected College Faculty member with the least number of votes, with any ties to be resolved with a flip of a coin, shall be replaced by the non-elected nominee from an unrepresented campus of the multi-campus School with the most votes as compared with the other non-elected nominees from the unrepresented campuses with ties to be resolved by the flip of a coin.

B. The College Faculty of each single-campus school shall nominate at least one (1) College Faculty member from his/her single-campus School to serve on the Faculty Executive Committee. Each College Faculty member from a single-campus school shall vote for one of the nominees. The nominee receiving the highest number of the votes shall be a member of the College Faculty Executive Committee from the single-campus schools. If a tie vote occurs among the nominees who receive the highest number of votes, the tie shall be resolved by the flip of a coin.

C. The initial term of a Faculty Executive Committee member from a multi-campus school shall be determined by the number of votes received by the nominee with the one receiving the most votes given a three (3) year term, the one receiving the next highest number of votes be given a two year term and the one receiving the least number of votes given a one year term. If the individual is not able or willing to complete the term, his/her replacement for the remainder of his/her term shall be from the same campus and be elected by a majority vote of the College Faculty from his/her multi-campus or single-campus School.

If after the above election process in A and B is completed on all campuses of the multi-campus and single-campus Schools, none of the thirteen (13) elected College Faculty members are from one (1) of the campuses of the multi-campus Schools, then the elected College Faculty member of the thirteen (13) elected College Faculty members with the least number of votes, with any ties to be resolved by the flip of a coin, which will not result in that campus having all of its elected College Faculty members from the same campus shall be replaced with the non-elected nominated College Faculty member from the unrepresented campus with the most votes, as compared with the total votes received by any other non-elected College Faculty member from that unrepresented campus, with ties to be resolved by the flip of a coin.