

**Constitution  
College of Education  
University of Florida  
*February 23, 2015\****

**ARTICLE I - College Governance**

This Constitution is intended to be consistent with the University Constitution, The Florida Administrative Code, and the Board of Regents/United Faculty of Florida Collective Bargaining Agreement. In matters that conflict, the University Constitution and the Florida Administrative Code and the Board of Regents/United Faculty of Florida Collective Bargaining Agreement are the ruling documents. Operating within these contexts and within the provisions of this Constitution, the faculty of the College of Education (COE) has ultimate responsibility for policy development and program planning.

**ARTICLE II - The Faculty**

**Section 1 – Membership**

A. The faculty of the College shall consist of those in tenure accruing ranks (assistant professor, associate professor, professor, distinguished professor, eminent scholar), permanent status accruing ranks (University laboratory school personnel), and non-tenure accruing ranks (lecturer series, assistant-in, associate-in, senior associate in, scholar series, and any of the aforementioned ranks modified by the title clinical). Membership in the faculty shall be through membership in a COE school [1] or P. K. Yonge.

[1] COE school (hereafter school) includes degree-granting schools in the College of Education.

B. Eligible faculty, those persons who participate in faculty governance and vote on matters of college policy, shall consist of those in tenure accruing ranks and non-tenure accruing ranks who contribute to the academic mission of a school and have a full-time appointment during the regular academic year.

C. Courtesy appointments to the faculty may be made, but such faculty members shall not be voting members of the College nor shall they accrue tenure in the College.

D. Faculty within a school may recommend individuals for such appointments as adjunct, affiliate, provisional, courtesy, research, emeritus, and visiting faculty. The rights and privileges of these appointments shall be specified at the time of the appointment. At the option of the school faculty, such appointees may attend, speak, and/or vote on school matters. They may not vote on College matters. An affirmative vote of school faculty is required before an individual can be appointed to emeritus status.

## **Section 2 – Functions**

The functions of faculty shall include but not be limited to:

- A. Establishing requirements for entrance into and graduation from the College and for the degrees to be conferred.
- B. Planning the instructional program, including the College curricula.
- C. Developing College policies.

## **Section 3 - Meetings**

A. Meetings may be called by the Dean, the Chair of the Faculty Policy Council, or by a petition signed by 20 faculty members (as described in Article II, Section 1). At least one meeting shall be held each Fall and Spring Semester. In every instance, the purpose of the meeting shall be stated in the call.

B. The Chair of the Faculty Policy Council will preside at faculty meetings. The Faculty Policy Council Secretary shall serve as Secretary at faculty meetings. The Chair of the Faculty Policy Council shall select a faculty Parliamentarian each year.

C. The Agenda Committee of the Faculty Policy Council shall act as a steering committee to set the time and the agenda for faculty meetings. Any faculty member may suggest items for the agenda of meetings.

D. Except in cases of emergency, faculty shall receive notice of meetings and agendas for meetings at least 48 hours before the scheduled meeting time.

E. A quorum for meetings of the faculty shall be 25 percent of the eligible faculty.

F. No proxies shall be recognized.

## **Section 4 - Councils and Committees**

### **A. Faculty Policy Council**

#### **1. Purpose**

The Faculty Policy Council is the policy-making authority for the College of Education. In this capacity, the Council makes policy with respect to matters that concern more than one school. The Faculty Policy Council shall report its decisions to the Dean and to the faculty at large. Implementation of adopted policies is the responsibility of the Dean. The Faculty Policy Council may, at its discretion, refer specific policy decisions to the eligible faculty for a vote by secret ballot.

## Governing Rules of the Faculty Policy Council

### A. Membership

The Faculty Policy Council consists of members as follows:

(1) FPC shall consist of four voting members from each school who fit the definition of eligible faculty described in Section 1, part B. Annually, two members shall be elected from each school by a college-wide vote of the eligible faculty. Nominations of at least three faculty members shall be made within each school and communicated to the Elections Committee. Each eligible faculty member will cast a vote for two members from each school. The two faculty members within a school who receive the highest vote total will have been elected to the Faculty Policy Council. The faculty member within the same school who receives the third highest vote total will become the designated alternate from that school. When the Faculty Policy Council Secretary becomes Chair, the Chair's school must nominate at least four faculty members. The member with the third highest vote total will serve a one-year term to replace the Chair as a voting member of FPC. The member with the fourth highest vote total will serve as alternate for that school.

