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PREAMBLE AND MISSION STATEMENT

In accordance with the requirement of the College Behavioral and Community Sciences (CBCS) at the University of South Florida, the following provisions represent the Governance Document of the School of Aging Studies (SAS). Unless amended, as provided for herein, these provisions shall serve as rule guidelines for the conduct of the major routine or contingent activities that constitute the normal operation of the SAS.

The primary mission of the SAS is to maintain excellence in applied aging research and education. The SAS conducts research that is aimed at improving the well-being of older adults.

state and federal agencies, and other units at the University of South Florida. Service activities include lectures, workshops, consultations, memberships on boards and committees, and other efforts to promote knowledge about aging and improve the well-being of older persons. Our highest priority for service activities are those that enhance our primary mission of recognition as a center for excellence in applied aging research and education.

Florida Policy Exchange Center on Aging: FPECA is a research center housed within the SAS charged with informing policymakers, media representatives, students, researchers, and advocates on policies, programs, and services for older adults. The activities of the FPECA include

II. MEETINGS

- A. Regular meetings of the SAS shall be held at least 3 times during each of the Spring and Fall semesters. Faculty members may participate either in person or via virtual attendance. Faculty members not in attendance cannot provide votes, but can provide statements of their opinions for others to consider if unable to attend.
- B. Other meetings may be called at other times by the SAS Director or by any three members of the faculty.
- C. Notification of all meetings, regular and special, will be by written memorandum or e-mail, distributed to all members of the SAS at least one week before the meeting. The agenda is available on the SAS website.

III. ADMINISTRATION

A. SCHOOL OF AGING STUDIES DIRECTOR

1. Selection:

The SAS Director, who should be a tenured faculty member at the Associate Professor level or higher, will be selected by the Dean of the College from: 1) a national external search, in accordance with standard USF procedures, and/or 2) an internal search whereby a senior faculty member of SAS may be recommended by the faculty. SAS faculty will provide input to the CBCS Dean as described in detail below.

2. Term of Office:

The normal term of office for SAS Director will be three years. A SAS Director is eligible to succeed him or herself if (s)he so desires, the faculty members so indicate, and the Dean concurs.

During the penultimate year of the SAS Director's term in office, the Faculty Evaluation Committee will meet during the Spring Semester to consider a recommendation for reappointment. If such consideration does not occur during the penultimate year, it should be undertaken as early as possible in the final year of the SAS Director's term.

During the Faculty and Evaluation Committee meeting, the Committee shall entertain nominations for SAS Director, including the name of the current SAS Director. All tenured members are eligible to be nominated but may withdraw

B.

3. Duties of the Director of the FPECA include:
 - a. Serving as the chief administrative officer of the FPECA. The FPECA Director shall administer the operation of the FPECA consistent with the policies of the University, the College, and the School.
 - b. Promoting the applied research, policy analysis, program evaluation, and training activities of students and faculty of the School, College, and University.
 - c. Supervising the administration of all Centers within the FPECA.
 - d. Developing and maintaining working relationships with policymakers and administrators at all levels of government, with representatives of the media, with private sector providers of health and long term care services, housing and employment services, social services and with advocates for the elderly. These relationships including consultation with stakeholders should be designed to identify high priority policy issues and serve as a conduit for the dissemination of research findings and policy recommendations from the FPECA.
 - e. Preparing an annual report on FPECA for the Provost and College Dean.
 - f. Preparing an annual report on FPECA research, information dissemination and education and training activities for review by the SAS Director as a part of his/her Annual Faculty Evaluation.

D. DIRECTOR OF UNDERGRADUATE STUDIES

will assign advisees to faculty members. These duties may be delegated to staff as appropriate. The Graduate P

I. ACTING DIRECTOR

When the Director is traveling or otherwise unavailable, he/she will appoint an Acting Director who is authorized to assure the completion or routine business of the School. This Acting Director will generally be chosen from faculty with one of the other ad 620.lla g 0 G [(t00 0 0 1 144.05 605.95 Tm 0 g 0 G [(o)6cle3 605.95 T

designate which of these supplemental faculty members will be asked to participate.

The SAS Tenure and Promotion Committees will meet only during years in which faculty members are applying for tenure and/or promotion, or mid-tenure review.

