



Policy and Procedures for Proposed Changes in Academic Units of the University of South Florida System

Preamble:

According to the USF System's established principles of Shared Governance, organizational restructuring of academic units within member Institutions of the USF System shall be implemented only after open dialog and review among faculty and administration. In particular, any policy and procedure shall ensure that the academic unit(s) most affected by a proposed major restructuring shall be afforded the first opportunity to review and report their recommendations. Those recommendations shall then be reported to and reviewed by the Faculty Senate or equivalent representative body of that member Institution, which will assess the effectiveness of the procedures followed, review the implications for the entire Institution, and make a recommendation to the Institution's administration. Simultaneously, the USF System Faculty Advisory Council (FAC) will review the implications for the entire system, and make a recommendation to the Executive Vice President for Academic Affairs. All stages of the review process shall be completed expeditiously, within 90 days of the initial proposal.

Definitions:

Major organizational restructuring is defined as any creation, dissolution, merger, or separation of academic departments, schools, or colleges. Proposals for such restructuring must include a detailed written proposal, including at a minimum:

- a. A description of the proposed changes.
- b. A rationale for the changes.
- c. A reasonable statement of the financial and budgetary implications of the changes.
- d. An examination of the likely consequences of the changes at the College/School, Institution, and USF System levels, as well as any regional or societal implications.
- e. A clear and specific timeline for the implementation of the changes.
- f. A brief description of the nature of preliminary consultations with the academic entities affected by the changes, including a summary of the responses. This will normally report on discussion at the level of the department, center, or institute, if the proposal largely affects such entities.

Procedures:

Each member institution of the USF System will develop its own detailed processes for implementing proposed restructuring, within the parameters outlined above. However, the following procedures shall be followed:

- The Faculty Council (or equivalent) of the most affected College (s) or School (s) will receive the proposal. In Institutions without a representative body at that level, the Faculty Senate will receive the proposal.
- The proposal will be discussed at the next meeting of the receiving body. Members of affected academic entities will be invited in advance to comment in writing. The body may vote to approve or to request further information and continue discussion at a second meeting.
- If necessary, and in case of emergency action, the President of any affected faculty governance body and/or the Provost and Executive Vice President of the University of South Florida System may call special meetings to expedite the process, including during summer months.
- The restructuring proposal, together with any commentary or recommendation, will be forwarded simultaneously to the Faculty Senate of the affected member Institution (unless the Senate was the initial receiving body) and to the USF System Faculty Advisory Council (FAC). Each body will report to the Administration on a) the sufficiency of consultation, and b) the implications of the proposed changes at the Institution and System levels.
- The entire process, from receipt of the proposal to report to Administration, shall take no more than 90 days.

It is mutually recognized that the administration holds ultimate authority and responsibility for determining the most appropriate academic structure and organization within the University, including Sec. 447.209, Florida Statute, while the Faculty Councils, Faculty Senates, and the FAC are bound to fulfill their responsibility as advisors on academic affairs to USF Administration.

Approved by FAC membership December 13, 2010