

# College of Arts and Sciences Governance Document

## PREAMBLE

The College of Arts and Sciences (CAS) at the University of South Florida (USF) is a community of scholars dedicated to the idea that educated people are the basis of a just and free society.

CAS is the USF unit organized to provide general education, to offer curricula of study and research, and to grant degrees in the liberal arts and sciences. CAS is central to the academic mission of USF. The advancement and dissemination of knowledge in the humanities, social sciences, natural and mathematical sciences and related interdisciplinary fields by CAS constitute the intellectual foundation of the entire University. As such, research and teaching in CAS are the basis of all of the applied and professional schools at USF. CAS is a diverse College that supports strong disciplinary and interdisciplinary research and teaching. As part of the overall goal of a strong liberal arts education within a unified College, CAS will endeavor to maintain cohesion while supporting collaboration across departmental boundaries.

CAS Faculty are dedicated to preserving standards of excellence and to enhancing quality in all graduate and undergraduate programs of study and research. CAS Faculty recognize that the College's mission and goals can be achieved only through an acknowledgment of the principles of shared governance. The fundamental premise of this document is that a relationship based on mutual respect, transparency, and clarity of roles exists among CAS Faculty, staff and students, and in particular between those Faculty named as College administrators and Faculty whose activities are focused primarily on teaching and research. The governance process should be efficient and aim to include broad Faculty participation. The College of Arts and Sciences recognizes the principles of equity of assignment, resources, and opportunities of faculty across a multi-campus university.

### Statement on Academic Freedom

Universities are institutions based on the principle of Academic Freedom. This constitutes the freedom to discuss all relevant matters in the classroom; to explore all avenues of scholarship, research, and creative expression; to speak freely on all matters of university governance; and to speak, write, or act as a public citizen without institutional discipline or restraint. Protection of academic freedom shall be a cornerstone of CAS policies and procedures.

### Statement on Collegiality

The fundamental premise of this document is that all CAS Faculty, students, staff and

mission of CAS in a collegial manner. Collegiality among and between Faculty, staff, and students is required behavior in the College. Faculty, staff, and students shall not speak to each other, or about each other, in a discourteous manner in public settings. Faculty, staff and students shall not use language or exhibit behavior that denigrates people for their age, class, disability, ethnicity, gender, gender identity, religious affiliation, national origin, citizenship, or sexual orientation.

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## CONSTITUTION

This Constitution is intended to be consistent with US Federal and Florida State law, the University Constitution, the rules and regulations of the Florida Board of Governors (BOG) and the University of South Florida Board of Trustees (BOT), the USF Senate, and the Collective Bargaining Agreement concluded between USF and the USF chapter of the United Faculty of Florida (UFF). In the event of any conflict, US Federal and Florida State law, the University Constitution, the policies and regulations of the BOG, the BOT, and the USF Senate, and the USF/UFF Collective Bargaining Agreement take precedence over this document.

Operating within these contexts, CAS Faculty and the College administration, headed by the CAS Dean, have responsibility for policy development and program planning.

The College Dean shall represent the interests of CAS to the USF central administration. The College Dean shall oversee and allocate the human, financial, and material resources of CAS among the various Departments and allied units comprising CAS.

The Faculty of the College are defined in this Constitution and Bylaws as consisting of all individuals who hold a majority FTE appointment in the College and who hold the rank of tenure-track or tenured assistant, associate or full professor or continuing full-time instructor (at all three levels); research assistant, research associate, or research full professor; or research associate in the Schools, Departments, Centers, or Programs that belong to the College. Beginning in their respective Departments, Centers, Institutes or Programs, CAS Faculty have primary responsibility for such fundamental areas as teaching (including curriculum as well as subject matter and methods of instruction); research, scholarship, and creative activity; and standards and procedures for admission of students into degree programs. Faculty set the degree requirements, determine when the requirements have been met, and otherwise qualify students and recommend them to the appropriate University entities to grant the degrees thus achieved.

CAS Faculty reserve the prerogative to question the actions of any administrative officer of the College. In keeping with the USF Principles of Academic Freedom and Responsibility (Policy # 10-050), the "professional judgments of Faculty members are of primary importance" when academic decisions and structures are proposed and implemented.