For faculty members who are not yet applying for tenure, but who are on a tenure track and scheduled for mid-tenure review by the CBCS, the Tenure and Promotion Committee will provide such review, upon receipt of the required materials packet from the faculty member. The Committee will make its written recommendation to the SAS Director, who will make it available to the individual faculty member for review prior to its submission to the Dean's Office.

2. Duties:

- a. Collect materials, review supporting documents, and make recommendations to the Director on candidates for promotion and tenure.
- b. Collect materials, review supporting documents, and make recommendations to the Director on candidates for pre-tenure review of nontenured faculty members.

C. HONORS AND AWARDS COMMITTEE

1. The Assistant Director for Academic Affairs will chair this committee. The Honors and Awards Committee will consist of other faculty or staff members as designated by the Director.
2. This Committee will be responsible for the administration of any honors, awards, or scholarships conferred by SAS including but not limited to the Dick Rotsell Memorial Endowed Scholarship in Gerontology, the Harold L. Sheppard Memorial Scholarship, and the Wiley P. Mangum Scholarship.
3. In the cases of the Sue Saxon Outstanding Teaching Award, and the Wiley Mangum Outstanding Service Award, the Director of the SAS will recommend at least two individuals for these honorary awards. The Committee will have final decision-making authority on selecting the recipient of these awards and need not limit its choices to the nominees of the Director.

D. EXECUTIVE COMMITTEE

1. The SAS Executive Committee will be led by the SAS Director, and will also include the Associate Director. The Executive Committee will also include a third member, elected by the faculty, with eligibility including tenured faculty members at the Associate Professor level or higher.
2. The Executive Committee will meet at least quarterly and when so requested by the Director, and shall advise the Director on the major activities of the School, including policy, personnel, and budget issues. The Executive Committee will also advise the Director on matters that require input from the full faculty membership.

V. AD HOC COMMITTEES

A. FACULTY SEARCH COMMITTEE

1. The committee shall consist of at least three full time faculty members appointed by the SAS Director at his/her discretion. An effort will be made to appoint members who have expertise in the area of specialization of the position being filled. The committee will elect its own Chair
2. Duties:
 - a. The Faculty Search Committee Director will immediately consult with the Office of Personnel and Equal Opportunity in the Dean's Office to ensure compliance with all Human Resources rules and regulations.

will not participate as members of the Faculty Evaluation Committee, but all faculty members will participate in evaluation of the Director.

c. Faculty members who are on sabbatical or for other reasons cannot participate in meetings concerning annual evaluation must complete annual report materials, but will be evaluated only by the Director.

d. Discussions related to faculty evaluation must be open and honest, in an atmosphere in which all positive and negative comments can be considered. Faculty should not suffer recriminations for providing honest opinions at committee meetings. All discussions and deliberations of the Faculty Evaluation Committee and the Tenure and Promotion Committee are to be kept confidential. Feedback to faculty members about Committee discussions should be summarized in written comments, which will include both positive and negative feedback offered by the members of the Committee and will be communicated to the faculty member exclusively by the Committee Chair.

e. Ratings used to summarize evaluations must be supported in writing and their bases documented. When written evaluations are produced by a Committee, the Chair of the Committee must circulate a draft of written evaluations for approval by other committee members before these are finalized. Further, in cases where significant disagreement exists with re

function well, and the community to benefit from faculty members' expertise. The SAS Director and Faculty Evaluation Committee should do their best to take into account relatively "hidden" activities that are of great value to the SAS, such as informal advising of students. In addition, service that increases the visibility of the SAS within USF, nationally, or internationally is of special value.

Faculty members should do their best to document service activities, and can use the "Statement" portion of the evaluation to describe these efforts.

d. Other procedural issues

The SAS Director will assure the timely distribution of the required activity reporting forms and will set forth a timeline for submission of materials and their review during each Spring semester. The SAS Director will appoint an Interim Committee Chair who will arrange for the scheduling of meetings of the Faculty Evaluation Committee, and the Tenure and Promotion Committee. Prior to Faculty Evaluation Committee meetings, and Tenure and Promotion Committee meetings, committee members must review all submitted materials. The committee meetings should involve discussion of materials reviewed in detail prior to the meeting. It is the obligation of each committee member to be familiar with material submitted for review prior to the meeting.

