

DEPARTMENTAL GOVERNANCE PROCEDURES



**Department of Criminology
University of South Florida**

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I. MISSION STATEMENT

Criminology is defined as the interdisciplinary scientific study of crime, criminal behavior, and the social control of crime. The Department of Criminology provides a scientific, philosophical, and humanistic approach to the understanding of these subjects in contemporary society. The Department is committed to a liberal arts education, believing that this pedagogy best prepares students for whatever choices they might make upon graduation. Accordingly, faculty strive to achieve excellence in the dissemination of knowledge, to be at the cutting edge of advances in the field, and to participate with both public and private agencies involved in the prevention and control of deviant behavior. The faculty is dedicated to ensuring that the perspectives of the academic criminologist, the criminal justice professional, the offender, the victim, and society are each critically examined within an academic/scholarly framework. The Department of Criminology is committed to supporting the University of South Florida's affirmative action policies and diversity policies. The Criminology Department recognizes the principles of equity of assignment, resources and opportunities of faculty across a multi-campus university. The Department currently operates undergraduate (B.A., B.S., and BA-MA), master's (BA-MA, M.A., MACJ, MACJA, and MA CyberCrime), and doctoral (Ph.D.) degree programs.

II. PRECEDENCE OF RULES

The general rules of governance as stated in the College of Behavioral and Community Sciences shall take precedence over the rules established by the Department of Criminology in this Governance Document in all cases where the Governance Rules of the Department are found to be in conflict with those of the College. By inserting this statement, it is the intention of the faculty of the Department of Criminology to be able to continue doing ordinary business following the rules of the College should any of the Department's Governance Rules be found to be out of order. The Department shall correct, at its earliest convenience, Governance Rules that are inconsistent with the intent of the College Governance Document.

III. CONDUCTING DEPARTMENTAL BUSINESS

A. Departmental Meetings

1. **Regular Faculty Meeting.** The department's faculty meets on a monthly basis, subject to deferral or omission if pertinent business does not warrant a meeting. The Department Chair is expected to provide notice of the meeting two weeks in advance; this may be accomplished by distributing a projected set of meeting dates each semester to the faculty and posted to the department website and/or publicly posted in the department.
2. **Special Meetings.** As needed, special meetings may be called; if circumstances permit, at least two days' notice shall be given for special meetings. Announcements of special meetings must be posted as in III (A)(1).
3. **Meeting Agenda.** The Chair is responsible for developing and distributing a tentative agenda prior to all meetings. A meeting agenda should be circulated to the faculty and, to meet the requirements of the Sunshine Law, posted on the department bulletin board one week prior to Regular Faculty Meetings. The exception to this provision relates to ongoing business of the faculty, such as deferred items, and in the case of personnel decisions, such as hiring, which is an ongoing process that may require special meetings announced on short notice to facilitate hiring. Faculty members may add to the agenda upon request.
4. **Responsibility for Conduct of Meeting.** The Chair is responsible for conducting departmental meetings; however, if circumstances dictate, the Associate Chair may conduct meetings or portions of meetings.
5. **Governance of Meetings.** Consistent with the College Governance Document, meetings shall be conducted according to Robert's Rules of Order.

B. Minutes of Faculty Meetings

1. Minutes of all departmental faculty meetings, whether regular or special, shall be recorded.

2. Minutes are distributed to faculty members, preferably within one week following the meeting at which they were recorded. This may be accomplished by posting faculty minutes to the department website or bulletin board. Applicable Florida law shall be followed in the description of sensitive materials in the minutes.
3. Faculty members may request changes to the minutes at the next scheduled meeting. In cases where there is dispute regarding changes to the minutes, proposed changes approved by 2/3 faculty vote will be incorporated into the final minutes. Final approval of the minutes requires a majority vote of the faculty.

C. Voting Procedures

1. Eligibility for Voting

- A. For purposes of decision-making, only full-time tenured and tenure-track faculty, including the Department Chair, faculty who hold the rank of Instructor, and the Director of the MACJA program may vote on departmental matters.
- B. Regarding faculty personnel decisions, (1) only tenured faculty vote on decisions to tenure and promote a non-tenured faculty member, and (2) only Full Professors vote on decisions to recommend promotion to Full Professor. In the case of Lecturer promotions, all faculty at or above the Instructor rank for which the candidate is being considered are eligible to vote.

