

***BYLAWS TO THE CONSTITUTION OF THE
FACULTY OF THE UNIVERSITY OF SOUTH
FLORIDA***

Throughout these Bylaws references to “Faculty Senate” or “Faculty Senator” or “Faculty Senate Executive Committee” refer to “University of South Florida Faculty Senate” or “University of South Florida Faculty Senator” or “University of South Florida Faculty Senate Executive Committee.”

ARTICLE I. Membership and Duties

- A. The Faculty Senate is the primary faculty advisory body to the University of South Florida President, Provost/10urovosthe responsibility to review and make recommendati decisions on all matters pertaining to the welfare of the University, focusing particularly on those pertaining to the academic mission.

The Senate may initiate discussion and take a position on any subject of University concern, and may recommend policies on these matters to the President, either directly or through its councils. The Senate appoints faculty members to serve on the University-wide committees as well as Faculty Senate councils; these councils carry out much of the work of the Senate. The Senate will have a significant role in the appointment of academic administrators, as well as the periodic performance reviews of such administrators.

- B. General Faculty

The Constitution of the Faculty of the University of South Florida (Constitution hereafter) specifies those eligible for membership in the general faculty.

C. Faculty Senate

1. Eligibility. The Constitution specifies those eligible for election to the Faculty Senate. In addition, the Immediate Past President of the Faculty Senate and the Chairs of Faculty Senate Councils shall serve as ex officio members of the Faculty Senate, with full voting rights. Persons elected to the presidency of the Faculty Senate shall continue as ex officio members of the Senate for two years after the expiration of their terms as president, provided that they remain members of the general faculty of the University of South Florida.
2. Duties. The duties of Faculty Senators are to:
 - a. attend meetings of the Faculty Senate;
 - b. maintain understanding of the procedures of the Faculty Senate and issues brought before it;
 - c. maintain understanding of the concerns of their constituents and to represent these interests in the Faculty Senate;
 - d. vote on resolutions before the Faculty Senate;
 - e. report to their constituents regularly;
 - f. serve on at least one Faculty Senate Committee, Faculty Council, or University Committee or Council, if appropriate positions are available; and
 - g. perform other duties as may be directed by the Faculty Senate.
3. Voting procedures. The procedures for voting are as specified in the Bylaws. The Secretary of the Faculty Senate has the responsibility of conducting the annual election of its senators and officers, and the responsibility of validating the eligibility of all nominees. The Secretary of the Faculty Senate, with the approval of the Senate Executive Committee, may delegate conducting the elections to the units to vote for their representatives. Elections shall be held by the first week of March and if conducted by a unit, the appropriate faculty officer of the unit shall forward the results, including a record of the number of votes cast for all nominees, to the Secretary of the Faculty Senate by the third week of March. The Secretary of the Faculty Senate shall validate the eligibility of all elected Faculty Senators by no later than the fourth week of March. If an elected Faculty Senator is deemed ineligible, the Secretary will deem the nominee with the next highest number of votes in the same unit to be duly elected. If the unit provides no alternate, or if the alternate is also deemed ineligible, then the seat will be declared vacant.

D. Officers of the Faculty Senate

The Faculty Senate shall have officers as specified in the Constitution to set the tone and direction of the Faculty Senate and ensure its effective functioning. Only elected members of the Faculty Senate are eligible to be elected officers of the Faculty Senate, unless otherwise indicated in these **Bylaws**. Elections for officers of the Faculty Senate shall be held in the Spring semester of each year under the supervision of the Secretary of the Faculty Senate. The term of office shall begin with the first day of the academic year faculty contract following the annual election. The term of office shall be one year, with the exception of the President, who shall serve a term of two years.