Faculty members who are being reviewed by the Faculty Evaluation Committee must absent themselves from discussion and voting on their own case.

Faculty ratings, and recommendations for tenure and promotion, must be approved by majority vote of committee members present. Secret ballots will be used for votes on faculty ratings, and recommendations for tenure and promotion. For votes on Tenure and Promotion, the final voting tally should be recorded and included in the report from the Committee.

When the SAS Director has completed his/her annual evaluation of faculty members, these will be delivered to the SAS staff. Similarly, when the Faculty Evaluation Committee has completed its reviews, these will be submitted to the

Faculty members have a right to add comments to the evaluations they have received by the SAS Director and/or the Faculty Evaluation Committee before these are forwarded to Comm

Faculty members may also reduce their teaching obligations through funded grants and contracts. As a guideline, 9-month faculty may reduce their teaching obligation by one course by covering 10% of their 9-month salary (in addition to summer salary) from grants and contracts. To further reduce their teaching obligations, 9-month faculty may reduce their teaching obligation by two courses by covering 25% of their 9-month salary (in addition to summer salary) from grants and contracts. For faculty members on 12-month appointments, reduction of teaching assignment will be possible through coverage of a similar percentage of their 9-month equivalent salary.

The Director will consider faculty member requests to distribute their teaching obligations in individualized patterns throughout the academic year. For example, a faculty member may request reduced teaching during the Fall or Spring semester and teach an equivalent course during summer.

2. Assigned duties

a. Instructional assignment

Can range from 0-100%; typical assignment for ranked faculty member will be 50% unless the faculty member has unusual administrative or research obligations.

b. Other instructional assignment

Can range from 0-25%; typical assignment would vary considerably. May be higher for the Director, Associate Director, Assistant Director or other faculty heavily involved in curriculum review and revision.

c. Academic advisement

Can range from 0-50%; typical assignment 10%. Higher for faculty coordinating a heavily enrolled program or track with related advising responsibilities.

d. School of Aging Studies research

Can vary from 0-50% for tenured and tenure track faculty and can be higher for research faculty. The upper range will generally be reserved for non-tenured, tenure track faculty members during their first three years. In unusual cases, high assignments can be used when the Director regards it as advantageous to assign more research time to a faculty member to assist in the generation of grant proposals, or to support a faculty member's research program during transitions between grants.

e. Organized research

VII. REVIEW OF AND AMENDMENTS TO THIS DOCUMENT

This Statement of this SAS Governance shall be reviewed at least every 5 years from the date of the last review.

This Statement of SAS Governance may be amended in part or in whole at any regular meeting of the SAS faculty provided the specific amendment in writing or email shall have been distributed with the agenda of the meeting at least one week prior to the meeting.

A 2/3 majority vote of the total voting faculty is required to amend this document in part or in whole. SAS Staff will keep a copy of this Governance Document, both in hard copy and computer file formats.

VIII. APPENDIX, SPECIFIC POLICIES AND PROCEDURES RELEVANT TO THE SCHOOL OF AGING STUDIES

A. ACADEMIC GRIEVANCE POLICY AND PROCEDURES
The SAS policies and procedures are consistent with those approved by the Faculty Council of the CBCS and with the University policy (USF Policy 10-002), to wit:

1. "An academic grievance is a claim that a specific academic decision or action that affects that student's academic record or status has violated published policies and procedures, or has been applied to the grievant in a manner different from that used for other students. Grievances may relate to such decisions as the assignment of a grade seen by student as incorrect or the dismissal or failure of a student for his or her action(s). Academic grievances will not deal with general student complaints." (USF Policy 10-002, II).
2. Resolution of Academic Grievances at the School level:
 - a. The student must first make a reasonable effort to resolve his or her grievance with the instructor involved, with the date of the incident triggering the start of the grievance process. Examples of such incidents would be the issuance of a grade, or the receipt of an assignment; the instructor should make a reasonable attempt to discuss and attempt to resolve the issue.
 - b. If the situation cannot be resolved, or the Instructor is not available, the student must file a notification letter within three weeks of the triggering incident to the Director of the SAS (henceforth, the Director). The letter should include a concise statement of particulars and must include information on how, in the student's opinion, University system policies or procedures were violated (email communications are acceptable). The Director will provide a copy of this statement to the instructor, who may then file a written response to the grievance.
 - c. The Director will then consult, individually or jointly, with the student and the instructor to see if the grievance can be resolved. If the grievance can be resolved, the Director will provide a statement to that effect to the student and the instructor, with a copy to the

request from the student to advance the grievance to the College level. Should the student not file a written request within the three week period, the grievance will end.

