

**College of Behavioral & Community Sciences
Governance Document**

Revised February 21, 2020, March 30, 2020

Preamble

The College of Behavioral & Community Sciences (CBCS) was formed in July 2008 and represented a union of departments/schools previously under the administrative authority of either the College of Arts and Sciences or the Louis de la Parte Florida Mental Health Institute. In October 2019, CBCS became part of a consolidated One USF and now represents a multi campus college by union of academic departments/schools previously under the administrative authority of either Sarasota-Manatee, College of Liberal Arts and Social Sciences (CLASS) or St. Petersburg, College of Arts & Sciences.

A community of faculty dedicated to excellence in instructional/teaching activities, research, and service is central to the mission of the CBCS. Therefore, it is necessary that faculty governance be collegial, represent diverse points of view, and foster ethical and respectful interactions. At the same time, the governance process should be efficient and cultivate broad faculty participation.

The fundamental premise of this document is that relationships of mutual respect and trust should exist among those faculty named as CBCS administrators and CBCS faculty whose activities are focused primarily on instruction/teaching, research, and service. The BCS College administration shall represent the interest of CBCS to the central administration of USF and oversee and allocate the human, financial, and material resources of CBCS among the various departments and schools comprising the BCS College. The faculty of the College have the right to respectfully question the decisions and actions of any administrative officer of the College.

Shared governance among CBCS faculty and administration shall be consistent with University regulations and policies. CBCS recognizes three central principles to guide the shared governance processes of the University of South Florida:

1. The CBCS Faculty have the principal responsibility for originating policy in the following areas:
 - Academic policy, including initial authorization and direction of all courses, curricula, and degrees offered;
 - Scholastic policy, including scholastic standards for admission, grading, continuation, graduation, and honors;
 - Academic ethics, including development of policies and procedures; and
 - Research
2. The CBCS Faculty shall act jointly with the administration to make recommendations in the areas of:

College of Behavioral & Community Sciences

Governance Document

Revised February 21, 2020, March 30, 2020

- 39 • Policies and procedures for faculty appointment, promotion and tenure review,
40 reward systems; discipline and termination;
41 • Student conduct and activities;
42 • Budgetary review and strategic planning;
43 • Selection and review of academic administrators; and
44 • Development of policy concerning the general academic welfare of the
45 University.

46 3. A commitment to shared governance requires that the CBCS Faculty, primarily
47 through their representative governance bodies, the USF Faculty Senate, as well as
48 BCS College and CBCS Department governance structures, must be included at all
49 stages in the process of making/reviewing policy, developing curricula, selecting and
50 reviewing administrators, making budgetary decisions, and all other areas relevant
51 to the academic functioning of the University.

- 52 • Notification after the fact does not constitute such inclusion;
53 • Shared governance shall operate at all levels of the CBCS ;
54 • Governance documents at all levels should reflect this spirit, and governance
55 shall operate accordingly.

56 The CBCS Faculty Governance document draws on these principles and:

- 57 • Describes the role of faculty in the shared governance processes related to
58 academic and research policies and procedures of the CBCS; and
59 • Describes the guidelines and procedures for the organization and governance of
60 the College.

61
62 The provisions of this governance document are governed by and subordinate to State
63 of Florida law, the policies and directives of the Florida Board of Governors, policies and
64 regulations of the University of South Florida as approved by the USF Board of Trustees,
65 and any collective bargaining agreements for those faculty in the bargaining unit.

66 **Statement on Collegiality.** The fundamental premise of this document is that the most
67 effective system of faculty governance is one in which all members of the College are
68 dedicated to the successful operation and advancement of the mission of CBCS in a
69 collegial manner. It is the unequivocal position of the CBCS that all persons who learn
70 and work together in the College shall treat each other with respect and dignity.
71 Collegiality among and between faculty, staff, and students is desirable behavior among
72 all persons in the College. Universities are, and should be, institutions where ideas, even
73 controversial ones, are freely and openly exchanged and discussed. Disagreements shall
74 not be characterized by the disrespectful treatment of anyone. Faculty, staff, and
75 students shall speak to each other and about each other with courtesy in private and

College of Behavioral & Community Sciences

Governance Document

Revised February 21, 2020, March 30, 2020

76 public settings. This position extends to the lack of tolerance for language and behaviors
77 in professional settings that implies or condones disrespect for a class of persons or of
78 specific individuals. Faculty, staff and students shall not use language that denigrates or
79 draws inappropriate attention to race, color, sex, gender identity and expression, sexual
80 orientation, religion, national origin, age, military status, veteran status, disability,
81 political affiliation, or marital status.

82 Consistent with USF Policy 10-050, “Academic Freedom” is the freedom to discuss all
83 relevant matters in the classroom, to explore relevant avenues of scholarship, research,
84 and creative expression, to speak freely on all matters of university governance, and to
85 speak, write, or act as a public citizen without institutional discipline or restraint.
86 Protection of academic freedom should be a cornerstone of CBCS policies and
87 procedures.

88 The CBCS Faculty also acknowledge their Academic Responsibilities as described in the
89 USF Policy 10-050 and the [UFF-USF Collective Bargaining Agreement](#).

90

91 **Respect for Distinctive Missions**

92 The creation of CBCS brought together departments and schools with a common
93 mission to develop and implement innovative solutions to the complex conditions that
94 affect the behavior and well-being of individuals, families, and the communities in which
95 we live. The mission of CBCS is to advance knowledge through interdisciplinary teaching,
96 research, and service that improves the capacity of individuals, families, and diverse
97 communities to promote productive, satisfying, healthy, and safe lives across the
98 lifespan. The departments and schools that formed CBCS varied considerably in mission,
99 size, and structure. The diversity of units within and across campuses, departments and
100 schools also includes clinics, centers, and research institutes. The academic units in
101 CBCS vary considerably in the emphasis given to education/training, research, and
102 service. Likewise, these units bring with them governance processes and administrative
103 structures that reflect their unique histories and distinctive missions. An important
104 premise of this document is that the growth and development of CBCS will best be
105 served by respecting the structural and functional differences that exist in and across
106 CBCS academic units. Faculty governance processes will be implemented to promote
107 the CBCS mission, vision, values and principles.

