College of Behavioral & Community Sciences
Governance Document
Revised February 21, 2020, March 30, 2020

Preamble

The College of Behavioral & Community Sciences (CBCS) was formed in July 2008 and represented a union of departments/schools previously under the administrative authority of either the College of Arts and Sciences or the Louis de la Parte Florida Mental Health Institute. In October 2019, CBCS became part of a consolidated One USF and now represents a multi-campus college by union of academic departments/schools previously under the administrative authority of either Sarasota-Manatee, College of Liberal Arts and Social Sciences (CLASS) or St. Petersburg, College of Arts & Sciences.

A community of faculty dedicated to excellence in instructional/teaching activities, research, and service is central to the mission of the CBCS. Therefore, it is necessary

A. The College Dean, in consultation with the Regional Vice Chancellors (when involving branch campuses), CBCS Faculty and the Provost, may appoint Associate and Assistant BCS College Deans and other administrative staff to assist in the administration of CBCS.

B. The duties and responsibilities of the BCS College Dean and the BCS College Dean's administrative officers shall be defined in collaboration with the Provost and President of the University of South Florida.

C. The BCS College Dean and the BCS College Dean's administrative staff shall solicit the opinions and advice of Faculty and the Regional Vice Chancellors (when involving the

appointment, tenure, promotion policies/procedures, faculty reward systems; and budgetary review and strategic planning related to academic/research policies and procedures.

2. According to USF Consolidation Handbook Volume 2 Regional Chancellors have clear responsibility and accountability (i.e., "authority") for academic and budgetary decisions, including:

   A. Responsibility and accountability for decision-making regarding branch campus academic programs, in collaboration with BCS College Deans and CBCS faculty members;

   B. Responsibility and accountability for campus academic performance outcomes;

   C. Responsibility and accountability for assessing and planning future CBCS faculty needs at branch campuses;

   D. Responsibility and accountability for assessing CBCS faculty and promotion decisions on branch campuses;

   E. Responsibility and accountability for providing equitable support services for all CBCS students, faculty and other personnel on branch campuses, including local support for research, scholarly and creative activity, as well as professional development opportunities;

   F. Responsibility and accountability to propose and implement branch campus budgets, taking into consideration distinctive student demands and local workforce needs;

   G. Responsibility and accountability to lead daily branch campus operations, including campus safety, emergency preparedness/response and external affairs such as fundraising and local community partnerships, and

   H. Serving on the President's Cabinet and as ex-officio members of the USF Foundation Board.

Article II. The Units of the College:

The college consists of departments/schools, the Louis de la Parte Florida Mental Health Institute, and a variety of centers.

A. Departments and Schools:

CBCS consists of academic Departments and Schools. The Chair/Director is the chief academic and administrative officer of the Department/School and reports to the BCS College Dean. The duties and responsibilities of the Chair/Director are defined by the BCS College Dean and typically include: providing leadership

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1. Originating policy related to academic and scholastic matters, academic ethics, and research;

2. Acting jointly with administration in making recommendations related to policies and procedures for faculty appointment, promotion, tenure, reward systems, discipline and termination; student conduct and activities; budgetary review and strategic planning as related to academic/research matters; selection and review of academic administrators; and policies concerning the general academic welfare of the CBCS; and

3. Ensuring that faculty members, through the CBCS and CBCS Department governance structures, are included at all stages of the process of making/reviewing academic/research policy, developing curricula, selecting and reviewing administrators, making budgetary decisions related to academic/research matters, and all other areas relevant to the academic functioning of the CBCS.

B. The CBCS Faculty Council shares with the BCS College Dean's Council the responsibility of advising the Dean on matters related to academic and research policies and procedures of the CBCS, faculty appointment, tenure, promotion policies/procedures, faculty reward systems, and strategic planning.

C. The CBCS Faculty Council is responsibo TT2 1 T5d

6. Preparing ballots and overseeing voting on amendments to the CBCS Faculty Governance Document and other elections related to the implementation of the CBCS Governance Document;
7. Soliciting faculty input regarding the academic affairs of the CBCS including compliance with the faculty governance processes; the CBCS Faculty Council shall provide for a review of the implementation of the Faculty Governance Document at least once every five years to determine if changes are needed;
8. Responding to issues raised by the CBCS faculty related to the shared governance process;
9. Selecting a member of the CBCS Faculty Assembly to serve as Parliamentarian; the Parliamentarian does not need to be a member of the CBCS Faculty Council.
10. Other duties relevant to the academic functioning of the CBCS.

E. The CBCS Faculty Council shall consist of representatives elected from the membership of the CBCS Faculty Assembly. Each CBCS Department/School will elect one representative; however, each department and school shall also ensure that branch campus faculty have adequate representation. The CBCS Chairs and Unit Directors are responsible for comprehensive communication with all CBCS Faculty across campuses. In instances where units are geographically distributed, unit procedures should include methods to ensure equitable and appropriate participation by CBCS Faculty throughout the units. In addition, an alternate will be selected from each CBCS department using the process consistent with their governance procedures. Only one person from each CBCS Department/School will attend CBCS Faculty Council meetings and vote. For purposes of continuity, both the CBCS departmental representative and the alternate will receive communications relevant to the work of the CBCS Council. Departments/Schools within CBCS are encouraged to attend to diversity in rec the

H. The members of the CBCS Faculty Council shall serve two-year terms. Full members may only serve two consecutive terms (i.e., four consecutive years)

determined by the CBCS Faculty Council in consultation with the BCS College Dean.

3. The BCS College Dean and Associate/Assistant BCS College Deans may serve on committees as ex officio members but may not serve as CBCS voting members.
4. The eligibility and role of CBCS Department Chairs and Directors on committees will be determined by the CBCS Faculty Council in relation to the purpose and function of each CBCS committee, and relevant university policies. Nothing in this document prohibits the CBCS Faculty Council from including CBCS Department Chairs on committees as voting or non-voting members.
5. Nothing in this document precludes the establishment of CBCS

Bargaining Agreement (https://www.usf.edu/hr/documents/employment-resources/employee-labor-relations/uff-collective-bargaining-agreement.pdf)

Article VI: Standing Committees

The CBCS Standing Committees shall include: the CBCS Tenure and Promotion Committee for Tenured/Tenure-track faculty; the CBCS Promotion Committee for Research Faculty; the CBCS Promotion Committee for Faculty Associates; the CBCS Promotion Committee for Instructors; and the CBCS Curriculum Committee.

The latest version of Robert's Rules of Order shall govern the organization and conduct of the CBCS Standing committee meeti

members. Ideally, members should be CBCS Professors, although tenured CBCS Associate Professors, preferably with at least three years in rank can also be included. Faculty must exclude themselves from discussion and voting on candidates for tenure and promotion from their own CBCS departments or schools, or in cases of conflict of interest. Committee members shall not vote on applications for promotion to a rank higher than that which they themselves hold within CBCS. There must be a minimum of three voting CBCS members for each candidate. If there are insufficient CBCS members to vote on a candidate, additional CBCS faculty may be appointed as ad hoc members for that candidate by the BCS College Dean subject to final approval by the CBCS Faculty Council.

This committee shall make recommendations to the BCS College Dean regarding all candidates for tenure and promotion. It shall be convened by the BCS College Dean for its initial meeting at a time early enough for it to complete its work prior to the BCS College Dean's recommendations to the Provost. The committee shall review candidates Vitae and references, Chair and departmental recommendations, and all other relevant materials. Recommendations shall be made on the basis of the CBCS's and University's criteria for tenure and promotion.

The CBCS Chairs and Unit Directors

Membership of the CBCS Research Council shall consist of one representative from each CBCS Department or School in the college, and at least one member from a branch campus, appointed by the CBCS Faculty Council and BCS College Dean. The BCS College Dean may appoint at-large faculty members representing broader constituencies, such as Centers or Institutes in the college, to serve as ex officio members. In order to be eligible, CBCS faculty must have demonstrated productivity in research or other creative activity, have accessed research support infrastructure, and be willing to network with other researchers in their units. Research Council members serve three-year terms (

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