With the exception of the President, all elected Faculty Senate Officers may run for a second, consecutive term (for a total of two years). They may choose to run again after one full year has elapsed. The President may not run for a second, consecutive term; however, they may choose to run again after two full years have elapsed. In order to run for office, all officer candidates, including the President, must be elected Senators for the term in which they will take office. Thus, Senators who have completed a three-year Senate term in the Spring election semester are not eligible to run for office unless they have been re-elected for the coming Fall; a former President serving as ex-officio Past President is not eligible to run for office unless they have been re-elected for the coming Fall.

Should the President of the Faculty Senate resign or otherwise vacate that office, the Vice President will assume the office of the President for the remainder of that term unless the resignation occurs between the time of the bi-annual election at which the new President was elected and the date of accession to that office in which case the President-elect will immediately assume the office of President. Should the Vice President, Secretary, Sergeant-at-Arms, or Member-at-Large resign, those offices will be filled by an out-of-cycle election, according to the following procedures.

The Secretary of the Faculty Senate, when informed of a vacancy in one of the offices of the Faculty Senate, shall promptly inform the members of the Faculty Senate of the vacancy and of an election for replacement at the next scheduled meeting of the Faculty Senate. At this next scheduled meeting, those elected Faculty Senators who wish to run for election to fill the vacant office shall identify themselves and the Secretary shall conduct an election by written ballot. In the event that the vacancy is that of the Secretary, the Sergeant-at-Arms will execute these procedures.

Officers of the Faculty Senate may be removed according to the procedures described in the Constitution

5. Member-at-Large. The duties of the Faculty Senate Member-at-Large are to:
 - a. represent the views of Faculty Senators to the Executive Committee;
 - b. serve as liaison between the Faculty Senate and the Executive Committee;
 - c. coordinate an orientation session for new Faculty Senators;
and
 - d. perform other duties as may be directed by the Faculty Senate.

6. Parliamentarian. The duties of the Faculty Senate Parliamentarian are to:
 - a. advise the Faculty Senate President on parliamentary procedures;
 - b. advise any Faculty Senator desiring help on motions or other parliamentary procedures;
 - c. serve on the Constitutionr other

C. Quorum

Fifty percent of the membership of the Faculty Senate (including both the elected members and the ex-officio members), shall constitute a quorum. For purposes of calculating a quorum the size of the body shall exclude vacant seats. The Sergeant-at-Arms shall be responsible for keeping records necessary for such determination.

ARTICLE III. Committees and Councils

A. Faculty Senate Committees Faculty Senate Committees are standing bodies of the Faculty Senate

1. Faculty Senate Executive Committee. The Executive Committee is composed of the Officers of the Faculty Senate, the Immediate Past President of the Faculty Senate, the Chair of the Committee on Committees, and the Chairs of the Faculty Senate Councils. The Executive Committee shall meet monthly and as deemed necessary by the President of the Faculty Senate. At least one meeting each academic year shall be held on each branch campus. A quorum for meetings of the Executive Committee shall consist of fifty percent of the members, including at least four elected Senators. Minutes of the meetings of the Executive Committee shall be made available to the general faculty in a timely manner.

The Faculty Senate Executive Committee shallJn/02 Tw 0 (a)-4 (c)6 (u)2 (lt)-10 (y)22

2. Committee on Committees. The Committee on Committees is composed of one Faculty Senator from each college or college-equivalent. Members are elected by all Senators from their college in the spring semester, to serve one year terms to begin the first day of the academic year faculty contract, or as vacancies occur outside of this cycle. The Chair shall be selected by the President of the Faculty Senate with the approval of the Faculty Senate Executive Committee. A quorum for meetings of the Committee on Committees shall consist of fifty percent of the members.