(2) Faculty Policy Council members representing the College of Education faculty shall be elected for a term of two years. A term shall commence at the conclusion of the last meeting of the academic year. Terms are to be staggered so that two new members are elected from each school each year. A member, having served one term, is not eligible for re-election until one year has lapsed after the last year of service. Faculty who have served as alternates or on special one year terms are eligible for re-election.

#### (3) Role of the designated alternate

(a) If an elected member cannot attend a Faculty Policy Council meeting, the designated alternate shall attend. If neither the elected member nor the designated alternate can attend, the member shall ask another faculty member from the elected member's school to attend.

(b) When a seat on the Faculty Policy Council becomes vacant, the designated alternate will fill that seat for the remainder of the term. When a designated alternate position becomes vacant, the school in which the designated alternate was a member will elect another designated alternate.

### B. Eligibility of Faculty Members

Eligible faculty in the College of Education may be elected to the Faculty Policy Council. Faculty who are eligible to vote include all faculty of the College. Members of the Dean's staff and School Directors are not eligible for election to the Faculty Policy Council.

### C. Presiding Officer

The Chair shall preside at meetings of the Faculty Policy Council and shall be a nonvoting member. The Chair of the Faculty Policy Council shall have .25 released time (or equivalent

funding that may include a graduate assistant, professional travel, summer salary, and so forth), reached in agreement with his/her chair or director, for the fall and spring semesters. The Chair of the Faculty Policy Council shall attend the Dean's Administrative Council meetings, preside at faculty meetings, and chair the Agenda Committee.

#### D. Chair-Elect

The Faculty of the College of Education shall elect a tenured or promoted non-tenure track member to serve as Chair-Elect of the Faculty Policy Council. The Chair-Elect is a voting member of the Council. The Chair-Elect shall also function as Secretary of the Council. The Chair-Elect of the Faculty Policy Council shall have .25 released time (or equivalent funding that may include a graduate assistant, professional travel, summer salary, and so forth), reached in agreement with his/her chair or director, for the fall and spring semesters. The Chair-Elect shall become the Chair of the Faculty Policy Council the following year. Each School shall be invited to put forward nominations for the position of Chair-elect from their School. Elections shall be held in conjunction with the general FPC Council Elections.

#### E. Operating Guidelines of the Council

(1) Duties of Council Secretary. The functions of the Secretary shall include:

- (a) Keeping minutes of the proceedings of the Faculty Policy Council;
- (b) Distributing minutes of each meeting of the Faculty Policy Council to all faculty members in the College of Education as soon as possible following each meeting;
- (c) Serving on the Agenda Committee;
- (d) Preparing a summary of activities of the Faculty Policy Council each year with distribution to all faculty members in advance of the spring meeting of the College of Education faculty;
- (e) Serving as Chair of the Curriculum Committee;
- (f) Serving as Secretary at faculty meetings.

#### (2) Faculty Policy Council Meetings

All meetings of the Faculty Policy Council are open to the faculty. Only members of the Faculty Policy Council have access to the floor during meetings, except when permission has been granted by consent of the Council or the Agenda Committee. A majority of the voting members shall constitute a quorum. Normally, meetings will be held monthly and cancellation of regular meetings shall be at the discretion of the Agenda Committee. Minutes shall be distributed to the faculty and should a school or ten faculty members question a decision, it may be appealed at the next meeting of the Council. When ten or more faculty still question a decision, they may appeal in writing to the FPC at its next meeting. No decisions will become final until after these appeals have been acted on and decided.

### (3) Amending Council Operating Guidelines

An amendment to the Operating Guidelines of the Council must be approved by at least three-fourths of the voting members at two consecutive scheduled meetings of the Council. A petition of objection to the proposed change, if signed by at least ten faculty members and filed with the Agenda Committee prior to a second scheduled meeting, shall mandate that a special faculty meeting or that a faculty referendum be conducted on the proposal.