- e. If the grievance concerns the Director or other officials of SAS, the student has the right to bypass the School level process and proceed directly to the College level.
- f. Should an academic grievance reach the College level, academic grievance procedures will then be guided by the CBCS Governance Document.

B. PROFESSIONAL CONFLICT RESOLUTION

- 1. In the event of a conflict between two or more faculty members on any matters not covered by the Collective Bargaining Agreement, the Director of the SAS will make a reasonable attempt to resolve the matter. If the situation is not resolved, written materials summarizing the matter will be referred to the CBCS Faculty Council, which may constitute an ad hoc committee to resolve the issue, in accordance with Article IV, Section D(3) of the CBCS Governance Document. If the situation is not resolved at the Faculty Council level, the matter will then be referred to the Dean's Office.
- 2. In the event of a conflict between the faculty and the SAS Director, written materials summarizing the situation will be submitted to the CBCS Faculty Council, which may constitute an ad hoc committee to resolve the issue, in accordance with Article IV, Section D(3) of the CBCS Governance Document. If the situation is not resolved at the Faculty Council level, the matter will then be referred to the Dean's Office.

C. POLICY FOR DETERMINATION OF MERIT SALARY INCREASES

In the event that the current Contract does not specify the means by which merit salary increases are calculated, the following procedures will apply.

- 1. When available and not otherwise prescribed, merit salary money will be distributed solely on the basis of average evaluations, weighted by percent effort, of the Director and Faculty Committee. That is, faculty receive separate evaluations for each area to which effort is assigned (e.g., research, teaching, service). Their overall evaluation number is weighted by what percentage effort they have in each area. Then the averages of the Faculty Committee and Director are computed.

2. If for any faculty members the merit increase determined by the calculation above is less than the contractual minimum raise, these faculty members will receive the minimum required raise, and raises for other faculty members will be recomputed.

D. POLICY ON ALLOCATION OF SUMMER TEACHING FUNDS

The SAS receives an annual allotment from CBCS to fund summer teaching. We must use these funds to optimize SCH production, and to serve the needs of undergraduate and graduate students. In addition, summer teaching funds can serve as an important supplement to regular month faculty members' salaries, up to the amount allowed by University rules


In the absence of directions from the Provost or CBCS Dean, SAS Director will fund as many regular-month faculty members as possible to teach during the summer term. Additional courses may be taught for pay by adjunct faculty members or graduate assistants. In addition, faculty members on month appointment may teach during the summer without additional compensation. In some instances, faculty members on month appointments may elect to teach part of their regular 9month load during the summer (under normal circumstances) as a way of freeing up time during Fall and Spring semesters for other activities, if this is approved by the Director.

In the event that there are more-month faculty who wish to teach for extra salary over the summer than there are available positions, the SAS Director will use the following criteria, in order, to select faculty to teach:

1. The faculty member must be capable of teaching a course that is likely to generate significant Student Credit Hours during the summer term.
2. Faculty who did not teach a course for pay during the previous summer, who meet criterion #1, will receive the highest priority to teach.
3. Among faculty who did teach the previous summer, the SAS Director will select the faculty member (or members) with the highest course evaluations for the previous year, using the quantitative ratings from student evaluations as the primary source of data.

Pending availability of funds, the SAS Director will make every effort to provide full summer salary support for-month faculty members. For-month faculty members without grant support to cover their summer salaries, they may be expected to teach summer courses, and/or complete research, administrative, or service activities if they want to earn such summer compensation.

Revision May 4, 2020

A handwritten signature in black ink, appearing to be 'A. M.', written over a horizontal line.

Approved by School of Aging Studies faculty on May 4, 2020

Approved by Dean, May 20, 2020

Approved by Provost's Office, May 20, 2020

Effective Implementation Date: