

# Governance Document

Department of Industrial and Management Systems Engineering  
University of South Florida  
4202 East Fowler Ave., ENB 118, Tampa, FL 33620

## Mission Statement:

The mission of the Industrial and Management Systems Engineering (IMSE) Department is to provide students with a high quality education that integrates the latest research and practices of the field into the curriculum, to pursue excellence in basic and applied research in the field of Industrial and Management Systems Engineering, and to provide service to the profession and to society.

## PREAMBLE

The Department of Industrial and Management Systems Engineering (IMSE), as an administrative unit of the College of Engineering of the University of South Florida, shall henceforth be governed by the following Articles, which do not supersede the Policy statements of the University of South Florida or the by-laws of the College of Engineering and the UFF-Board of Trustees Agreement.

## ARTICLE I. Structure of the Department

### *A. Membership*

The IMSE department can confer one of the following classes of faculty appointments. All the following appointments require consent of the simple majority (>50%) of the IMSE voting faculty, followed by approvals of the Department Chair and the College Dean.

- a. Tenured / Tenure Track Faculty:** These are persons with faculty appointments as Assistant, Associate and Full Professors who are either tenured or are on the tenure track in IMSE.
- b. Non-Tenure Track Faculty:** These are persons with renewable faculty appointments in IMSE, not eligible for tenure but eligible for promotion to higher levels according to the College of Engineering rules.
- c. Emeritus Faculty:** Individuals who are retired from the IMSE Department may be appointed as Emeritus Faculty by the President upon recommendation of the Chair and the Dean.
- d. Visiting Professors:** The IMSE Department may grant Visiting appointments at the level of Assistant, Associate and Full Professor depending on the

appointee's scholarly record. Such positions are not tenurable. Visiting Professors may be appointed for the period of up to one year at a time. The appointment can be renewed at the discretion of the Chair. Such members will not participate in the departmental governance activities.

**e. Courtesy Faculty:** Individuals who are members of the faculty at another department within USF or another university or members of an outside organization (business or otherwise) can be appointed in the rank of Courtesy Faculty annually, at the discretion of the Chair and final approval of the Dean. Courtesy faculty can participate in full in the academic life of the department but are limited in their ability to draw on departmental resources, except if an arrangement is made to have them participate in the instructional/research program. Courtesy faculty can serve as members in the thesis/dissertation committees, but cannot serve as a major professor. Such members will not participate in the departmental governance activities.

**f. Adjunct Faculty:** The Chair may appoint qualified individuals as Adjunct Faculty to teach courses on an as needed basis. The appointment will be for the duration of the course.

**g. Joint Appointments (Zero Time):** Tenured/tenure track faculty who hold appointments in any department on any campus of USF can be granted a zero time joint appointment in IMSE at the discretion of the Chair. Such members can participate in academic activities but will not participate in the departmental governance activities. In co-authored research articles prepared with IMSE students and faculty, faculty with joint appointments will list IMSE as co-affiliation. Joint appointments will be reviewed by the Chair and the faculty evaluation committee at least once every five years.

## ***B. Voting Faculty***

The voting Faculty consists of all tenured and tenure earning IMSE faculty members. Joint Faculty who are tenured or tenure earning with at least 50% of their salaries administered by the IMSE department will also have voting rights. Full time IMSE Instructors have voting rights in committees to which they are appointed and at votes on issues that are discussed at the full faculty meetings. Voting faculty on leave from the department shall retain voting privileges if present at a meeting.

## ***C. Faculty Recruitment***

Faculty recruitment will be conducted by a search committee, appointed by the Chair, consisting of at least three IMSE Faculty and one USF faculty member external to IMSE. The Chair appoints the committee chair. The committee will conduct searches consistent with College and University guidelines. The committee will actively seek applicants at

national conferences in the preceding year and through emails to faculty colleagues. The committee, after review and reference checks, will prepare a shortlist of candidates and solicit comments from the rest of the IMSE faculty on the shortlisted candidates. Thereafter, the committee will recommend to the Chair a list of candidates for possible campus interview. The Chair, in consultation with the Dean, will arrange for the interviews. After concluding the interviews, the Chair will consult the Faculty with voting rights in a meeting to determine whether a candidate should remain under consideration for possible hiring. Finally, the Chair will make recommendations to the Dean and notify the Faculty.