### F. Committees

The Faculty Policy Council shall be assisted in its work through standing committees. Standing committees serve one or more of the following functions: 1) advise the Faculty Policy Council on matters of general policy; 2) initiate consideration of policy; (3) assist in implementing policies; and (4) carry-out specific operating functions of the College. The Faculty Policy Council has the option of creating ad-hoc committees/task forces or additional standing committees if there are special needs or on-going functions of the College not being met by present committees. The Dean, in consultation with the Agenda Committee, will choose a representative(s) of the Dean's staff to serve on each committee. One voting faculty member of each committee must be a member of the Faculty Policy Council. Each standing committee shall have two representatives from each School. The standing committee's FPC representative will be counted as one representative. Each standing committee member, including the FPC representative, is a voting member. The FPC representative is responsible for convening the first committee meeting of the year and overseeing the election of a chair from among the voting members. All subsequent meetings will be convened by the committee chair. The Curriculum Committee is an exception to this rule. Its chair, the Chair Elect of the Faculty Policy Council, represents the Faculty Policy Council but is not elected and does not vote.

The number of additional members shall be determined by the Faculty Policy Council as shall the procedures for selecting these members. The committees shall provide a report to the Council at each meeting through their Council representative. For the College Curriculum Committee, the Faculty Policy Council shall appoint student representatives to assist this committee.

- (1) Agenda Committee. The Agenda Committee shall consist of three persons, the Council Chair, Chair-Elect, and one other voting member of the Faculty Policy Council, who is elected by the Council to serve on the Agenda Committee. The Council Chair shall serve as Chair. A nonvoting representative of the Dean's staff selected by the Dean shall meet with the Committee.
- (2)
  - (a) The Agenda Committee shall decide how all matters will be handled by forwarding appropriate actions to the administration, to appropriate agencies or committees, or by establishing ad hoc committees to deal with issues that cannot be addressed elsewhere. Ad hoc committees will be established only for purposes that exceed the charge of the standing committees. The Agenda Committee shall report to the Faculty Policy Council about the disposition of all matters referred to it.

(b) The agenda for each Faculty Policy Council meeting and college-wide faculty meetings shall be prepared and distributed by the Agenda Committee.

(2) Budgetary Affairs Committee. This committee will consist of two people from each school. The role of the Budgetary Affairs Committee is to review, advise, and make recommendations to the Dean of the COE related to budget. The BAC is an advisory group that solicits faculty input and feedback related to budgetary directions proposed by the Dean.

(3) College Curriculum Committee. The College Curriculum Committee shall act for the faculty in matters relating to undergraduate and graduate programs. Specific duties include consideration of new courses, course changes, program changes, and providing oversight of the quality of undergraduate and graduate course and program offerings. The committee shall meet monthly during the Fall and Spring semesters and as needed during the Summer terms. (Course changes, additions, and deletions must be approved by the University Curriculum Committee or University Graduate Curriculum Committee, as appropriate).

(a) Selection. The College Curriculum Committee shall be composed of the Chair-Elect of the Faculty Policy Council who will serve as a non-voting Chair; two representatives from each school; and two voting members consisting of one graduate and one undergraduate student.

(b) Faculty Prerogatives. Any member of the faculty may attend meetings of the Curriculum Committee and is entitled to speak on any proposal. Only Committee members may vote. No proxy votes may be cast.

CCC meeting agendas shall be distributed by the Chair to College faculty via email seven days in advance of meetings. Agendas must list the courses and program changes to be considered at the meeting. The Chair also shall distribute a draft of CCC meeting minutes to the faculty via email within a week of each meeting.

A faculty member may appeal a curriculum committee decision by writing any member of the committee. In response, the committee shall consider the appeal and decide whether to recall the approved proposal. If the committee votes to recall the proposal, it will be re-considered at the next CCC meeting and the result reported in the minutes of that meeting. If the committee votes not to recall the proposal, the individual shall be informed of the committee decision and may appeal in writing to the Faculty Policy Council at its next meeting. No decisions will become final until after these appeals have been acted on and decided.