108

109

110 **Article I. The Office of the BCS College Dean & Relationship with Regional Chancellors:**

111

112 1. The Chief Executive/Academic Officer of the College of Behavioral & Community
113 Sciences shall be the BCS College Dean, who shall also be a tenured member of a
114 department/school of CBCS.

115

**College of Behavioral & Community Sciences
Governance Document**

Revised February 21, 2020, March 30, 2020

- 116 A. The College Dean, in consultation with the Regional Vice Chancellors (when
117 involving branch campuses), CBCS Faculty and the Provost, may appoint
118 Associate and Assistant BCS College Deans and other administrative staff to
119 assist in the administration of CBCS.
120
- 121 B. The duties and responsibilities of the BCS College Dean and the BCS College
122 Dean's administrative officers shall be defined in collaboration with the Provost
123 and President of the University of South Florida.
124
- 125 C. The BCS College Dean and the BCS College Dean's administrative staff shall solicit
126 the opinions and advice of Faculty and the Regional Vice Chancellors (when
127 involving the branch campuses) in major decisions affecting the academic,
128 financial, and material resources of CBCS.
129
- 130 D. The office of the BCS College Dean shall provide requisite administrative support
131 to the CBCS Faculty Assembly, the CBCS Faculty Council, and the CBCS Standing
132 Committees.
133
- 134 The Chair/Director of each department/school shall be appointed by the BCS
135 College Dean after the receipt of recommendations from the department/school
136 determined in accord with procedures developed and approved by the
137 respective department/school and the BCS College Dean. Chairs and Directors
138 shall be appointed for stated terms that may be renewed under conditions
139 promulgated by the BCS College Dean. The governance documents of each
140 department and school shall address issues of eligibility, selection, term, roles,
141 relationships, responsibilities, and evaluation of CBCS Chairs and all other CBCS
142 unit administrators such as Associate Chair, Graduate Director, Undergraduate
143 Director, and Campus Chair.
144
- 145 E. The BCS College Dean's Council consists of the Department Chairs,
146 School/Center/Program Directors, Chair of the CBCS Faculty Council, Associate
147 and Assistant BCS College Deans, and other faculty/staff from all campuses at
148 the invitation of the BCS College Dean. The BCS College Dean serves as the Chair
149 and convener of the BCS College Dean's Council. The BCS College Dean's Council
150 advises the BCS College Dean on matters relating to the coordination and
151 overseeing of administrative activities of CBCS, including but not limited to
152 strategic planning; planning and management of academic programs; research;
153 faculty recruitment; and resource needs and allocations.
154
- 155 F. The BCS College Dean's Council shares with the CBCS Faculty Council the
156 responsibility of advising the BCS College Dean with respect to decisions
157 affecting the academic and research policies and procedures of CBCS; faculty

College of Behavioral & Community Sciences

Governance Document

Revised February 21, 2020, March 30, 2020

- 158 appointment, tenure, promotion policies/procedures; faculty reward systems;
159 and budgetary review and strategic planning related to academic/research
160 policies and procedures.
- 161 2. According to [USF Consolidation Handbook Volume 2](#) Regional Chancellors have
162 clear responsibility and accountability (i.e., “authority”) for academic and
163 budgetary decisions, including:
- 164 A. Responsibility and accountability for decision-making regarding branch
165 campus academic programs, in collaboration with BCS College Deans and
166 CBCS faculty members;
- 167 B. Responsibility and accountability for campus academic performance
168 outcomes;
- 169 C. Responsibility and accountability for assessing and planning future CBCS
170 faculty needs at branch campuses;
- 171 D. Responsibility and accountability for assessing CBCS faculty and promotion
172 decisions on branch campuses;
- 173 E. Responsibility and accountability for providing equitable support services for
174 all CBCS students, faculty and other personnel on branch campuses, including
175 local support for research, scholarly and creative activity, as well as
176 professional development opportunities;
- 177 F. Responsibility and accountability to propose and implement branch campus
178 budgets, taking into consideration distinctive student demands and local
179 workforce needs;
- 180 G. Responsibility and accountability to lead daily branch campus operations,
181 including campus safety, emergency preparedness/response and external
182 affairs such as fundraising and local community partnerships, and
- 183 H. Serving on the President’s Cabinet and as ex-officio members of the USF
184 Foundation Board.

185
186
187 **Article II. The Units of the College:**
188

189 The college consists of departments/schools, the Louis de la Parte Florida Mental Health
190 Institute, and a variety of centers.

191 **A. Departments and Schools:**

192 CBCS consists of academic Departments and Schools. The Chair/Director is the
193 chief academic and administrative officer of the Department/School and reports
194 to the BCS College Dean. The duties and responsibilities of the Chair/Director
195 are defined by the BCS College Dean and typically include: providing leadership

College of Behavioral & Community Sciences

Governance Document

Revised February 21, 2020, March 30, 2020

196 and direction to achieve the mission of the CBCS Department/School; providing
197 mentorship to new faculty; developing administrative policies and procedures
198 for the CBCS Department/School to assure sound fiscal and programmatic
199 management; implementing the policies and procedures of the BCS College;
200 ensuring that proper procedures are followed in all faculty and employee hires
201 and promotions; and supporting the faculty and staff of the department in ways
202 that facilitate the attainment of the CBCS Department's/School's and College's
203 mission and goals.

204 Each CBCS Department/School is responsible for developing a faculty
205 governance document and submitting the document to the CBCS Faculty Council
206 for its records. Subsequent revisions to the document shall also be submitted to
207 the CBCS Faculty Council. As part of each and all submissions, the CBCS
208 Department/School shall provide documentation that the documents/revisions
209 have been endorsed by a majority of faculty voting.

210 **B. The Louis de la Parte Florida Mental Health Institute (FMHI):**

211 The BCS College houses the Louis de la Parte Florida Mental Health Institute
212 (FMHI). FMHI was established by the Florida legislature to improve the lives of
213 people with mental, addictive, and developmental disorders through research,
214 training, and education. The faculty and staff within the CBCS Departments of
215 Child and Family Studies (CFS) and Mental Health Law and Policy (MHLP)
216 constitute FMHI's core participants. FMHI is led by an Executive Director. The
217 Executive Director may be, but need not be, the BCS College Dean.
218 It is the prerogative of the Executive Director, in consultation with the BCS
219 College Dean and the faculty of FMHI, to define the administrative structure of
220 FMHI. If the Executive Director is the BCS College Dean, he/she will report to the
221 Provost. If the Executive Director and the BCS College Dean positions are held by
222 separate individuals, the FMHI Executive Director will report to the BCS College
223 Dean.