#### ***D. Chair***

1. The Chair serves at the pleasure of the Dean and is appointed for a renewable term. The Chair is the chief executive officer of the department and has the powers and responsibilities as delegated by the President, Provost, and Dean. In this capacity, the Chair will provide leadership and direct the administration of the Department's academic, fiscal, and operational activities. The Chair acts as a liaison between the Faculty and the College or the University. The Chair advocates the Department's needs and will promote policies that would advance the Department and the College. The Chair represents the Department outside the University. If considered necessary and supported by the Dean, the Chair may appoint an Associate Chair after consultation with the Faculty.
2. The Chair is evaluated according to the College's procedure. Every spring term, and in agreement with the College's Governance procedures, the departmental Governance representative coordinates a departmental vote of confidence by the Faculty.
3. Among the general administration of departmental affairs, the Chair has the following duties:
  - i. supervise course scheduling and assign Faculty duties,
  - ii. perform Faculty annual reviews,
  - iii. perform/coordinate staff annual reviews,
  - iv. perform/coordinate hiring departmental staff,
  - v. make recommendations to the Dean on Faculty salary increases in accordance with University and College's policies and procedures,
  - vi. negotiate salary and other terms for new Faculty,
  - vii. facilitate the dissemination to the Faculty and staff University and College guidelines, procedures and policies as soon as possible upon receipt by the Department,
  - viii. coordinate the preparation and submission of departmental recommendations on promotion and tenure,
  - ix. appoint program coordinators, chairs and members of the departmental committees,
  - x. mentor the Faculty,

- xi. coordinate external reviews of the Department.

### ***E. Hiring a Chair***

When the Chair's position becomes vacant, the College Dean will lead the process in consultation with the Faculty and in accordance to the College and University procedures.

## **ARTICLE II. Departmental Faculty Meetings**

1. A quorum is defined as the presence of 2/3 of the voting faculty in residence for the semester during which the meeting is called. Faculty members on sabbatical or on leave of absence are not considered to be in residence.
2. The Chair will convene the Faculty, generally, once a month. Additional meetings may be called by the Chair as needed. Faculty meetings will be scheduled by the Chair, preferably at the beginning of the academic year, and these dates and times will be communicated to the Faculty. The Chair will solicit agenda items from Faculty and prepare an agenda for each meeting a day prior to the meeting.
3. Ordinarily the Chair will chair the faculty meeting. The Chair may make proposals and suggestions, participate actively, and lead discussions, but shall not make formal motions. The Chair is a voting member of the department and his/her right to vote is not confined to the case of breaking a tie.
4. Maximum informality is desired in the conduct of the faculty meetings; however, in case of unresolved disagreements as to procedure, Robert's Rules of Order shall apply except as otherwise specified in this document.
5. A secret ballot will be taken if a personnel issue is involved, if the Chair believes the issue demands one, or if any faculty member requests a secret ballot either before or during the meeting.
6. Minutes of all meetings will be made available to the faculty and kept as a permanent record in the department's "O" drive. The actions taken regarding students, faculty, faculty recruiting, or other personal matters will be confidential and will not be included in the general minutes. Records of such matters will be retained by the Chair who shall make them available to the participating faculty member on request.

## ARTICLE III. Committees

### Standing Committees:

1. **The Faculty Evaluation Committee**

The primary responsibilities of the Faculty Evaluation Committee would include (but not limited to) faculty evaluations for tenure and promotions, and conducting annual evaluations.

2. **The Undergraduate Committee**

The duties of the Undergraduate Committee will include the following.

- Review undergraduate curriculum and recommend revisions.
- Review and present to faculty all undergraduate course proposals and course revisions.
- Review and recommend revisions for undergraduate advising and mentoring procedures.
- Develop and implement undergraduate recruitment procedures.
- Maintain articulation with the Undergraduate Councils of the College and the University.

3. **The Graduate Committee**

The duties of the Graduate Committee will include the following.

- Review graduate curriculum and recommend revisions.
- Review and present to faculty all graduate course proposals and course revisions.
- Develop and implement a program for advertising and promotion of graduate program.
- Act on graduate student applications.

4. **The ABET Accreditation Committee**

The duties of ABET Accreditation Committee will include the following.

- Send notes to faculty before each semester on the “closing the loop” requirement for their courses (based on self-assessment in the previous semesters when the courses were taught).
- Follow up with faculty to ensure completion of undergraduate course self-assessment at the end of every semester, and also ensure that self-assessment and the syllabus are in the ABET folder.
- Perform departmental assessment as required by ABET requirements.
- Prepare self-study document for ABET visits.

5. **The SACS Accreditation Committee**

The duties of SACS Accreditation Committee will include the following.

- Ensure that the SACS assessment process is updated as degree requirements are modified.
- Follow up with faculty to ensure completion of assessment process at the end of every year.
- Prepare necessary documentation for SACS visits.

Other standing committees may be appointed and/or dissolved as circumstances warrant. Standing committee chairpersons shall present oral report of their activities at the faculty meetings, as required.

## **ARTICLE IV. Amendments**

Any IMSE faculty member may propose amendments to this governance document. A proposed amendment must be submitted in writing (or via email) to the Chair who will place it on the agenda within the next three scheduled departmental faculty meetings. The IMSE faculty may refer the amendment for review by a departmental committee. Upon completion of the review of the amendment within a reasonable time, the proposed change will be placed on the agenda of the next faculty meeting, where after a discussion a vote will be taken. Upon request by any faculty, the vote must be by secret ballot. A 2/3 vote of all voting faculty members in residence is necessary to pass such amendments.

## **ARTICLE V: Effect**

Upon approval by 2/3 of the voting faculty on May 4, 2012, this IMSE Faculty Governance Document shall become effective on the first day of the Fall 2012 semester.