Governance of the

College of Marine Science

University of South Florida

Approved: 15 May 2002

Amended 28 October 2002, 4 April 2003, 4 April 2012, 5 June 2013 Preamble, July 2019, May 2020, 16 April 2021, 17 December 2021, 1 May 2024.

The University of South Florida [USF], organized in 1952 and opened to students in 1960, is a tax-supported public university and an integral part of the State University System of Florida. Its founding authorities included the Governor, the Legislature, the Chancellor of the State University System, the Commissioner of Education, and the Board of Control. Presently, the USF Board of Trustees appoints the President of the University of South Florida, who, in turn, appoints all faculty and staff.

The College of Marine Science [CMS] was formed during 2000 from the previous Department of Marine Science, initiated in 1967 with three founding faculty members. The Florida Board of Regents declared it a University Center of Excellence in 1978 and approved the Marine Science Ph.D. program in 1982. Staff and faculty serve students on the Saint Petersburg, Tampa, and the Sarasota-Manatee campuses together with their surrounding communities, espousing goals of both diversity and equal opportunity. The CMS at the University of South Florida is constituted as a graduate-level research program that forms the basis for educational opportunities at the Ph.D. and M.S. degree levels and for public service to the State of Florida. The College administratively reports to the Provost of USF.

Mission

The primary mission of the College is to conduct basic and applied research in ocean science. Here, ocean science is defined by application of the traditional fields of science to the biology, chemistry, geology, and physics of the marine environment and the interactions between the marine environment and the adjoining atmosphere and land systems - presently and throughout earth's history. Included in the primary ocean science mission is the development of new technologies and tools for exploring the coupled ocean-atmosphere-land systems. The College expects its faculty to develop research programs of outstanding caliber and to fully engage the national and innatn iatnonagovernance and T&P documents to ensure that those faculty are included faculty governance and Tenure & Promotion to ensure they have voice in department/school/college recognize the principles of equity of assignment, resources and opportunities of faculty across a multi-campus university.

CONSTITUTION

Governance in the CMS operates within four major structures:

I.   Office of the College Dean:

The principal administrator of the CMS shall be the College Dean, who shall also be a tenured Full Professor of the College. The College Dean, in consultation with the Provost, may name Associate College Deans and Directors to assist in the administration of the CMS.

II.   The College Assembly:

The College Assembly shall consist of all staff, students, tenured, tenuring, and non-tenured faculty, shall meet at least once a year, and shall be convened and presided over by the Chair of the College Dean's Advisory Council [DAC]. The voting membership of the Assembly shall consist of all full-time (e.g., 9 and 12-month), tenured and tenuring faculty. The restricted composition of the electorate follows from the recognition that the accreditation and reputation of an academic institution is

3. The DAC shall prepare and administer the ballots for amendments to the Constitution and Bylaws. Proposed amendments will be submitted to the DAC, whose members will discuss the proposed changes. If a proposed amendment is approved by five of the seven voting DAC members, it will be sent to the CMS College Dean who will distribute information about the proposed amendment to the voting faculty. Proposed amendments will be posed to the voting faculty as a question that requires a yes or no answer. For an amendment to the governance document to be finally adopted, it must have the approval of at least 2/3 of these voting members of the College Assembly.

4. The DAC shall form an ad hoc committee to hear and make recommendations regarding grievances of faculty when those grievances involve issues that are not dealt with in the USF/UFF Collective Bargaining Agreement.

5. The DAC may call a meeting of the College Assembly for the purpose of proposing censure of the College Dean and/or the College Dean's administrative

b. Powers and Functions:

1. Each CMS Standing Committee shall advise the College Dean and the DAC in the area of activity it represents. Each committee shall establish its own written operating procedures. All operating procedures, policies, evaluative criteria, and governance documents developed by Standing Committees shall be submitted to the College Dean through the DAC for approval. At least once during the fall and spring semesters in advance of the College Assembly meetings, each CMS Standing Committee Chair shall submit to the DAC a written summary of the Committee's

Curriculum: This committee shall make recommendations to the tenured and tenure-earning faculty regarding curriculum issues facing the College. These recommendations shall be based on the goal of enhancing the educational and intellectual experience of CMS graduate students and faculty. Membership will include at least one tenured or tenure-earning faculty from each discipline that serve as an instructor for each of the four core courses, one representative from

Information Technology: This committee ensures that the CMS stays at the forefront of information technology (IT) and that faculty, students, and staff have the IT resources needed to perform their work with maximum efficiency. The Committee assesses new and emerging information technologies and positions the College to take advantage of these technologies as opportunities arise. It prioritizes the IT needs of the College so that limited financial resources can be used to optimum benefit. The committee sets and enforces policies for proper use of the College IT resources. This committee will also ensure that the CMS stays up to date with periodicals, books and other teaching/ learning/research materials such that faculty, students, and staff have adequate access to library resources needed to perform their work with maximum efficiency. The committee oversees various aspects of interaction between CMS and USF libraries, particularly Nelson Poynter Library on the USF St. Petersburg campus. Membership will include faculty, staff, and students with expertise in IT from all disciplines.

Non-tenure-earning Faculty Promotion: This committee shall make recommendations to the College Dean regarding all candidates for promotion of non-tenure-earning faculty. It shall be convened by the College Dean for its initial meeting at a time early enough for it to complete its work prior to the College Dean's recommendations to the Provost's Office. It shall review candidates' vitae and references, annual evaluations, and all other relevant materials.

Recommendations shall be made on the basis of the College's criteria for promotion of these individuals. This committee shall develop its own policies and procedures. Membership will include tenured and senior non-tenure-earning faculty.

Safety: This committee will consider the state of safety in the facilities and research activities of the CMS, to regularly schedule specialized safety training, to evaluate incidents involving a lapse in safety, and to suggest improvements. It shall consist of CMS faculty, staff, and student members who are also College representatives to USF Research Compliance boards

Article V. Special Committees of the CMS:

Special Committees will be appointed and convened when the need arises. Present examples are:

Academic Grievance Committee: This committee provides CMS graduate students the opportunity for peer review of events pertinent to the cause of academic grievances. Academic grievance will be considered to mean any complaint or controversy regarding instruction, grading, advising, probation, dismissal, or classroom activity that may affect a student's performance or participation in the CMS courses and academic programs. The committee consists of the Associate Dean of Academic Affairs, two CMS tenure-track or tenured faculty and two graduate students selected by Associate Dean of Academic Affairs. The College Dean shall approve the composition of the committee.

Search Committees: These committees will be appointed by the CMS College Dean, or his/her designee, to fill vacancies within the College with the highest quality new personnel possible. Regional Chancellors or their designee will serve as a full member on all search committees for faculty hiring on branch campuses. In the case of hiring of tenure-earning faculty, the committee will oversee the process of hiring new faculty. After consultation with the tenure-earning and tenured faculty, the Search Committee then forwards that decision to the College Dean. The composition of a tenure-earning faculty Search Committee shall include a minimum of one tenure-earning or tenured faculty from each of the four oceanographic sub-disciplines.

Article VI. Amendments:

This governance document may be amended by a two-thirds majority of the voting members of the College Assembly by ballot.

Article VII. Procedure:

The manual of procedure for all Assemblies and Councils shall be Robert's Rules of Order. A quorum of a simple majority of voting members shall be required to conduct the business of the DAC, CMS Standing Committees, and College Assembly. CMS amends Robert's Rules of Order to allow write-in voting and proxies by e-mail, fax, and written communication.

CMS Statement on Collegiality

It is the expressed position of the College of Marine Science that all persons who learn and work together in the College should treat each other with respect and dignity. Collegiality among and between faculty, staff, and students is desirable behavior. Universities are, and should be, institutions where ideas are freely and openly exchanged and discussed. However, critiques of ideas should not extend to disrespectful treatment of particular persons, especially our colleagues. Faculty, staff, and students should speak to each other and about each other with courtesy, whether the conversations are in private or in public settings. Additional details can be found in the College's Code of Conduct located under   on the College website.

students should endeavor to use language that does not denigrate or draw inappropriate attention to age, disability, ethnicity, gender, religious affiliation, sex, or sexual orientation.

Appendix 1

<div align="center">COLLEGE OF MARINE SCIENCE
<u>FACULTY ACTIVITIES AND EVALUATION FORM</u>
Calendar Year January 1 through December 31,</div>

Name: Rank:

The information for the column "Activity Percent Assigned" on the USF –
Annual Faculty Review Summary reflect the percent of effort for each category
(_____ %) on this form.

<u>CMS ANNUAL REPORT STATEMENT</u>

Please provide a concise statement (250 words) describing your most
significant accomplishments and your most impressive publication in
YEAR. This is only for th<u>e CMS Annual Repo</u>rt Feel free to suggest a
picture, and use this as an opportunity to update your website. The
statement should be 3rd person, past tense, and in paragraph form. For
example, "Dr. YOUR NAME was recognized for the best paper of the
year in the prestigious *Journal of Irreproducible Results* …" Remember
that the target audience for this statement is the upper administration,
possible donors and the general public, not us, so please craft it
appropriately. Finally, please note that this statement does NOT replace
the section where you are allowed to write a longer statement for your
faculty evaluation. That section still appears at the end of this document.

<u>1) TEACHING - COURSEWORK</u>

Name of Student	MS or PhD	Start date	Anticipated graduation date	Thesis/Dissertation Topic/special consideration

Number of proposals submitted   _____

Average number of proposals submitted over last three years   _____

List submitted proposals with PIs, agency, dates, budget amounts:

List other non-

National (review panels or NSF, NOAA, IPCC, NASA, etc. working groups)

Professional Society (leadership position in AGU, AMS, etc.)

4d) Community

5) OTHER ASSIGNED DUTIES
Academic Administration
Leave of Absence With/Without Pay

PERSONAL STATEMENT

Total Other Duties (ServiceEditorial, Community, Department or Institutional) _
__% Effort

ADDITIONAL FACULTY COMMENTS

Faculty Member   Date

Metrics used for CMS Faculty Annual Evaluations

1. Percent effort in Teaching (weighting factor)
2. Name, number, and percentage of courses taught
3. Total number of advisees
4. Number of students graduated
5. Number of MS committees

4.