2. Quorum

A simple majority of eligible faculty not on leave constitutes a quorum. The individuals constituting a quorum must be physically or electronically present at a meeting. A quorum is required for a vote to be held on any matter. Throughout the remainder of this document, all proportions required for faculty approval refer to those faculty members present at a meeting, assuming that the necessary numerical quorum has been achieved. Proxy votes do not count in determining a quorum.

3. Procedure

- A. Votes on any matter may be conducted by voice, by a show of hands, or by secret ballot. Personnel and election decisions require secret ballots. Pending any vote, faculty members may request an alternative voting procedure, subject to approval by 2/3 of the faculty. Voting on any matter must be done at a called regular or special faculty meeting. Proxy votes are acceptable. The recording of votes (for, against, abstained) on all matters voted upon shall appear in the meeting minutes.

- B. Following Robert's Rules of Order and concerns that online voting violates the ideal of democratic participation, email and other online voting procedures are discouraged. It is recognized, however, that such a procedure may be needed from time to time to complete resolution of on-going faculty business that has already been discussed in person (e.g., the need for immediate voting on faculty recruitment when the short-term window of opportunity precludes a meeting). If faculty members cannot attend a meeting in person, they may vote electronically via a virtual meeting application (e.g., Microsoft Teams). Under those circumstances, online voting shall be allowed.

- C. The Department shall hold elections whenever the Faculty Senate seat for the department is vacant. The results of the election will be sent to the Senate.

IV. DEPARTMENT ADMINISTRATORS

A. Department Chair

1. **Appointment:**

Chair recommendations shall be made by majority vote of the faculty to the Dean of the College of Behavioral & Community Sciences who shall follow procedures in the College Governance Document for appointing a Chair. Eligibility for the Chair position is restricted to fulltime (1.00 FTE), tenured faculty, preferably Full Professors. While it is recognized that the Chair serves at the behest of the Dean, it is recommended that a Chair's service be limited normally to two consecutive terms of 3 years each. The department's recommendation for renewal will be made in the next-to-last year of the Chair's appointed term and is subject to 2/3 vote. The vote for Chair renewal shall be conducted by the Associate Chair.

2. **Charge:**

The Department Chair, with the assistance of other department administrators and committees, directs the administration of the department, devises policy, supervises all personnel, advising, scheduling and budgets and remains responsible to the Dean of the College of Behavioral & Community Sciences for all issues relevant to the department.

The Chair is charged with implementing University and College policies and procedures and developing internal policies and procedures consistent with them. The Chair serves as the primary link between the department and other academic and administrative units on and off campus, acting as representative of the department's faculty, staff and students. In collaboration with other Chairs and Directors and the Dean, the Chair participates in the development and implementation of policy and procedures within the College.

3. Evaluation:

The Chair shall be evaluated annually by both the department's Faculty Evaluation Committee and by the CBCS Dean. In addition, the faculty may initiate a process for the Chair's removal via a vote of no confidence obtained via a 2/3 vote of the voting faculty at a faculty meeting called for this purpose and chaired by the Associate Chair or designee appointed by the Executive Committee. Voting shall proceed via secret ballots.

B. Associate Chair and Campus Chairs

1. Appointment:

The department shall have one Associate Chair. This officer is appointed by the Dean upon nomination by the Chair, subject to majority affirmative vote of approval by the faculty, and the consent of the appointee. The Associate Chair shall be fulltime (1.00 FTE) tenured-faculty. The terms of office are fully, or in part, concurrent with that of the Chair, but periods of appointment cannot exceed that of the serving Chair unless the Chair has resigned and the Associate Chair is designated to carry out the Chair's duties until a new Chair can be appointed. During a Chair's term of service, a different Associate Chair may be appointed through the process described above. Compensation is negotiable with the Dean of the College, subject to approval by the Chair.

