

**PATEL COLLEGE OF GLOBAL SUSTAINABILITY  
UNIVERSITY OF SOUTH FLORIDA**

**FACULTY GOVERNANCE POLICY**

**PREAMBLE**

The faculty of the Patel College of Global Sustainability (here onwards PCGS) of the University of South Florida shall henceforth be governed by the following policy, which does not supersede the policy statements of the University of South Florida or the UFF-BOT Agreement. The PCGS recognizes the principles of equity of assignment, resources and opportunities of faculty across a multi-campus university.

**I. Faculty Membership**

**A) Eligibility**

All full-time faculty within the PCGS at USF Tampa (as well as USF St. Petersburg and USF Sarasota-Manatee, when PCGS becomes a multi-campus College) shall be voting members of the cohort. The Associate Deans, if they are full-time faculty members employed within the PCGS, are specifically included, whereas visiting, adjunct, and affiliate faculty, and post-doctoral and research fellows are excluded.

**B) Voting**

Any faculty member as designated in the above paragraph (I.A) shall have the privilege of voting on any issue submitted to the cohort, provided she/he is present at that meeting (in person or using connective technology). Proxy voting is not allowed. When an academic matter arises that ordinarily would be subject to faculty vote, but convening the full membership is impractical, ballots will be emailed to all accessible faculty. A quorum of at least 2/3 of the faculty in I.A is required for a vote to be held. The College Dean will serve as the tie-breaker, if needed.

**C) College Administrative Staff and Guests**

Upon invitation of the College Dean, Associate Dean, and/or a faculty member with the consent of a majority of the cohort, guests and College staff without voting privileges may be invited to faculty meetings as appropriate.

## **II. Meetings**

### **A) Regular Meetings**

The cohort shall meet at least three times each during the Fall and Spring semesters during the Academic Year at a time when the majority of faculty indicate availability; the date of such meetings shall be announced at least one week in advance. The calendar of such meetings shall be determined by the College Dean in consultation with the majority of the cohort and at the beginning of each semester.

### **B) Special Meetings**

College Dean and an Associate Dean may convene up to four additional meetings a year. Special meetings may also be convened upon the signed petition by the simple majority of the faculty cohort. In an emergency situation, the College Dean may call a meeting at short notice.

### **C) Agenda**

Meeting agendas are set by the College Dean. Faculty wishing to add items to the agenda may email the Dean's Executive Assistant at least 24 hours in advance of the meeting with notification. Additional discussion items may be added during the meeting, as time permits.

### **D) Faculty Senate Representative**

The PCGS will hold elections whenever the Faculty Senate seat for the College is vacant; the result will be forwarded to the Faculty Senate Office. The College Dean will be the presiding officer for the election.

## **III. Administration**

**A) Dean of the PCGS** is the Chief Academic Officer and Administrator of the College responsible for all PCGS operations. All faculty and staff members report to the College Dean. USF Provost appoints the College Dean on a renewable 5-year term, and the College Dean reports to the Provost.

### **B) Associate Dean for Research (ADR)**

The College Dean appoints the Associate Dean for Research (ADR) from among the faculty of the PCGS for a period ranging from one to three years that can be renewed at the College Dean's discretion. The ADR is responsible for coordinating sponsored research initiatives at the College, assisting faculty with pre- and post-award issues as liaison between the College and USF's Office of Sponsored Research, and representing PCGS at all University-wide committees and activities pertaining to sponsored research.

**C) Associate Dean for Academic Affairs (ADAA)**

The College Dean appoints the Associate Dean for Academic Affairs (ADAA) from among the faculty of the PCGS for a period ranging from one to three years that can be renewed at the College Dean's discretion. The ADAA is responsible for curricular assessment, accreditation, updating, and development, for managing the College's academic capstone experience (ACE) program, and for representing PCGS at all University-wide committees and activities pertaining to academics.

**D) Assistant Director (Academic Programs and Student Advising)**

The Assistant Director (Academic Programs and Student Advising) is a non-faculty administrative staff who reports to the College Dean and works closely with the College Dean and the ADAA for all academic program and student advising functions of the PCGS, and participates in faculty meetings related to all academic and student affairs as a non-voting member.

**E) Assistant Director (Marketing, Communications and College Development)**

The Assistant Director (Marketing, Communications and College Development) is a non-faculty administrative staff who reports to the College Dean and works closely with the College Dean, ADR, and ADAA on all college matters related to marketing, communications, and development, and participates in faculty meetings related to all academic and student affairs as a non-voting member.

**F) Assistant Director (Finance and Human Resources)**

The Assistant Director (Finance and Human Resources) is a non-faculty administrative staff who reports to the College Dean, manages all finance and HR affairs of the College, and participates in faculty meetings related to all academic and student affairs as a non-voting member.