(4) Diversity and Inclusion Committee. This committee will consist of two people from each school. This committee shall make recommendations regarding policies and matters related to diversity within the College of Education.

(5) Elections Committee. Each year, an Elections Committee consisting of one person from each school shall be appointed by the Agenda Committee (who shall not appoint themselves). Its

duties are to set the time, procedures, tellers, and other mechanisms for conducting elections to the Faculty Policy Council.

(6) Faculty Affairs Committee. This committee will consist of two people from each school. This committee shall be concerned with policies related to promotion, tenure, search and screen, load, in-service development, sabbatical leaves, etc. It shall also make recommendations to the Dean regarding sabbatical leaves.

(7) Lectures, Seminars, and Awards Committee. This committee will consist of two people from each school. This committee shall be concerned with enhancing the climate for scholarly and creative activity in the College of Education. Each year the committee shall schedule lectures and seminars for the presentation of scholarly work and participate in the selection of faculty honored for outstanding teaching and mentoring as well as students honored for outstanding leadership, research, and professional practice.

(8) Research Advisory Committee. This committee will consist of two people from each school. This committee shall make recommendations regarding policies, faculty awards and matters related to research within the College of Education.

(9) Tenure & Promotion Committee. This committee will consist of two full, tenured professors from each school including a voting representative of the Council. Each member shall serve a three-year term. Start dates of terms shall be staggered within schools. The committee members will elect the committee chair. This committee shall make recommendations regarding tenure, promotion, and other related matters (e.g., market equity review) within the College of Education.

(10) Technology & Distance Education Committee. This committee will consist of two people from each school. This committee shall make recommendations and review policies regarding accessibility to and support for the use of technology for instructional, research, and operational purposes. In addition, committee members should:

- (a) Serve as liaisons between their school faculty and technology/distance education administrators by bringing suggestions and concerns from faculty to the committee.
- (b) Share information regarding college and university technology/distance education efforts during school meetings.
- (c) Propose potential solutions to technology/distance education issues in the College in consultation with faculty and administrators.

(11) Long Range Planning Committee. This committee will consist of two people from each school. This committee shall develop long-range plans and recommend priorities for the College of Education. Each year the committee shall examine one or more aspects of the long-range plan of the college and submit a written report with recommendations to the Faculty Policy Council.

## **Section 5 – Elections**

Elections for faculty representation on the Faculty Policy Council shall be held in the spring by ballot. Newly elected members shall take office immediately after the last meeting of the academic year, according to the procedures set forth under Elections Committee above (Article II, Section 4(F(5))).

## **Section 6 - Promotion and Tenure**

Promotion and tenure in the College are governed by the University Constitution, the University of Florida rules found in the Florida Administrative Code, and the United Faculty of Florida Collective Bargaining Agreement.

## **Section 7 - Faculty Rights**

A. Faculty members have the right to know what is required of them in their work and how that work is judged. All principles and procedures on which decisions on tenure, promotion, salaries and increases and evaluations are made, and all results of those decisions shall be made known to the individual faculty member. Faculty members have the right to appeal such decisions in accordance with University procedures. In addition, faculty members shall have access to a summary statement showing the distribution of evaluation results, salary increases, and tenure and promotion decisions. Records on these and other matters of faculty interest shall be readily accessible and shall be given on the request of the individual as provided by law.

B. Pursuant to the United Faculty of Florida Collective Bargaining Agreement, all faculty members, on their request, have the right to see any information about themselves kept in any official files and have the right to reply in writing and place in their files responses to information in their files.

## **ARTICLE III- Administrative Officers**

### **Section 1 - The Dean**

The chief executive and administrative officer of the College shall be the Dean, who may at the same time hold academic rank in one of the schools of the College. The President of the University shall appoint the Dean. In making this appointment, the President shall give consideration to the opinion of the faculty of the College by consultation with a special committee of at least three faculty members elected by the eligible faculty in the College. The Dean shall be responsible to the President for the administration of the College and shall be the agent of the faculty for the execution of educational policy. The service of the Dean shall be reviewed annually by the faculty. The Dean may create ad hoc committees to achieve specific administrative tasks not designated to other committees by this Constitution.

### **Section 2 - Associate and Assistant Deans**

The Dean of the College, as the President's designee, shall appoint such Associate and Assistant



Deans and other administrative officers of the College as deemed necessary after seeking faculty input on each position. The duties and responsibilities of such Associate and Assistant Deans shall be determined by the Dean to provide for the execution of College policy. The service of the Associate and Assistant Deans shall be reviewed every two years by the faculty.

### **Section 3 - Dean's Administrative Council**

The Dean's Administrative Council (DAC) shall be composed of the Directors of Schools, Director of P. K. Yonge, Associate and Assistant Deans, and others at the discretion of the Dean. The DAC shall meet with the Dean to work on problems relating to administration of the College. The Chair of the Faculty Policy Council shall attend meetings of the DAC.

## **ARTICLE IV - Schools, Divisions, Service Agencies, and Institutes**

### **Section 1 - Schools**

A. The faculty shall be organized into schools for purposes of program development and implementation. The formation or abolition of a school, or its consolidation with another school shall require approval of the eligible faculty following the procedures prescribed in Article IV, Section 3. Transfer of a program from one department to another shall require approval of the faculty in the affected schools. A majority vote of the eligible faculty in each school shall be required for approval.

B. Each school shall have a Director. Selection of the Director shall be in accord with the University Constitution and appropriate provisions of University rules. The service of the Director shall be reviewed annually by the Dean in consultation with the departmental faculty.

C. The work of the schools shall be reviewed and evaluated at least once every five years, in accord with the University Constitution.

### **Section 2 - Service Agencies, Institutes, and Centers**

Service agencies, institutes, and centers shall be established as necessary to assist the College in its teaching, service, and research programs.

### **Section 3 - Procedures for Establishing or Ending a School or Division.**

The Dean, or any group of six or more eligible faculty, may petition the faculty for the establishment or abolition of a school. The petition shall be referred to the Faculty Policy Council for study and recommendation. The eligible faculty, in a general meeting, shall vote by secret ballot on this recommendation. If a two-thirds vote of the eligible faculty at that meeting approves, the proposal then shall be sent to the proper University bodies for action.

## **ARTICLE V – Searches for Tenure-Track or Tenured Faculty**

Searches for tenure-track or tenured faculty, excluding searches for directors, shall be conducted by the school in which the faculty member shall hold academic rank. The school Director shall appoint a search committee consistent with College and University guidelines for such committees. After consultation with the school faculty and Director, the search committee shall nominate at its discretion one candidate, or present a ranked or unranked list of acceptable candidates, to the Dean for approval. In those instances in which the school Director does not concur with the search committee's nomination, the school Director's dissenting report shall be forwarded to the Dean along with the search committee's nomination. In the event that the candidate(s) is unacceptable to the Dean, or declines the offer, the Dean shall request from the search committee the name(s) of other acceptable candidates.

## **ARTICLE VI – Amendments**

These articles may be amended by a two-thirds vote of the eligible faculty present at any regular or special meeting, provided that written notice and the text of the proposed amendments are sent to the faculty at least one month prior to the meeting at which such action is to be taken. Amendments shall be effective when written notice of the adopted changes is sent from the Chair of the Faculty Policy Council to all faculty. Such notice must be given within two weeks after the date the amendments have been adopted.

## **ARTICLE VII – Rules**

When conducting business of the College, Robert's Rules of Order shall be followed.

## **ARTICLE VIII - Effective Date**

This Constitution shall become effective upon written notice from the office of the Dean after it has been adopted by a two-thirds vote of the eligible faculty attending a regular or special meeting at which it has been considered. Such notice must be given within two weeks after the date the Constitution has been adopted. The provisions of this Constitution shall not be used to change personnel assignments in force at the time of its adoption. Those assignments shall be made consistent with the Constitution at the first time a normal vacancy occurs.

*\*Constitution Originally Adopted: October 12, 2009. Amended: November 25<sup>th</sup>, 2013 and February 23<sup>rd</sup>, 2015.*