224 **C. Centers:**

225 The CBCS currently houses a number of Centers associated with the
226 departments/schools and/or FMHI. It is the prerogative of the CBCS
227 Chair/Director or the BCS College Dean to define the administrative structure of
228 Centers in consultation with the faculty, the Regional Vice Chancellors (when
229 involving the branch campuses), and appropriate other entities such as advisory
230 committees.

231

232

233 **Article III. The CBCS Faculty Assembly:**

234

235

A. Membership:

**College of Behavioral & Community Sciences
Governance Document**

Revised February 21, 2020, March 30, 2020

236
237
238
239
240
241
242
243
244
245
246
247
248
249
250
251
252
253
254
255
256
257
258
259
260
261
262
263
264
265
266
267
268
269
270
271
272
273
274
275
276
277

1. The voting membership of the CBCS Faculty Assembly shall consist of all individuals in the faculty pay plan at least 0.50 FTE. CBCS administrators with faculty appointments, e.g., Dean, Associate/Assistant Dean, Chairs, are considered members of the CBCS Faculty. Faculty holding titles with Emeritus, are included in the CBCS Faculty Assembly. Visiting faculty are excluded from the voting membership of the CBCS Faculty Assembly. Individuals with “Courtesy” appointments in CBCS and Graduate Assistants are not members of the CBCS Faculty Assembly. The CBCS Faculty Council (see Article IV) may at its discretion add position titles to the membership of the CBCS Faculty Assembly.

B. Powers and Functions:

1. The CBCS Faculty Assembly shall receive and consider reports from the Dean, the CBCS Faculty Council, and the CBCS Standing Committees. It shall receive petitions and requests from CBCS faculty members. In its role as collective council for the faculty as a whole, the CBCS Faculty Assembly shall be informed of and monitor the activities of the CBCS Faculty Council and the Office of the BCS College Dean on CBCS-wide matters.
2. The BCS College Dean may be censured by a two-thirds majority vote of the members of the CBCS Faculty Assembly, with at least two-thirds of the membership voting. Secret balloting of the members of the CBCS Faculty Assembly shall be conducted by the CBCS Faculty Council, and the results and a recommended course of action shall be presented by the CBCS Faculty Council to the BCS College Dean and to the Provost.

C. Meetings:

1. The CBCS Faculty Assembly shall meet at least once by the end of the Fall Semester, if practical by the end of the eighth week and, in addition, at least once by the close of the Spring Semester. Additional meetings may be called by the CBCS Faculty Council or by the BCS College Dean. Members of the CBCS Faculty Assembly who wish to call a special meeting to discuss a topic or issue may submit a request for consideration to the CBCS Faculty Council.
2. Meetings of the CBCS Faculty Assembly shall be called and presided over by the Chair of the CBCS Faculty Council or the CBCS Chair’s designee.

**College of Behavioral & Community Sciences
Governance Document**

Revised February 21, 2020, March 30, 2020

278

279

3. Provisions will be made for virtual attendance for branch campus faculty.

280

281

282

D. Agenda:

283

284

1. The Fall Semester agenda for the CBCS Faculty Assembly shall be prepared by the CBCS Faculty Council Chair in consultation with the BCS College Dean. The agenda shall include a state of the CBCS address by the BCS College Dean, including a report on the CBCS Strategic Plan, Annual Goals and budgetary status for the year, a report of the CBCS Faculty Council, reports of the activities of the Standing Committees, a roster of the membership of the Standing Committees of CBCS, and an open period for questions, discussions, and referrals from the floor. Any member of the faculty may submit items to be placed on the agenda of the CBCS Faculty Assembly. Such agenda items will be placed on the agenda either with the consent of the CBCS Faculty Council, or with a majority vote of the faculty attending the meeting.

285

286

287

288

289

290

291

292

293

294

295

296

2. The Spring Semester agenda for the CBCS Faculty Assembly shall be prepared by the CBCS Faculty Council Chair in consultation with the BCS College Dean. The Agenda shall include a report from the BCs College Dean of achievements of the past year, progress made toward Strategic Plan goals, a report of the CBCS's finances; a report of the CBCS Faculty Council, reports of the activities of the CBCS Standing Committees, recognition of faculty honors and awards, and an announcement of the membership of the CBCS Faculty Council for the coming academic year.

297

298

299

300

301

302

303

304

305

306

E. Voting:

307

1. The CBCS Faculty Council (see Article IV, below) shall establish procedures for purposes of voting by the CBCS Faculty Assembly on recommendations, resolutions, or charges.

308

309

310

2. Whether through an electronic poll, survey or other means, an affirmative decision shall be made on all matters other than censure (see Section B2 above) by a simple majority of those voting, as long as 50% of faculty members cast votes.

311

312

313

314

Article IV: The CBCS Faculty Council

315

- A. The CBCS Faculty Council is responsible for ensuring that the faculty's role in the shared governance process of CBCS is consistent with the principles of shared governance enumerated above and summarized below:

316

317

**College of Behavioral & Community Sciences
Governance Document**

Revised February 21, 2020, March 30, 2020

- 318 1. Originating policy related to academic and scholastic matters, academic
319 ethics, and research;
320
- 321 2. Acting jointly with administration in making recommendations related to
322 policies and procedures for faculty appointment, promotion, tenure,
323 reward systems, discipline and termination; student conduct and
324 activities; budgetary review and strategic planning as related to
325 academic/research matters; selection and review of academic
326 administrators; and policies concerning the general academic welfare of
327 the CBCS; and
328
- 329 3. Ensuring that faculty members, through the CBCS and CBCS Department
330 governance structures, are included at all stages of the process of
331 making/reviewing academic/research policy, developing curricula,
332 selecting and reviewing administrators, making budgetary decisions
333 related to academic/research matters, and all other areas relevant to the
334 academic functioning of the CBCS.
- 335 B. The CBCS Faculty Council shares with the BCS College Dean's Council the
336 responsibility of advising the Dean on matters related to academic and
337 research policies and procedures of the CBCS; faculty appointment, tenure,
338 promotion policies/procedures; faculty reward systems; and strategic
339 planning.
- 340 C. The CBCS Faculty Council is responsible for representing the views of the
341 CBCS Faculty Assembly.
- 342 D. The CBCS Faculty Council is responsible for:
- 343 1. Scheduling and conducting meetings of the CBCS Faculty Assembly and
344 following through on matters arising from such meetings;
- 345 2. Establishing CBCS standing committees and ad hoc committees as
346 needed;
- 347 3. When necessary, the CBCS Faculty Council shall form an ad hoc
348 committee to hear and make recommendations regarding grievances of
349 faculty when those grievances involve issues that are not dealt with in
350 the BOR/UFF Collective bargaining Agreement;
- 351 4. Maintaining records of proceedings of meetings and distributing
352 information to the CBCS faculty;
- 353 5. Receiving annual reports from CBCS standing committees;

College of Behavioral & Community Sciences

Governance Document

Revised February 21, 2020, March 30, 2020

- 354 6. Preparing ballots and overseeing voting on amendments to the CBCS
355 Faculty Governance Document and other elections related to the
356 implementation of the CBCS Governance Document;
- 357 7. Soliciting faculty input regarding the academic affairs of the CBCS
358 including compliance with the faculty governance processes; the CBCS
359 Faculty Council shall provide for a review of the implementation of the
360 Faculty Governance Document at least once every five years to
361 determine if changes are needed;
- 362 8. Responding to issues raised by the CBCS faculty related to the shared
363 governance process;
- 364 9. Selecting a member of the CBCS Faculty Assembly to serve as
365 Parliamentarian; the Parliamentarian does not need to be a member of
366 the CBCS Faculty Council.
- 367 10. Other duties relevant to the academic functioning of the CBCS.
- 368 E. The CBCS Faculty Council shall consist of representatives elected from the
369 membership of the CBCS Faculty Assembly. Each CBCS Department/School
370 will elect one representative; however, each department and school shall
371 also ensure that branch campus faculty have adequate representation. The
372 CBCS Chairs and Unit Directors are responsible for comprehensive
373 communication with all CBCS Faculty across campuses. In instances where
374 units are geographically distributed, unit procedures should include methods
375 to ensure equitable and appropriate participation by CBCS Faculty
376 throughout the units. In addition, an alternate will be selected from each
377 CBCS department using the process consistent with their governance
378 procedures. Only one person from each CBCS Department/School will attend
379 CBCS Faculty Council meetings and vote. For purposes of continuity, both the
380 CBCS departmental representative and the alternate will receive
381 communications relevant to the work of the CBCS Council.
382 Departments/Schools within CBCS are encouraged to attend to diversity in
383 gender, ethnicity, rank, and career path in their selection of representatives.
- 384 F. All members of the CBCS Faculty Assembly are eligible to serve on the CBCS
385 Faculty Council with the exception of the BCS College Dean and those CBCS
386 faculty members who report directly to the BCS College Dean or
387 Assistant/Associate BCS College Deans, including the Associate/Assistant BCS
388 College Deans and CBCS Department Chairs.
- 389 G. Elections of the CBCS Faculty Council shall be held in the spring of each
390 academic year. Each CBCS Department/School will elect representatives
391 according to the policies of their individual CBCS Governance Documents.

College of Behavioral & Community Sciences

Governance Document

Revised February 21, 2020, March 30, 2020

392 H. The members of the CBCS Faculty Council shall serve two-year terms. Full
393 members may only serve two consecutive terms (i.e., four consecutive years)
394 and must be re-elected for the second term. Alternates shall serve two-year
395 terms, concurrent with the Full Member from their own CBCS
396 Department/School, and are eligible for full membership if there is a vacancy
397 for their CBCS Department/School slot, at which time, their full membership
398 tenure would begin (i.e., they would be eligible for two consecutive
399 terms/four consecutive years as a full member).

400 I. Each year, the CBCS Faculty Council shall elect a CBCS Faculty Council Chair
401 and Vice Chair from among its CBCS faculty members. The Chair of the CBCS
402 Faculty Council (or Vice Chair in the absence of the Chair) shall serve as Chair
403 of the CBCS Faculty Assembly. The CBCS Chair and Vice Chair will be elected
404 at a CBCS Faculty Council meeting at the end of the spring semester, with the
405 term of service beginning on August 7 and ending on August 6 of the
406 following year. The CBCS Chair and Vice Chair will be elected from among
407 those CBCS Council members whose terms are continuing into the next year.

408 J. The Chair of the CBCS Faculty Council shall be a member of and attend
409 meetings of the BCS College Dean's Council. The CBCS Faculty Council vice
410 Chair or other member designated by the CBCS Faculty Council Chair may
411 represent the Chair at BCS College Dean's Council meetings when the CBCS
412 Faculty Chair is unable to attend.

413 K. The CBCS Faculty Council shall meet as necessary but no less than two times
414 each in Fall and Spring semesters with meetings called by the CBCS Faculty
415 Council Chair or designee. The CBCS Faculty Council may request attendance
416 and reports from CBCS standing and ad hoc committees, their chairs, or the
417 BCS College Dean. Notice of meetings of the CBCS Faculty Council shall be
418 posted to CBCS faculty. Compliance with CBCS faculty governance guidelines
419 will be a standing agenda item of CBCS Faculty Council meetings. The CBCS
420 Faculty Council shall establish procedures for accepting issues from the CBCS
421 faculty at large.

422 L. The CBCS Faculty Council may call a special meeting of the CBCS Faculty
423 Assembly at any time and for any purpose.

424 M. The latest version of Robert's Rules of Order shall govern the organization
425 and conduct of the CBCS Faculty Council meetings. For purposes of decision-
426 making, two-thirds of the CBCS Faculty Council membership must tender
427 votes. An affirmative decision shall be made by a simple majority of those
428 voting. Each CBCS department/school will only receive one vote, whether it
429 be from the standing CBCS Council member or their alternate. Minutes of the

**College of Behavioral & Community Sciences
Governance Document**

Revised February 21, 2020, March 30, 2020

430 CBCS Faculty Council meeting are to be recorded and distributed to the CBCS
431 Faculty Assembly. All meetings are open to all CBCS faculty. Provisions will
432 be made for virtual attendance for CBCS branch campus faculty

433 N. The CBCS Faculty Council may take votes electronically or in person.

434

435

436 **Article V. Policy and Procedures for CBCS Standing and Ad Hoc Faculty Committees**

437

438 A. The CBCS Faculty Council shall be responsible for developing and maintaining
439 policies and procedures by which new CBCS faculty committees are created,
440 staffed, and operated. These policies and procedures shall address each CBCS
441 committee's:

442

1. CBCS Mission statement and scope of work.

443

2. Placement within the CBCS faculty governance structure, indicating to whom
444 the committee responds and how that committee reports to the appropriate
445 authority.

446

3. Process by which CBCS members are nominated and selected/elected.

447

4. Representation of faculty across CBCS departments, as appropriate.

448

5. Method for determining the CBCS committee chair.

449

6. Length of service for each CBCS committee member appointed and methods
450 for changing appointments (e.g., renewal of a term, replacement or removal
451 of a member).

452

7. Publication or dissemination method for the CBCS committee's
453 accomplishments (e.g., reports to the BCS College Dean or CBCS Faculty
454 Assembly, posting on the CBCS Intranet, email distribution, etc.)

455

456 B. Procedures for Developing New CBCS Committees and Determining Membership
457 Status

458

459 1. Requests for developing new CBCS committees may be initiated by the BCS
460 College Dean's Council, CBCS Faculty Council, or members of the CBCS Faculty
461 Assembly. The CBCS Faculty Council will seek the concurrence of the BCS
462 College Dean prior to establishing new CBCS standing committees or ad hoc
463 committees.

464

2. Committee membership should include CBCS representatives from those CBCS
465 faculty appointment groups relevant to the topic or issue addressed by the
466 committee. Members of the CBCS committees will be selected in the manner

**College of Behavioral & Community Sciences
Governance Document**

Revised February 21, 2020, March 30, 2020

- 467 determined by the CBCS Faculty Council in consultation with the BCS College
468 Dean.
- 469 3. The BCS College Dean and Associate/Assistant BCS College Deans may serve on
470 committees as ex officio members but may not serve as CBCS voting members.
- 471 4. The eligibility and role of CBCS Department Chairs and Directors on committees
472 will be determined by the CBCS Faculty Council in relation to the purpose and
473 function of each CBCS committee, and relevant university policies. Nothing in
474 this document prohibits the CBCS Faculty Council from including CBCS
475 Department Chairs on committees as voting or non-voting members.
- 476 5. Nothing in this document precludes the establishment of CBCS-wide ad hoc
477 committees by the BCS College Dean or CBCS departmental ad hoc committees
478 by CBCS Department Chairs or Directors (see Article VII for additional
479 information).
- 480 6. The CBCS Faculty Council will establish procedures for dissolving CBCS Standing
481 Committees when necessary.
- 482
- 483 C. A goal of the CBCS Faculty Council and associated committees will be to seek
484 diversity in membership composition.
- 485
- 486 D. The Chair of each CBCS Standing Committee shall ensure that minutes are kept of
487 the committee actions and shall be responsible for preparing reports of
488 committee actions to the BCS College Dean, the CBCS Faculty Council, and the
489 CBCS Faculty Assembly.
- 490
- 491 E. Academic units in CBCS with a presence on branch campuses should recognize the
492 relationship and role of regional chancellors, especially regarding recruitment and
493 evaluation of CBCS faculty. Faculty at different campuses should have an
494 equitable opportunity to engage in CBCS faculty governance and evaluation. The
495 annual evaluation process and criteria will be set in place by a faculty vote as
496 required by the USF UFF Collective Bargaining Agreement
497 (<https://www.usf.edu/hr/documents/employment-resources/employee-labor-relations/uffcollective-bargaining-agreement.pdf>) Article 14.2 and posted or
498 otherwise made available to the CBCS faculty, and included in the CBCS
499 governance document. Note that CBCS faculty can request an appraisal of their
500 progress toward promotion that shall be included as a separate component of the
501 annual evaluation. For CBCS faculty at a branch campus, the Regional Chancellor
502 will have the opportunity to provide annual evaluation input prior to the
503 evaluation moving to the BCS College Dean. Annual performance evaluation
504 processes moving to the BCS College Dean. Annual performance evaluation
505 processes follow processes described in Article 10 of the USF UFF Collective

**College of Behavioral & Community Sciences
Governance Document**

Revised February 21, 2020, March 30, 2020

506 Bargaining Agreement ([https://www.usf.edu/hr/documents/employment-](https://www.usf.edu/hr/documents/employment-resources/employee-labor-relations/uff-collectivebargaining-agreement.pdf)
507 [resources/employee-labor-relations/uff-collectivebargaining-agreement.pdf](https://www.usf.edu/hr/documents/employment-resources/employee-labor-relations/uff-collectivebargaining-agreement.pdf))

508

509 **Article VI: Standing Committees**

510

511 The CBCS Standing Committees shall include: the CBCS Tenure and Promotion
512 Committee for Tenured/Tenure track faculty; the CBCS Promotion Committee for
513 Research Faculty; the CBCS Promotion Committee for Faculty Associates; the CBCS
514 Promotion Committee for Instructors, and the CBCS Curriculum Committee.

515

516 The latest version of Robert's Rules of Order shall govern the organization and conduct
517 of the CBCS standing committee meetings. For purposes of decision-making, two-thirds
518 of the CBCS standing committee membership must tender votes. An affirmative
519 decision shall be made by a simple majority of those voting. Minutes of the CBCS
520 standing committee meetings are to be recorded. All meetings are open to all CBCS
521 faculty. Provisions will be made for virtual attendance for CBCS branch campus faculty

522

523 General Issues Concerning Membership: During the second semester of each academic
524 year, CBCS faculty vacancies on the various Standing Committees of CBCS shall be filled
525 by the CBCS Faculty Council and the BCS College Dean from a list of CBCS faculty
526 nominated by each CBCS department/school, or other willing CBCS faculty members. In
527 general, the CBCS Faculty Council and BCS College Dean will each fill half of the
528 vacancies on each CBCS Committee, but for CBCS Committees with odd numbers of
529 appointments, the CBCS Faculty Council will make one more than half of the
530 appointments. Once initial committee appointments have been made, replacements
531 can be proposed by the BCS College Dean as necessary, subject to final approval by the
532 CBCS Faculty Council.

533

534 **A. Promotion and Tenure Committee: Membership, Powers, and Functions**

535

536 Membership of the CBCS Tenure and Promotion Committee shall consist of
537 seven CBCS tenured faculty members at the rank of Associate Professor and
538 above who have been appointed in the academic unit on any USF campus for at
539 least 2 years. Faculty members will serve two-year terms which can be renewed
540 a single time. Each CBCS Department or School that does not have a returning
541 member to the Committee should nominate one faculty member for service on
542 this CBCS Committee. The CBCS Faculty Council will fill half (or half plus one) of
543 the vacancies from the list of nominees. The BCS College Dean will select the
544 remaining members of the CBCS Committee, from either the list of nominees or
545 additional CBCS faculty willing to serve. Ideally, each of the CBCS Departments
546 or Schools and campuses (when applicable) of the CBCS should be represented,
547 although this is not required in cases where there are insufficient eligible

College of Behavioral & Community Sciences

Governance Document

Revised February 21, 2020, March 30, 2020

548 members. Ideally, members should be CBCS Professors, although tenured CBCS
549 Associate Professors, preferably with at least three years in rank can also be
550 included. Faculty must exclude themselves from discussion and voting on
551 candidates for tenure and promotion from their own CBCS departments or
552 schools, or in cases of conflict of interest. Committee members shall not vote on
553 applications for promotion to a rank higher than that which they themselves
554 hold within CBCS. There must be a minimum of three voting CBCS members for
555 each candidate. If there are insufficient CBCS members to vote on a candidate,
556 additional CBCS faculty may be appointed as ad hoc members for that candidate
557 by the BCS College Dean subject to final approval by the CBCS Faculty Council.
558

559 This committee shall make recommendations to the BCS College Dean regarding
560 all candidates for tenure and promotion. It shall be convened by the BCS College
561 Dean for its initial meeting at a time early enough for it to complete its work
562 prior to the BCS College Dean's recommendations to the Provost. The committee
563 shall review candidates' vitae and references, Chair and departmental
564 recommendations, and all other relevant materials. Recommendations shall be
565 made on the basis of the CBCS's and University's criteria for tenure and
566 promotion.
567

568 The CBCS Chairs and Unit Directors are responsible for comprehensive
569 communication with all CBCS Faculty across campuses. In instances where units
570 are geographically distributed, procedures should include methods to ensure
571 equitable and appropriate participation by CBCS Faculty throughout the units
572 and across committees.
573

574 **B. Promotion Committee for Research Faculty: Membership, Powers, and** 575 **Functions** 576

577 Membership of the CBCS Promotion Committee for Research Faculty shall
578 consist of five CBCS faculty members who are Research Professors, Research
579 Associate Professors, Professors, or Associate Professors. Faculty members will
580 serve two-year terms which can be renewed a single time. Each CBCS
581 Department or School that does not have a returning member to the Committee
582 and that has at least one faculty member who is a Research Professor or
583 Research Associate Professor should nominate at least one faculty member for
584 service on this Committee. The CBCS Faculty Council will fill half (or half plus
585 one) of the vacancies on this Committee from the list of nominees. The BCS
586 College Dean will select the remaining members of the CBCS Committee, from
587 either the list of nominees or additional CBCS faculty willing to serve. Ideally,
588 members should be CBCS Research Professors, although Research Associate
589 Professors preferably with at least three years in rank can also be included. The

College of Behavioral & Community Sciences

Governance Document

Revised February 21, 2020, March 30, 2020

590 BCS College Dean may also appoint members of this Committee who are tenured
591 CBCS Professors or Associate Professors if the pool of eligible Research
592 Professors and Research Associate Professors is not sufficient. Faculty must
593 exclude themselves from discussion and voting in cases of conflict of interest.
594 Committee members shall not vote on applications for promotion to a rank
595 higher than that which they themselves hold. Individuals serving on their CBCS
596 Department or School Research Faculty Promotion Committee should vote at the
597 department/school level but not at the CBCS level.
598

599 This committee shall make recommendations to the BCS College Dean regarding
600 all candidates for promotion. It shall be convened by the BCS College Dean for its
601 initial meeting at a time early enough for it to complete its work based on the
602 timeline established by the BCS College Dean's Office. It shall review candidates'
603 vitae and references, CBCS Chair and departmental recommendations, and all
604 other relevant materials. Recommendations shall be made on the basis of the
605 CBCS's and University's criteria for promotion.
606
607

608 **C. Promotion Committee for Research Associates: Membership, Powers, and** 609 **Functions** 610

611 Membership of the CBCS Promotion Committee for Research Associates shall
612 consist of five CBCS faculty members who are Research Associates, Associates In,
613 Research Professors, Research Associate Professors, Professors, or Associate
614 Professors. Faculty members will serve two-year terms which can be renewed a
615 single time. Each CBCS Department or School that does not have a returning
616 member to the Committee and that has at least one CBCS faculty member who is
617 a Research Associate or Associate In should nominate at least one CBCS faculty
618 member for service on this Committee. The CBCS Faculty Council will fill half (or
619 half plus one) of the vacancies on this Committee from the list of nominees. The
620 BCS College Dean will select the remaining members of the Committee, from
621 either the list of nominees or additional CBCS faculty willing to serve. Ideally,
622 members should be CBCS Research Associates, although Associates In preferably
623 with at least three years in rank may be included. The BCS College Dean may
624 also appoint members of this Committee who are CBCS tenured Professors or
625 Associate Professors, Research Professors, or Research Associate Professors if
626 the pool of appropriate Research Associates and Associates In is not sufficient.
627 Faculty must exclude themselves from discussion and voting in cases of conflict
628 of interest. Committee members shall not vote on applications for promotion to
629 a rank higher than that which they themselves hold. Individuals serving on their
630 CBCS Department or School Research Associate Faculty Promotion Committee

College of Behavioral & Community Sciences

Governance Document

Revised February 21, 2020, March 30, 2020

631 should vote at the CBCS department/school level but not at the BCS College
632 level.

633
634 This committee shall make recommendations to the BCS College Dean regarding
635 all candidates for promotion. It shall be convened by the BCS College Dean for its
636 initial meeting at a time early enough for it to complete its work based on the
637 timeline established by the BCS College Dean's Office. It shall review candidates'
638 vitae and references, CBCS Chair and departmental recommendations, and all
639 other relevant materials. Recommendations shall be made on the basis of the
640 CBCS's and University's criteria for promotion.

641

642 **D. Promotion Committee for Instructors: Membership, Powers, and Functions**

643

644 Membership of the Promotion Committee for CBCS Instructors shall consist of five
645 CBCS faculty members who are Associate Professors of Instruction, Professors of
646 Instruction, Associate Instructors, or Senior Instructors. Faculty members will
647 serve two-year terms which can be renewed a single time. Each CBCS Department
648 or School that does not have a returning member to the Committee and that has at
649 least one CBCS faculty member who is at the appropriate rank should nominate at
650 least one CBCS faculty member for service on this Committee. The CBCS
651 Faculty Council will fill half (or half plus one) of the vacancies on this Committee
652 from the list of nominees. The BCS College Dean will fill the remaining vacancies
653 on the Committee, from either the list of nominees or additional faculty willing
654 to serve. Ideally, members should be CBCS Professors of Instruction or Senior
655 Instructors; however, Associate Professors of Instruction or Associate Instructors,
656 preferably with at least three years in rank, can also be included. The BCS College
657 Dean may also appoint members of this Committee who are CBCS tenured
658 Professors or Associate Professors, Research Professors, or Research Associate
659 Professors if the pool of appropriate CBCS Instructors is not sufficient. Faculty must
660 exclude themselves from discussion and voting in cases of conflict of interest.
661 Committee members shall not vote on applications for promotion to a rank higher
662 than that which they themselves hold. Individuals serving on their CBCS
663 Department or School Instructor Promotion Committee should vote at the CBCS
664 department/school level but not at the College level.

664

665 This committee shall make recommendations to the BCS College Dean regarding
666 all candidates for promotion. It shall be convened by the BCS College Dean for its
667 initial meeting at a time early enough for it to complete its work based on the
668 timeline established by the BCS College Dean's Office. It shall review candidates'
669 vitae and references, CBCS Chair and departmental recommendations, and all
670 other relevant materials. Recommendations shall be made on the basis of the
671 CBCS's and University's criteria for promotion.

672

College of Behavioral & Community Sciences

Governance Document

Revised February 21, 2020, March 30, 2020

673 The CBCS Chairs and Unit Directors are responsible for comprehensive
674 communication with all CBCS Faculty across campuses. In instances where units
675 are geographically distributed, procedures should include methods to ensure
676 equitable and appropriate participation by CBCS Faculty throughout the units
677 and across committees.

678

679

680

681 **E. Curriculum Committee: Membership, Powers, and Functions**

682

687 Membership of the Curriculum Committee shall consist of six CBCS faculty
688 members at any rank including at least one member from a branch campus,
689 whose regular assignment includes academic instruction, to consist of one
690 representative from each CBCS department/school. Faculty members will serve
691 two-year terms which can be renewed a single time. Each CBCS Department or
692 School that does not have a returning member to the Committee should
693 nominate one CBCS faculty member for service on this Committee. The CBCS
694 Faculty Council will fill half (or half plus one) of the vacancies on this Committee
695 from the list of nominees. The BCS College Dean will fill the remaining vacancies
696 on the Committee, from either the list of nominees or additional faculty willing
697 to serve.

694

695 This committee shall make recommendations to the appropriate individual or
696 body relevant to curricula, advising, and all other issues relevant to
697 undergraduate and graduate education in the CBCS. This committee shall review
698 all proposals for new undergraduate and graduate courses and programs, as well
699 as proposals for substantive changes in CBCS undergraduate and graduate
700 requirements and requirements for undergraduate and graduate certificates and
701 degrees in the various programs of the College. It shall make recommendations
702 to the University Undergraduate Council and University Graduate Council
703 regarding action on such proposals. It may, if it chooses, return proposals to
704 CBCS departments or programs with suggestions for revision. It may also
705 encourage and plan networking opportunities among various departments.

706

707 The CBCS Chairs and Unit Directors are responsible for comprehensive
708 communication with all CBCS Faculty across campuses. In instances where units
709 are geographically distributed, procedures should include methods to ensure
710 equitable and appropriate participation by CBCS Faculty throughout the units
711 and across committees.

712

713

714 **F. Research Council: Membership, Powers, and Functions**

College of Behavioral & Community Sciences

Governance Document

Revised February 21, 2020, March 30, 2020

715 Membership of the CBCS Research Council shall consist of one representative
716 from each CBCS Department or School in the college, and at least one member
717 from a branch campus, appointed by the CBCS Faculty Council and BCS College
718 Dean. The BCS College Dean may appoint at-large faculty members representing
719 broader constituencies, such as Centers or Institutes in the college, to serve as ex
720 officio members. In order to be eligible, CBCS faculty must have demonstrated
721 productivity in research or other creative activity, have accessed research
722 support infrastructure, and be willing to network with other researchers in their
723 units. Research Council members serve three-year terms, which are staggered.
724 Each CBCS Department or School that does not have a returning member to the
725 Committee should nominate at least one CBCS faculty member for service on
726 this Committee. The CBCS Faculty Council will fill half (or half plus one) of the
727 vacancies on this Committee from the list of nominees. The BCS College Dean
728 will fill the remaining vacancies on the Committee, from either the list of
729 nominees or additional CBCS faculty willing to serve. The Research Council
730 members elect the Council chair. The Associate BCS College Dean of Research
731 and a CBCS Research Administrator representative serve as non-voting, ex officio
732 members.

733 The CBCS Research Council is responsible for advising the BCS College Dean and
734 Associate BCS College Dean of Research on matters pertaining to guidelines and
735 procedures intended to promote growth, excellence, and integrity in research
736 and creative activity throughout the college. The CBCS Research Council meets
737 as needed and at least twice per semester during the Fall and Spring Semesters.

738 The Research Council is responsible for a number of activities, including:

- 739 1. Develop guidelines and procedures and recommend awardees for the CBCS
740 Internal Awards grant programs. Members (with the exception of the chair) are
741 eligible to apply for an Internal Award while serving on the Council pursuant to
742 the guidelines in their operating procedures.
- 743 2. Develop strategies and tactics for publicizing research achievements, community
744 partnerships, innovative products, results of sabbaticals, etc.
- 745 3. Serve as a liaison between investigators and research administrators. The CBCS
746 Research Council will survey CBCS faculty researchers at least once every three
747 years to assess the extent to which research needs of faculty are being met. The
748 members compile feedback on research support operations from fellow
749 researchers, research administrators, and support personnel on an ongoing basis
750 to help guide improvements in and compliance with CBCS and university policies
751 and procedures pertaining to research matters.
- 752 4. Recommend strategies for promoting growth and excellence in CBCS research.
753 The CBCS Research Council helps facilitate programs for mentoring CBCS faculty
754 and for promoting interdisciplinary and international research collaborations,
755 and facilitates community partnerships to support research activities. Members

College of Behavioral & Community Sciences

Governance Document

Revised February 21, 2020, March 30, 2020

756 liaise with their CBCS units about strategies for promoting successful grant
757 writing and grant management and for maintaining high integrity in research and
758 creative activities.

759 5. The CBCS Chairs and Unit Directors are responsible for comprehensive
760 communication with all CBCS Faculty across campuses. In instances where units
761 are geographically distributed, procedures should include methods to ensure
762 equitable and appropriate participation by CBCS Faculty throughout the units
763 and across committees.

764

765

766 **Article VII: Ad Hoc Committees**

767

768 A. Ad hoc committees may be appointed by the BCS College Dean and/or the
769 CBCS Faculty Council to serve specific purposes related to topics/issues
770 affecting CBCS across all departments and divisions. Examples include
771 computing, diversity, CBCS faculty development, and honors and awards
772 committees.

773

774 B. In establishing CBCS College-wide ad hoc committees dealing with topics
775 related to the faculty, half of the members will be selected by the CBCS
776 Dean and half will be selected in the manner determined by the CBCS
777 Faculty Council. If a committee has an odd number of members, the CBCS
778 Faculty Council will fill half plus one of the vacancies.

779

780 C. For each CBCS committee appointed, the committee membership and
781 purpose of the committee shall be published and distributed to the CBCS
782 Faculty Assembly.

783

784 D. If both the BCS College Dean and CBCS Faculty Council wish to seek advice
785 on the same topic or issue, it is recommended that an Ad Hoc Committee be
786 jointly selected and appointed by the BCS College Dean and CBCS Faculty
787 Council.

788

789 E. The CBCS Chairs and Unit Directors are responsible for comprehensive
790 communication with all CBCS Faculty across campuses. In instances where
791 units are geographically distributed, procedures should include methods to
792 ensure equitable and appropriate participation by CBCS Faculty throughout
793 the units and across committees.

794

795 Article VIII. Departmental/School Governance

796

**College of Behavioral & Community Sciences
Governance Document**

Revised February 21, 2020, March 30, 2020

797 CBCS Departments and Schools will develop governance documents and procedures in
798 accordance with the USF Consolidation Handbook Volume 1 and 2.

799

800 **Article IX. Amendment Procedures**

801 **A.** Amendments to this document require a vote of the CBCS Faculty Council. All
802 CBCS faculty members should receive copies of any suggested amendment at
803 least one month prior to a vote being taken, and CBCS faculty should have an
804 opportunity to discuss such amendments within their CBCS Department/School
805 to inform the votes of CBCS Faculty Council members. The CBCS Faculty Council
806 shall vote on amendments to the CBCS Faculty Governance Document. For
807 purposes of amending, two-thirds of the CBCS Faculty Council must tender votes.
808 An affirmative decision shall be made by a two-thirds majority of those voting.
809 This change would be ratified by a simple majority of those voting of the CBCS
810 Faculty Assembly.

811 **Review and Adoption History**

- 812 • Reviewed by faculty: September 29, 2009 – November 11, 2009
- 813 • Adopted by faculty via unanimous vote of the Ratification Committee: November
814 13, 2009
- 815 • Reviewed by BCS College Dean, College of Behavioral & Community Sciences,
816 November 13, 2009 – January 13, 2010. Minor recommendations for revision
817 made.
- 818 • Minor revisions reviewed and approved, electronically by Ratification Committee
819 Members January 17, 2009 – January 26, 2009.
- 820 • Final approval by Provost's Office (Vice Provost Smith), October 21, 2010
- 821 • Final approval by CBCS Faculty Council, December 8, 2010
- 822 • Amendments proposed and discussed by CBCS Faculty Council, February 2, 2012
- 823 • Amendments reviewed by faculty, March 8, 2012 – April 25, 2012
- 824 • Final approval of amendments by CBCS Faculty Council, April 26, 2012
- 825 • Final approval of amendments by Provost's Office, July 9, 2012
- 826 • Amendments proposed and discussed by CBCS Faculty Council, March 14, 2016
- 827 • Amendments reviewed by faculty, March 14, 2016-April 7, 2016
- 828 • Proposed amendments presented to the CBCS Faculty Assembly, April 8, 2016
- 829 • Final approval of amendments by CBCS Faculty Council, May, 12, 2016
- 830 • Approved by BCS College Dean, July 20, 2016
- 831 • Final approval of amendments by Provost's Office, effective February 7, 2017
- 832 • Amendments proposed and discussed by CBCS Ratification Committee, February
833 4, 2020
- 834 • Amendments discussed by Ratification Committee, February 11, 2020
- 835 • Amendments discussed by Ratification Committee, February, 21, 2020
- 836 • Final approval of the amendments by CBCS Faculty Council, March 30, 2020

**College of Behavioral & Community Sciences
Governance Document**

Revised February 21, 2020, March 30, 2020

- 837 • Proposed amendments presented to the CBCS Faculty, April 27, 2020
- 838 • Amendments reviewed by CBCS Faculty, April 27- May 8, 2020
- 839 • Final approval of amendments by CBCS Faculty Council, May, 12, 2020
- 840 • Approved by CBCS College Dean
- 841 • Final approval of the amendments by Provost's Office
- 842 • Technical edits approved by CBCS Faculty Council (removal of Lecturer titles, insertion of new Instructor titles) March 17, 2023