**IV. Standing Committees**

**A) Graduate Admissions and Curriculum Review Committee**

The management of the graduate admissions and curriculum review of the PCGS falls under the purview of the full faculty cohort described in Section IA. The ADAA will serve as chair of the cohort in matters pertaining to graduate admission and curriculum review matters and be responsible for scheduling curriculum meetings, facilitating communication between the College Dean and the faculty, and ensuring that records of curriculum decisions be maintained and, as necessary, distributed, and will work closely with the Assistant Director (Academic Programs and Student Advising). The Assistant Director (Academic Programs and Student Advising) serves as a non-voting member of the

Curriculum Review Committee and works closely with the Chair of the Graduate Admissions and Curriculum Review Committee.

**1) Meetings**

The faculty cohort shall convene whenever necessary to review University curriculum policy and any internal or external requests for alterations to the existing curriculum or courses. Meetings will be scheduled at a time convenient for all, but not later than two weeks after they have been requested. The cohort may meet at the request of any PCGS faculty member to consider any and all matters relevant to curricular decision-making.

**2) Responsibilities**

The faculty cohort is responsible for creating, reviewing, and revising curriculum proposals or changes for the PCGS. They will ensure that the graduate curriculum is consistent with the policies and practices required by the University of South Florida. When needed, the cohort will edit or create a catalog copy to reflect the curriculum of the College. The Associate Dean for Academic Affairs and the Assistant Director (Academic Programs and Student Advising) will be responsible for the final submission of curriculum proposals or changes to the relevant external University committees and representation of the Patel College curriculum therein.

**B) Academic Evaluation Committee**

At the beginning of each academic year, the PCGS Dean will appoint a three-member Academic Evaluation Committee responsible for evaluating academic promotion cases of eligible full-time faculty. In order to be eligible to serve on the AEC, the faculty member must be at the rank of Associate Professor, Instructor II and above. The College Dean appoints a chair of the AEC from among the three members.

**C) Ad Hoc Committees**

The College Dean of the PCGS may form and charge other committees as and when necessary.

**V. Faculty Evaluation**

**A) Annual Evaluation**

Each faculty member is responsible for completing a narrative in FAIR/FIS about their duties at PCGS by April 30 each year. The College Dean will provide a written response/feedback in FAIR/FIS by May 15 of each year. The College Dean will follow established University faculty evaluation criteria consistent with CBA article 10. Faculty evaluation will be based on their individual assignments depending on their appointment category. Based on their accomplishments, faculty will collect points in each of the

assigned categories (teaching, research, and service), as detailed in Appendix A, and their score in each applicable category will be qualified on a 1-5 scale as follows:

- Outstanding: 5
- Strong: 4
- Satisfactory: 3
- Weak: 2
- Unacceptable: 1

## **B) Evaluation guidelines**

In carrying out annual faculty evaluations, the College Dean will recognize the variety of ways faculty can contribute to the interdisciplinary mission and vision of the PCGS. PCGS supports work that responds to new intellectual questions and compelling human and social challenges. Thus, the guidelines adopt a comprehensive and, yet, flexible model to recognize the full range of teaching, research, and service mandates incumbent on PCGS faculty.

### **1) Research and Scholarship**

This section applies to full-time faculty with research assignment at PCGS. Evidence of scholarship of integration includes published work in refereed academic journals, refereed collections and monographs, especially those specifically designed for interdisciplinary scholarship. Evidence might also include significant publication in non-academic venues both in print and in digital venues such as magazines, institutional websites, lecture series, film. Other evidence of integration includes but are not limited to papers read at professional meetings or institutes; professional testimony at public hearings or for government agencies; grants and fellowships received in support of scholarship and other activity; review articles and reviews published in magazines and journals; and editorships, assistant editorships, and advisory positions on the boards of nationally distributed journals. Evidence of competitive research grants, awards, and intellectual property (patents, copyrights, trademarks, etc) are an integral part of research accomplishment.

### **2) Scholarship and Practice of Teaching**

The scholarship and practice of teaching encompasses engaged classroom, online, and experiential activity and academic publication about pedagogy. Like integration, teaching is a practice that entails synthesizing and communicating new knowledge, making this knowledge meaningful and, often, identifying the need for application. The contemporary practice of teaching also includes innovative engagement with technology and the emerging pedagogical practices relevant to the field of global sustainability.

### **3) Service**

Faculty will be evaluated (as appropriate based on assignment) on their service to the University, to the profession, and to the local, national or global community. Service to the university includes membership on college and university committees. Service to the profession includes, but is not limited to, leadership roles in professional organizations, editing/reviewing articles and journals or membership on editorial boards, and serving on tenure and promotion review for other universities. Service to the community may include work for professional organizations and community and state and federal agencies. It must relate to the basic mission of the College and capitalize on the faculty member's special professional expertise.

## **VI. Faculty Right to Appeal**

Faculty members have the right to appeal the Dean's evaluation by entering into FAIR/FIS their personal response and rebuttal to the Dean's comments.

## **VII. Conflict of Interest**

Employees who are married (or domestic partners) to each other are prohibited from evaluating each other to avoid conflict of interest.

## **VIII. Faculty Responsibilities**

Subject to federal and Florida law and the rules and regulations of The Board of Trustees of the State University System of Florida, the University of South Florida, the Patel College of Global Sustainability, the Collective Bargaining Agreement, and in accordance with recognized professional practices and standards, each faculty member shall have the authority to design the syllabus for each course that he/she teaches, to select appropriate materials, to conduct assigned classes, to evaluate students enrolled in those classes, and to determine grades. However, the academic content and integration of the courses in the College's programs shall be the collective responsibility of the faculty cohort under the leadership of the Associate Dean for Academic Affairs and the College Dean.

## **IX. Faculty Promotion**

Faculty promotion guidelines established by the University of South Florida will be followed. Promotion applications from eligible faculty must be submitted to the College Dean by February 15 of each year. The College Dean will forward the application to the Chair of the Academic Evaluation Committee (AEC) referred in paragraph IV.B above for AEC's assessment and action. The AEC will submit its recommendation to the Dean by March 31 each year and the College Dean will forward his/her recommendation to the Provost by April 20 each year.

## **X. Faculty Recruitment**

In case of a search to fill full-time faculty positions, the College Dean will appoint a search committee from the faculty cohort, and a senior member of the committee will be assigned the role of chair of the search committee. The College Dean may invite faculty from other USF Colleges to serve on the search committee. In searches for faculty on the branch campuses (when the PCGS becomes a multi-campus college), the appropriate Regional Chancellor or designee will serve as a voting member of the search committee.

## **XI. Amendment of Faculty Governance Document**

- A) This governance document may be amended at any meeting of the faculty cohort, provided the specific amendment (in writing) shall have been distributed at least one week prior to the meeting.
- B) A 2/3 vote of the faculty cohort shall be required to amend this document.

## **XII. Faculty review and approval**

The Governance Policy was reviewed and unanimously approved by the PCGS faculty on 9/22/2022. It was approved by Interim Vice Provost Steven Tauber on 10/11/2022.

## APPENDIX A: Points earned and performance achieved for activities and accomplishments at PCGS

RESEARCH		POINTS
<b>Publishing</b>		
Article published in peer review journal	5	
Book published, author/editor (per year, valid for 2 years)	5	
Book chapter published	4	
Article published in conference proceedings	2	
Article submitted to peer review journal	2	
Abstract published in conference proceedings	1	
Technical report submitted	1	
Conference presentation	2	
Conference poster	1	
Event presentation	1	
<b>Grants</b>		
External grant awarded, PI or co-PI	5	
Internal grant awarded, PI or co-PI	4	
External grant participant (project execution)	3	
Internal grant participant (project execution)	2	
External proposal submission	3	
Internal proposal submission	2	
Fellowship award	2	
Fellowship application	1	
<b>Other Research Activities</b>		
Patent licensed	4	
Patent awarded	3	
Patent filed	2	
Research-related award	2	
Invited keynote speaker	2	
Invited speaker/panelist	1	
Guest editor	2	
Peer reviewer per journal/book review (maximum 4 points)	0.5	
Editorial Board Member	1	
<b>Performance in Research</b>		
	<b>Total Points</b>	<b>1-5 scale</b>
Outstanding	20	5
Strong	16	4
Satisfactory	12	3
Weak	8	2
Unacceptable	4	1

TEACHING				
		Instructor Faculty	Research Faculty	
<b>Student Impact</b>				
Course developed (per year, valid for 2 years)	5	5		
Course taught per semester (instructor of record)	1	1		
Course co-taught per semester	0.5	0.5		
Course revision (major)	1	1		
Student evaluation of 4 or higher per course per semester	1	1		
Student evaluation of 3-4 per course per semester	0.5	0.5		
Teaching award	2	2		
<b>Student Mentoring (per student)</b>				
ACE supervisor	0.5	0.5		
Master's thesis major advisor/co-advisor	3	3		
Master's thesis committee member	1.5	1.5		
Ph.D. dissertation major advisor/co-advisor	4	4		
Ph.D. dissertation committee member	2	2		
Ph.D. dissertation defense chair	1	1		
<b>Performance in Teaching</b>				
	<b>Total Points</b>	<b>Total Points</b>	<b>1-5 scale</b>	
Outstanding	20	10	5	
Strong	16	8	4	
Satisfactory	12	6	3	
Weak	8	4	2	
Unacceptable	4	2	1	

SERVICE		
<b>College</b>		
College committee member	1	
Attend faculty/staff meetings (per meeting)	0.4	
Participate in student recruitment activities (per activity)	0.4	
Attend College events (orientation, graduation, alumni, donor) (per event)	0.5	
<b>University</b>		
University committee member	1	
Faculty senate member	1	
Director/coordinator of center/program	1	
<b>Community</b>		
College-approved project with school	1	
College-approved project with business	1	
College-approved project with government	1	
College-approved project with organization	1	
<b>Profession</b>		
Member of professional society	0.5	
Conference organizer/co-organizer	2	
Workshop organizer/co-organizer	1.5	
Member of internal advisory board	0.5	
Member of external advisory board	1	
<b>Performance in Service</b>		
	<b>Total Points</b>	<b>1-5 scale</b>
Outstanding	10	5
Strong	8	4
Satisfactory	6	3
Weak	4	2
Unacceptable	2	1