Faculty governance in USF's CAS operates within six major structures:

- I. Office of the College Dean:  
The Executive Officer of CAS shall be the College Dean, who shall also be a tenured member of a Department of CAS. The College Dean, in consultation with the Provost and branch campus leadership, may appoint Campus Deans,



Bargaining Agreement, and the CAS Governance Document take precedence over this document.

Departments may petition the College Dean to join or leave a School utilizing the process detailed in SUS Policy #10-055 Policy & Procedures for Proposed Changes in Academic Units of the University of South Florida System. The authority to grant or to deny permission to Departments to leave a School, to join another School, or to form a new School, resides with the College Dean, in consultation with the Schools affected by these moves, as well as with the Faculty Council.

- VI. Departments, Programs, Centers, and Institutes:  
Departments govern themselves through their own governance documents. These need to be consistent with US Federal and Florida law, the University Constitution, the rules and regulations of the BOG and the BOT, the USF Senate, and the Collective Bargaining Agreement concluded between USF and UFF, and the CAS Governance Document as well as the Governance Document of their School. Typically, Departments consist of a Chair, a Campus Chair where appropriate,



1. The Faculty Assembly shall receive and consider reports from the College Dean, the Faculty Council, and the Standing Committees. It shall receive petitions and requests from CAS Faculty. In its role as collective council for the Faculty as a whole, the Faculty Assembly shall be informed about, and monitor the activities of, the Faculty Council and the Office of the College Dean on College-wide matters.
  2. The College Dean, Campus Deans, or the College Dean's administrative associates may be censured by a two-thirds majority vote of the entire CAS Faculty following a Faculty Assembly meeting called by the Faculty Council for that purpose. Secret balloting by CAS Faculty shall be conducted by the Faculty Council, and the results and a recommended course of action shall be presented by the Council to the College Dean and the Provost.
- c. Meetings:
1. The Faculty Assembly shall meet at least once by the end of the Fall Semester and at least once by the close of the Spring Semester.





d. Powers and Functions:

1. The Faculty Council advises the College Dean on any matter of concern to CAS, including budget and policy. It addresses issues brought to it by the College Dean and the College Dean's representatives and raises issues for the College Dean's consideration. It also receives petitions from Faculty and encourages Faculty suggestions. It receives written reports from the CAS Standing Committees on their actions during the previous Fall and current Spring terms. It may also advise the CAS Standing Committees, Faculty Committees within any of the administrative structures of CAS, and the whole Faculty on any matter of concern to CAS.
  
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graduate student and one undergraduate student. It will be in dialogue with University librarians and staff to discuss the university library's resources, including information and other technology resources, and policies governing their use. It consults with and advises University Librarians and their staff on priorities in terms of acquisitions and maintenance of collections.

8. Undergraduate Committee. Each School Undergraduate Committee will select three of their Faculty members to serve on the College Committee. The College Committee will meet, discuss, and vote on courses proposals

among various departments. It shall make recommendations to the appropriate individual or body regarding curricula, advising, and all other issues relevant to graduate education in the College. If the School or College Committee is unable to complete reviews and recommendations in a timely fashion, then the College Dean's Office may forward curricular proposals to the next level of review to meet calendar requirements.

10. Tenure and Promotion Committee. Each School Tenure and Promotion Committee, comprised of tenured Faculty, will select two of their number (including at least one Full Professor), and one tenured Faculty member in their School who is not serving on the School Tenure and Promotion Committee, to serve on the College Committee. The College Committee shall make recommendations to the College Dean regarding all College candidates both for mid-tenure review and for tenure and/or promotion. The College Dean shall convene School and College Committees' initial meetings at a time early enough for them to complete their work prior to the College Dean's recommendations to the Provost. School and College Tenure & Promotion Committees will follow the CAS Tenure & Promotion Procedures.
11. Instructor Promotion Committee. This Committee consists of seven continuing Senior Instructors (Level 2) or Master Instructors (Level 3), or tenured or tenure-earning Faculty, of whom two will be members from the School of Natural Sciences and Mathematics, two from the School of Social Sciences, two from the School of Humanities, and one from the Professional Departments. When a candidate from a branch campus is considered, a representative from that branch campus must be included in the seven members. The Committee shall make recommendations to the College Dean regarding candidates who are eligible for promotion under the guidelines for the Career Path for Instructors (both instructional and non-instructional). The Committee shall review