The department shall have Campus Chairs at each branch campus. These officers are appointed by the Dean upon nomination by the Chair, subject to majority affirmative vote of approval by the faculty housed at their respective campus, and the consent of the appointee. The Campus Chairs must be fulltime (1.00 FTE) tenured-faculty housed at their respective campuses. The terms of office are fully, or in part, concurrent with that of the Chair, but periods of appointment cannot exceed that of the serving Chair. During a Chair's term of service, different Campus Chairs may be appointed through the process described above. Compensation is negotiable with the Dean of the College, subject to approval by the Chair.

2. Charge:

The Associate Chair and the Campus Chairs assist in the administration of the Department, in implementing University and College policies and procedures, and in initiating and implementing internal policies and procedures. These officers will have primary responsibility for course scheduling, undergraduate curriculum issues, administering faculty assigned duties/activities reports, and university assessment/evaluation procedures required of departments. Campus Chairs shall also serve as the Graduate Program Coordinator for their home campus. Campus Chairs will make recommendations to the Department Chair regarding course schedules and faculty teaching assignments on their respective branch campuses, annual faculty evaluations, and both tenure and promotion and lecturer promotion evaluations. The Associate Chair shall represent the Chair and the Department, faculty, students, and staff at meetings where the Chair is unable to attend.

3. Evaluation:

The Associate Chair and Campus Chairs shall be evaluated annually by the Department Chair. The evaluation of Campus Chairs shall also include the consultation and participation of a designee of the branch campus' upper administration. The Associate Chair and/or Campus Chairs may be removed from their position by the Chair with a showing of cause.

C. Director of the Graduate Program

1. Appointment:

The Director of the Graduate Program (also referred to as "Graduate Director") is appointed by the Chair with prior consent by the appointee, subject to majority affirmative vote by the faculty. Eligibility is restricted to fulltime (1.00 FTE) tenure-line faculty. The term of service is concurrent with that of the Chair, but Graduate Directors may be changed during a Chair's term by the process described above. The appointment may not exceed the serving Chair's term but may be extended by successive Chairs. Normally, however, the Director should not serve more than two

terms of 3 years each unless another agreeable candidate cannot be found among the faculty. Typically, the Graduate Director is released from teaching one course each semester of the regular academic year, and is expected to receive additional financial compensation for duties performed during the period between the Spring and Fall semesters if such duties fall outside of the Director's normal contract (i.e., if the Director is on a 9 month contract).

2. Charge:

The Director of the Graduate Program oversees the various aspects of the graduate programs in criminology, with the exception of the MACJ, MACJA and CyberCrime programs. The Graduate Director oversees: student recruitment, admissions, and orientation; the graduate curricula; the student handbook; produces periodic reports for faculty and others; implements the comprehensive exams; keeps, reviews and disseminates criteria/qualifications for teaching in the graduate program, and ensuring these criteria are met in the assignment of graduate classes. S/he chairs the Graduate Committee, teaches the courses linked to this role, monitors the progress of students, facilitates the periodic review of the graduate programs and represents the department at any required College and University meetings related to the graduate program. The MACJ, MACJA, and CyberCrime program shall have independent program coordinators responsible for recruitment, admissions, course scheduling, and other curricular responsibilities, including all of those associated with the duties of the Director of the Graduate Program.

The Graduate Director should also maintain a five year plan, updated annually, indicating trends in applications, admissions, and registrations, which should be made available for faculty use on the department website, and include discussions of potential issues that the Graduate Director feels need to be addressed by the faculty or by the Director in her/his role.

3. Evaluation:

The Graduate Director shall be evaluated annually by the Department Chair. The Graduate Director may be removed from their position by the Chair with a showing of cause.

D. Graduate Coordinator

1. Appointment:

A Graduate Coordinator shall be appointed to assist the Graduate Director in the varied tasks assigned to the Graduate Director at the Tampa campus given it is the primary location for the doctorate program. Eligibility is restricted to fulltime (1.00 FTE) permanent faculty. The Graduate Coordinator position is appointed by the Chair and serves at the discretion of the Chair. All graduate program coordination at the USF St. Petersburg and USF Sarasota/Manatee campuses will be handled by the Campus Chairs at their respective campus working in cooperation with the Director of the Graduate Program and/or the relevant Graduate Program Coordinator(s).

2. Charge:

The Graduate Coordinators' charge includes the followings tasks: preparation of admission files; sitting on appropriate graduate committees; assistance in the preparation of annual reports; updating graduate program requirements; recruitment of students; and counseling students, including the conduct of annual or semester meeting with graduate students. The Graduate Coordinator may represent the Graduate Director at faculty meetings when the Graduate Director is unable to attend, and may sign various paperwork and fulfill other functions for the department when the Graduate Director is unavailable.

3. Evaluation:

The Graduate Program Coordinator shall be evaluated annually by the Department Chair in consultation with the Graduate Director. The Graduate Program Coordinator may be removed from their position by the Chair with a showing of cause.

E. Coordinators, (MACJ, MACJA, & CyberCrime Programs)

1. Appointment:

The MACJ, MACJA, and CyberCrime Coordinators are appointed respectively to administer all matters relating to the MACJ, MACJA, and CyberCrime programs by the Chair and serve at the pleasure of the Chair. Eligibility is restricted to fulltime (1.00 FTE) permanent faculty.

2. Charge:

These Coordinators oversee the following components of their respective programs: recruitment, the admissions process, course scheduling, program curricula, mentoring and monitoring student progress, facilitating the periodic reviews of the program, serving on appropriate committees, collecting student exit data as well as any other data pertinent to advancing their program or otherwise useful to the department. The Coordinators typically teach in the program and have voting rights normally afforded to faculty members in the department.

3. Evaluation:

These Program Coordinators shall be evaluated annually by the Department Chair. The Evaluation of Program Coordinators housed on a branch campus shall also include the consultation and participation of the Campus Chair from that branch campus. These Program Coordinators may be removed from their position by the Chair with a showing of cause.

F. Internship Program Coordinators

1. Appointment:

Each campus shall have an Internship Program Coordinator (the St. Petersburg campus shall also have a second Internship Program Coordinator responsible for the Forensic Studies internship program). These officers are appointed by the Dean upon

nomination by the Chair with the consent of the nominee. Internship Program Coordinators must be fulltime (1.00 FTE) faculty (lecturers or tenure-line) housed at their respective campuses. The terms of offices are indefinite but may be terminated by either the Coordinator or the Chair at their discretion. Compensation is negotiable with the Dean or appropriate branch campus administrator subject to approval by the Chair.

2. Charge:

Internship Program Coordinators shall develop and adhere to a unified and common process for (a) establishing and maintaining internship partnerships with agencies, (b) for recruiting, preparing, placement, and evaluation of student interns, and any and all other aspects of the internship program.

3. Evaluation:

Internship Program Coordinators shall be evaluated annually by the Department Chair in consultation with the appropriate Campus Chair. These Program Coordinators may be removed from their position by the Chair with a showing of cause.

G. Undergraduate Program Coordinator

1. Appointment:

The department shall have a single Undergraduate Program Coordinator appointed by the Dean upon nomination by the Chair, subject to a majority affirmative vote of by the faculty and the consent of the appointee. The Undergraduate Program Coordinator must be a fulltime (1.00 FTE) faculty member (lecturer or tenure-line). The term of office is concurrent with that of the Department Chair, but periods of appointment cannot exceed that of the serving Chair. Compensation is negotiable with the Dean or appropriate branch campus administrator subject to approval by the Chair.

2. Charge:

The duties of the Undergraduate Program Coordinator shall include, but not be limited to the following: (1) evaluate the teaching effectiveness of adjuncts on a per semester basis and make recommendations to the Chair regarding their continuation, (2) handle undergraduate student complaints, grievances, and misconduct charges, (3) work with the Chair and Associate Chair to coordinate the scheduling of courses and teaching assignments on the Tampa campus, (4) work with the Associate Chair regarding the development, execution, and revisions of Academic Learning Compacts and SACS plans and reports for the undergraduate program, (5) administer the department's undergraduate honors program, (6) respond to inquiries regarding the undergraduate program, (7) review transfer credits, (8) notify instructional personnel of important pending dates and deadlines, and (9) work with the Associate Chair as needed concerning any other matters regarding the undergraduate program.

3. Evaluation

The Undergraduate Program Coordinators shall be evaluated annually by the Department Chair in consultation with the Associate Chair. The Undergraduate Program Coordinator may be removed from their position by the Chair with a showing of cause.

V. DEPARTMENT COMMITTEES

A. Standing and Ad Hoc Committees

The department's standing committees are as follows: (1) Executive Committee; (2) Faculty Evaluation Committee; (3) M.A. and Ph.D. in Criminology Graduate Committee; (4) Development/Scholarship Committee; (5) Community Affairs Committee; and (6) Doctoral Comprehensive Exam Committee. All other committees shall be treated as Ad hoc committees. Standing committee members are elected by majority vote of the faculty at the first faculty meeting of the academic year.

Ad hoc committees, including but not limited to Tenure & Promotion, Lecturer Promotion, and Search Committees are either elected by majority vote of the faculty at a regular faculty meeting as needed, or appointed by the Chair when an Ad Hoc committee is required to serve a given, short term administrative function within the department. Search Committees must include at least one representative from each campus; searches for faculty to be housed on a branch campus must also include the Regional Chancellor or her/his designee. Regional Chancellors or their designee will serve as a voting member on all search committees for faculty hiring on branch campuses. All faculty promotion committees (i.e., T&P and Instructor) should include at least one representative from each branch from which an applicant for promotion is housed.

All meetings of Standing and Ad Hoc committees should be announced in advance. Members can attend electronically.

B. Executive Committee

1. Purpose:

The Departmental Executive Committee assists the department in five major ways: (1) helps establish and support the implementation of departmental policies, (2) serves as a mechanism for student, faculty, and staff expression of their views on issues important to departmental functioning, (3) carries out specific tasks the department may at times be required to complete, (4) addresses student, staff and faculty

grievances when asked to serve in this manner by a member of the department, and (5) convenes in matters of academic dishonesty when requested by the Chair in conformance with departmental policies and procedures.

2. Appointment:

The Executive Committee is comprised of five (5) tenured faculty members elected to three-year staggered terms by majority vote of the faculty with at least one member from each campus. Executive Committee members elect the Committee Chair. Executive Committee members whose terms expire are required to wait one year before being considered for reappointment. An additional non-tenured faculty member will be asked to join the Executive Committee when it functions as an Ad hoc Grievance Committee.

3. Meeting Schedule:

The Executive Committee meets on an as-needed basis. Executive Committee meetings may be called by the Chair, Associate Chair, Campus Chair(s), or individual members of the Executive Committee. When possible, notification of the meeting will be posted publicly a week before the meeting. Given the important function the Executive Committee serves for the faculty, the Executive Committee should notify the faculty of its meetings and the content of those meetings.

C. Faculty Evaluation Committee

1. Selection:

The Faculty Evaluation Committee shall be comprised of six (6) faculty members; five tenured (including one from each campus); and one non-tenured. The non-tenured faculty member may sit on the Faculty Evaluation Committee and participate in the evaluation process, but will not vote. The purpose of appointing a non-tenured member to this committee is to represent, as widely as possible, the views of all ranks in the department. The voting exclusion for the non-tenure member is protective. Terms of the tenured committee members are for three years, but are staggered so

that, if possible, the committee is comprised of faculty in their first, second, and third years of appointment. First-year members of the Faculty Evaluation Committee are elected by majority vote for eligible positions at the first meeting at the beginning of the academic year.

2. Responsibilities of the Faculty Evaluation Committee:

- a. The Faculty Evaluation Committee Chair will advise all faculty members via memo which may be distributed by email when they are to submit their materials to the committee.
- b. The Faculty Evaluation Committee Chair will provide each faculty member with the necessary guidelines and forms to be completed for the Annual Faculty Evaluation.
- c. The Faculty Evaluation Committee Chair will collect all materials provided by the faculty members and review them before a meeting with the whole committee to be certain that all the materials requested have been provided and are in proper order.
- d. Once the Faculty Evaluation Committee meets, the Faculty Evaluation Committee Chair will be responsible for summarizing the comments of the committee members. If there is a disagreement among the committee members regarding a faculty member's evaluation, minority opinions will be included with the committee's comments.
- e. Once the Faculty Evaluation Committee has completed their assessment, their evaluation scores and narratives will be distributed to each faculty member. Faculty members who are in disagreement with their evaluation have the right to provide a written response. Faculty members may choose to have this written response included in their evaluation materials. When this information is provided to the FEC Chair, s/he shall share these objections with other committee members. The FEC may reconsider their assessment and revise the faculty member's evaluation accordingly. In either case the faculty member shall be advised of the final decision of the committee.

- f. When the Faculty Evaluation Committee is to meet on issues of policy, the Faculty Evaluation Committee Chair should notify all non-committee members of such and invite their participation in the discussion of such policies.
- g. Regional Chancellors or their designee will provide formal written input prior to a College Dean or Vice President completing the performance appraisal for branch campus faculty.

D. Tenure and Promotion Committee

1. Selection:

- a. The Tenure and Promotion Committee will meet when necessary (i.e., faculty members require an evaluation for tenure and/or promotion, or an a faculty member is eligible for mid-tenure review).
- b. The Department shall elect a Tenure and Promotion Committee consisting of 5 eligible faculty (consistent with the level of promotion under consideration). The Department T&P Committee serves in an advisory role for the whole of the faculty and the Department Chair. Branch campus faculty are eligible for the Department T&P Committee membership at any time, but if a branch faculty member is being considered for mid-tenure review, tenure and/or promotion, at least one eligible branch campus faculty member (if available) should serve on the T&P committee. Instructors and untenured faculty members are not eligible to be on the Department T&P Committee nor vote on tenure and/or promotion applications. The Department T&P Committee shall elect a committee chair.

2. Responsibilities of the Tenure and Promotion Committee:

- a. The purpose of the Department T&P Committee is to conduct the mid-tenure reviews (including evaluation and vote), and to provide an initial summary evaluation and preliminary recommendation for candidates' applications for tenure and/or promotion prior to the whole of faculty vote.
- b. The chair of the Department T&P Committee guides the initial assessment and preliminary evaluation of the candidate's application, drafts a preliminary narrative,

records the Committee's recommendation and provides the Committee's recommendation to the faculty and Department Chair, records the whole of the eligible faculty vote (by secret ballot), records the results of the faculty vote in the official application packet, and signs on behalf of the faculty.

- c. Regional Chancellors will provide a formal review in promotion and tenure cases for faculty members on branch campuses prior to a College Dean completing and forwarding a recommendation to the Provost (see USF Consolidation Handbook).

D. M.A. and Ph.D. in Criminology Graduate Committee

1. Selection:

- a. This M.A. and Ph.D. in Criminology Graduate Committee is comprised of five (5) faculty members. The Graduate Director will be Chair of the Graduate Committee. The other four members of the committee shall be nominated by the Graduate Director and approved, on an individual basis, by majority vote of the faculty for a term of three years or the remainder of the Director's term, whichever is less. Committee member replacements may be named by the Graduate Director, subject to majority vote of the faculty. The Graduate Director may serve as an ex-officio member of the committee without voting rights.

2. Responsibilities:

- a. Review applications for admission to the Master's and Doctoral Criminology Programs and make decisions regarding admissions.
- b. Review graduate curriculum and recommend revisions of the curriculum to the faculty.
- c. Receive, review, and present to the faculty all graduate course proposals and changes.

- d. Review applications for and recommend appointments to graduate assistantships; make recommendations for university and college fellowships, scholarships, and awards.
- e. Review and make recommendations to the faculty regarding any other matters relevant to the graduate programs.
- f. Serve as the department representative for reviews of grade and comprehensive examination appeals. In the event that the grade appeal is filed by a student against the Graduate Director, the Associate Chair shall serve instead.

E. Development/Scholarships Committee

1. Selection:

The Development/Scholarships Committee is comprised of three (3) faculty members elected by a majority of the faculty to serve three-year staggered terms. In addition, the committee shall identify and select any number of additional members from among our more distinguished alumni within the local community. The Department Chair shall also serve on this committee in a non-voting and administrative capacity.

2. Purpose:

The duties of the Development/Scholarships Committee are two-fold: (1) to identify and nominate eligible students to receive scholarships and oversee the distribution of these awards and the acknowledgement of them, and (2) to identify, recommend, and oversee the department's efforts toward development and fundraising. The Committee shall meet regularly as needed.

F. Community Affairs Committee

The Community Affairs Committee is comprised of at least three (3) faculty members elected by a majority of the faculty to serve three-year staggered terms. The Chair shall also serve in a non-voting and administrative capacity. The Committee shall meet

regularly, as needed, and is responsible for arranging departmental events, ceremonies, and outreach, including social media and other media relations. In addition, the committee shall appoint a Community Advisory Board from among alumni and criminal justice leaders in the state and local community to advise the department on matters as they may arise.

G. Doctoral Comprehensive Exam Committee

1. Selection:

The Doctoral Comprehensive Exam Committee is comprised of three to five faculty members chosen by the Graduate Director. The Graduate Director serves the ex-officio Chair of the committee and does not grade comprehensive exams. The three grading members the committee shall be nominated by the Graduate Director and approved, on an individual basis, by majority vote of the faculty for a term of three years or the remainder of the Director's term, whichever is less. Committee member replacements may be named by the Graduate Director, subject to majority vote of the faculty.

2. Responsibilities:

- a. Construct the doctoral comprehensive exam with the assistance of the full faculty.
- b. Recommend revisions to the doctoral comprehensive exam process including revisions to the grading rubric.
- c. Grade each doctoral comprehensive exam in accordance with the grading rubric.
- d. Offer constructive criticism to the student on each exam.

VI. ADJUNCT SCREENING PROCESS

- A. The Adjunct Screening Process will be the responsibility of the Associate Chair/Campus Chairs of the campus for which the adjunct is to be appointed. The Associate/Campus Chair will request the assistance of the faculty member who has the most appropriate background to evaluate any adjunct applicant who wishes to teach the same or a similar course as that taught by the full-time faculty member.
- B. The Associate/Campus Chair will be responsible for obtaining all the documents necessary to assess the suitability of the applicant. This includes a current c.v., teaching evaluations from other institutions (if they are available), letters of recommendation, and a certified college transcript. In general, applicants must have at least a master's or J.D. degree. Exceptions to this educational standard will be made by majority vote of the faculty on a case by case basis. In addition to normal University application procedures, each applicant will be required to complete a notarized affidavit indicating that they have not had any difficulties with licensing/certification should this apply to any given adjunct. If there are any exceptional circumstances, the Department Chair will discuss this matter with the faculty.
- C. After each applicant's packet has been reviewed, the Associate/Campus Chair will make a recommendation in writing to the Department Chair indicating that the individual is acceptable or is not acceptable, and which courses, if any, the individual is qualified to teach.
- D. New adjuncts may be assigned by the Associate/Campus Chair to a tenured Criminology faculty member or Lecturer II who will serve as a mentor. The mentor will also review the adjunct's course syllabus and other related instructional material to be certain they meet departmental standards.
- E. The Associate/Campus Chair will review all adjunct teaching evaluations at the end of each semester and advise the Department Chair if, in his/her judgment, the adjunct is performing adequately. If it is determined that problems exist, these will be brought to the attention of the Department Chair along with recommendations for dealing with the problem.

VII. SUMMER APPOINTMENT POLICIES

- A. **Introduction.** The Department Chair with the assistance of the Associate Chair and Campus Chairs and in consultation with the Dean is responsible for making summer teaching assignments. The Chair makes his/her recommendations for summer teaching to the Dean. Recognizing that summer appointments are often limited by available funding, and that the final decision rests with the Chair and Dean, the Department encourages the Chair and Dean to employ an equitable summer appointment decision which the Department members have agreed constitutes a solution to this problem and is outlined below.
- B. **General Policy.** Every effort will be made to ensure that every faculty member who so desires has the opportunity to teach at least one summer course except as follows.
- C. **Availability of and limited funds.** If funding is limited and courses are not available for all who indicate an interest in teaching during the summer, priority will be given to untenured faculty on tenure track lines. Following the distribution of courses as described above, a lottery procedure will be utilized to determine the priority order in which classes will be distributed to remaining faculty with an interest in summer teaching. The lottery procedure is as follows. At a faculty meeting, slips of paper with the names of faculty who wish to teach a summer course will be placed in a container from which the names will be drawn. The order in which names are drawn constitutes the order in which faculty will be allowed to pick from available courses. Alternatively, if more than one course is available, the lottery system will be utilized to determine the distribution of second courses among interested faculty. In the event that budgetary restrictions prevent the appointment of any individual on the lottery list, but sufficient funds exist to appoint a lower salaried member of the faculty to teach, the existing lottery order shall be employed to select the alternative candidate. If there are no appropriate alternative candidates on the lottery list, the Chair may use other methods to fill courses the department needs to offer during summer sessions.
- D. Faculty assignment must take into account departmental needs in course scheduling. While faculty preference will be taken into account, faculty must ultimately select from courses that best fit the needs of the department.