The Committee on Committees shall:

- a. seek nominations for membership on Faculty Senate Councils and University Committees and Councils from among the membership of the Faculty Senate and the general faculty;
 - b. meet regularly to review the fit of nominees with the particular needs of the Faculty Senate Councils and University Committees and Councils for which they apply and recommend those nominees who best fit;
 - c. through its Chair, forward nominations to the Faculty Senate Executive Committee and the Faculty Senate in a timely manner and attend meetings of these bodies to report on the nominations;
 - d. regularly review the procedures for nomination and selection of faculty members of Faculty Senate Councils and University Committees and Councils and implement changes as needed, subject to the approval of the Faculty Senate Executive Committee;
 - e. promulgate to assure the timely submission of reports of the Faculty Senate Councils and that they be filed with the Faculty Senate in a timely manner and timeline in accordance with the charge of each Council; and
 - f. regularly review the charge and activity of all Faculty Senate Councils and make recommendations to the Faculty Senate Executive Committee and the Faculty Senate to change, disband, combine or add Faculty Senate Councils or to remove faculty members.
3. Constitution and Bylaws Committee. At least once every five years, and as needed subject to the consent of the Faculty Senate Executive Committee, the President of the Faculty Senate shall activate a Constitution and Bylaws Committee which may propose to the Faculty Senate changes in the Constitution or the Bylaws. A minimum of three Senators will serve on the Constitution and Bylaws Committee. The President of the Faculty Senate shall select the Chair of the Constitution and Bylaws Committee and the Parliamentarian shall serve as a member. Terms of office shall be one year and may be extended through the term of the appointing Faculty Senate President.

4. Ad Hoc Committees of the Faculty Senate. Other committees may be named by the President of the Faculty Senate as necessary and shall be temporary.

B. Faculty Senate Councils

Faculty Senate Councils shall make policy recommendations and facilitate faculty participation in shared governance within the scope of their charges.

Faculty Senate Councils shall meet no less than twice per semester during the Fall and Spring semesters and may meet more often, as appropriate given the workload inherent in the scope of their charge. Council Chairs shall file written reports annually with the Secretary of the Faculty Senate. Council Chairs or their designated representative shall report to the Faculty Senate at the discretion of the President of the Faculty Senate.

By Senate Resolution of the President of the Faculty Senate (FY2016-2017) (19616(v))

3. Council on Student Admissions (CSA). CSA advises the Provost and the Senior Vice President for USF Health or their designees on matters pertaining to the establishment and maintenance of policies, principles, and regulations affecting the selection and admission of students to USF.
4. Council on Technology for Instruction and Research (CTIR). CTIR advises the Provost and the Senior Vice President for USF Health or their designees on matters pertaining to the function, policies, and requirements regarding the use of technology in instruction and research.
5. General Education Council (GEC). GEC advises the Provost and the Senior Vice President for USF Health or their designees on matters pertaining to the ongoing development, implementation, and assessment of an effective general education program. Responsibilities include the evaluation and approval of courses for the liberal arts curriculum, as well as the periodic evaluation of the general education policy and development of future general education programs.
6. Graduate Council (GC). GC advises the Provost and the Senior Vice President for USF Health or their designees on principles, policies, and procedures affecting graduate education at USF.
7. Honors and Awards Council (HAC). HAC advises the Provost and the Senior Vice President for USF Health or their designees on matters regarding the provision of various academic honors and awards granted by the USF.
8. Library Council (LC). LC advises the Provost and the Senior Vice President for USF Health or their designees on matters pertaining to the composition, function, and structure of the University libraries.
9. Publications Council (PC). PC advises the Provost and the Senior Vice President for USF Health or their designees on matters pertaining to recruiting suitable scholarly and creative works for publication and to decide which works to support with subvention. Also, serves as advisory board to the United Press of Florida when subvented manuscripts are published by United Press of Florida.
10. Research Council (RC). RC advises the Provost and the Senior Vice President for USF Health or their designees on matters pertaining to policies and procedures intended to promote growth, excellence, and integrity in research and creative activity throughout USF.

ARTICLE IV. Attendance and Vacancies

A. Absences

Senators are recognized as present at a Faculty Senate meeting either virtually or in person by the Sergeant-at-Arms. A Faculty Senator who must be absent from a meeting of the Faculty Senate must, except under extraordinary circumstances, send an alternate as a replacement and notify the Sergeant-at-Arms of such replacement. The alternate must be a member of the general faculty and not a current member of the Faculty Senate. The Sergeant-at-Arms shall record the Faculty Senator as present and confer voting rights to the alternate for the duration of the meeting. If the Faculty Senator is an officer of the Faculty Senate, the alternate may not assume any of the duties of the office but can assume the full voting rights of a Faculty Senator. The resulting transfer of voting rights shall be valid for one meeting of the Faculty Senate. No Faculty Senator may send an alternate more than twice per semester or more than three times per academic year.

B. Resignation and Removal

A Faculty Senator is deemed to have resigned their seat if the Faculty Senator:

1. submits a written declaration of resignation to the Secretary of the Faculty Senate; or
2. is recorded absent at three meetings of the Faculty Senate during a single semester or four meetings of the Faculty Senate during a single academic year.

Absence on leave or sabbatical constitutes absence and so any Faculty Senator intending to take leave or sabbatical of more than two months' duration is expected to resign their seat in advance of the leave or sabbatical.

A Faculty Senator may be removed from their seat for failure to fulfill the duties of the position or through certification by the President of the Faculty Senate that the Faculty Senator may be on leave or sabbatical and unable to attend meetings for a period of more than two months' duration during their term of office and has failed to submit a written letter of resignation to the Secretary of the Faculty Senate.

To remove a Faculty Senator from their seat for failure to fulfill the duties of the position, any three or more Faculty Senators shall sign a written statement declaring that another Faculty Senator has failed to fulfill one or more of the duties of a Faculty Senator, as listed in these **Bylaws** and providing supporting evidence. This signed statement must be presented to the President of the Faculty Senate. Upon receipt of such a signed statement, the President of the Faculty Senate shall schedule a vote on

removal at the next meeting of the Faculty Senate or the one immediately thereafter. The Faculty Senator shall be removed by a vote of no less than 2/3rds of Faculty Senators present at a scheduled meeting of the Faculty Senate, provided a quorum is established. Any Faculty Senator removed from their seat is ineligible to serve on the Faculty Senate for a minimum of three calendar years from the date of removal.

Any Faculty Senator removed for failure to fulfill the duties of the position may appeal to the Faculty Senate Executive Committee. To do so, the removed Faculty Senator must file a signed written statement specifying the grounds for appeal with the Secretary of the Faculty Senate within 7 calendar days of the Faculty Senate vote for removal. The Faculty Senate Executive Committee shall consider the appeal and render a decision to either let the removal stand or overturn it prior to the next regular meeting of the Faculty Senate. The Faculty Senate Executive Committee may overturn the removal by majority vote at any meeting at which a quorum is established. The President of the Faculty Senate shall report the Executive Committee's decision to the Faculty Senate at its next meeting.

If a Faculty Senator resigns or is removed from their seat, this seat shall be declared vacant until a replacement is nominated by the academic unit. By majority vote, the Faculty Senate Executive Committee may confirm the nominated member. Appointed Faculty Senators serve on a temporary basis until the first day of the next academic year faculty contract after they are thi ehis seat shall

ARTICLE VI. Rules of Order

Robert's Rules of Order (latest edition) shall govern in all parliamentary practice not otherwise covered by the Constitution, Bylaws, or standing rules and policies of the Faculty Senate.

ARTICLE VII. Amendments

The Faculty Senate may amend these Bylaws by the affirmative vote of no less than two-thirds of Faculty Senators present and voting at a meeting with a quorum, provided the amendment has been reviewed by the Constitution and Bylaws Committee and introduced at the previous meeting of the Faculty Senate.

ARTICLE VIII. Review of Revision to Constitution and Bylaws upon Consolidation

At the beginning of academic year 2022-23, a special ad hoc Constitution and Bylaws Committee shall be convened to review those documents to consider whether additional modifications are needed. The committee shall include representation from all three campuses of the USF and from USF Health. The committee shall report their recommendations to the Faculty Senate Executive Committee by January 2023.