- E. If it is necessary to offer a course that requires a specific faculty member as instructor, that faculty member may be assigned the course without being subject to the lottery procedure.
- F. Courses taught on other USF campuses, if available, will be included in the list of courses from which faculty may be assigned.
- G. Faculty who negotiate USF Criminology summer course assignments separate from the department are not eligible for assignments determined by the first round of the lottery procedure.
- H. Faculty who are unable to obtain a course are, in lottery pick order, automatically eligible for course assignment during the next (or subsequent) summer that a course is available, and will be assigned a course prior to utilization of the lottery system.
- I. The foregoing policies pertain to summer courses that are funded through allotments from the College of Behavioral & Community Sciences Dean's Office and from other USF campus sources. Should other options for teaching summer courses become available, allotment procedures will be specified in a freestanding document until such time that it is formally incorporated into this Governance Document.

VIII. ACADEMIC DISHONESTY AND BEHAVIORAL MISCONDUCT BY STUDENTS

A. **Academic Dishonesty**

When an instructor or other departmental employee (such as the undergraduate advisor or departmental support staff) has reason to believe a student has engaged in academic misconduct in class or on an assignment, he/she should follow the procedures outlined “Academic Integrity of Students,” (USF Regulation 3.027). Instructors should inform the Associate Chair/Undergraduate Program Coordinator (and Graduate Director if a graduate student) of the alleged incident, and may seek guidance on a course of action.

B. **Behavioral Misconduct**

When an instructor or other departmental employee encounters instances of student behavioral misconduct that justify an official response, that person should first discuss the issue with the Associate/Campus Chair, Undergraduate Program Coordinator, or, if the alleged offender is a graduate student, the relevant Graduate Director/Coordinator. Considerable discretion should be utilized in determining the severity of the misconduct in each case and the responses that are appropriate to it. If the infraction is deemed to be minor, but in the opinion of the Associate/Campus Chair, Undergraduate Program Coordinator, or Graduate Director/Coordinator rises to a level of unacceptability that justifies an official response, the Department will send a letter to the student that expresses concern about the incident. If the student is a Criminology major, a copy of the letter will be placed in his/her file so as to be available for future reference.

If the student’s misconduct is considered to merit a higher level of sanction, procedures specified in the appropriate codes of student conduct will be followed, e.g. USF Academic Disruption regulation 3.025.

C. **Disenrollment from the Criminology Major as a Sanction** (pending approval of the Undergraduate Council and publication in the University Catalog).

The Department of Criminology has a vested interest in graduating majors who possess high standards of ethical and behavioral conduct in their employment settings. Therefore,

as Departmental policy, disenrollment from the Criminology major should be considered as a sanction included in any negotiated settlement regarding instances of academic cheating and/or behavioral misconduct. If the case proceeds to the College/University level, disenrollment from the major may be among the sanctions requested. The decision to pursue disenrollment must be made in consultation with the Associate/Campus Chair or Undergraduate Program Coordinator/Graduate Director/Graduate Coordinator or other appropriate departmental representatives.

IX. PROCEDURE TO AMEND THE GOVERNANCE DOCUMENT

Any member of the Criminology faculty may propose amendments of this Governance Document by submitting the proposed change in writing to the Chair of the Department. The proposal will be considered at the next scheduled faculty meeting. However, additions or deletions to, or revision of, the Governance Document must be disseminated to all faculty members at least five business days before the proposed amendment is to be voted upon. Changes to the Governance Document require a 2/3 vote of the eligible faculty.