

# **Bylaws of the USF System Faculty Council**

## **Purpose**

The System Faculty Council (SFC) constitutes the principal faculty advisory body to the University of South Florida System president and to his/her designees charged with oversight duties for the USF System. It embodies the University's philosophical commitment to, and represents the practical application of, the principle of shared governance between faculty members and administrators. Pursuant to the USF System Policy on Academic Freedom and Responsibility (10-050), faculty and administrators are pledged "to actively foster within the University a climate favorable to responsible exercise of freedom by developing and maintaining academic policies and processes in which the professional judgments of faculty members are of primary importance." Because faculty members are the vital elements through which the University functions, the will, advice, and guidance of the faculty are essential to preserving this climate within the USF System.

## **Membership and Duties**

The voting members of the SFC will be appointed by the respective faculty senates within the USF System and distributed with three (3) members per institution with up to one (1) additional member per institution for each 100 full-time instructional faculty members employed at that institution. To ensure that no single institution holds a majority vote, the membership of the largest institution shall not exceed the sum of the memberships of the other two institutions. Such members shall be full time (defined as 9-month at 100%, or 12-month at 75%) USF general faculty (all ranks of instructor, professor, or librarian). The president of each institution's faculty senate shall always serve on the SFC; the remaining members shall be selected by each faculty senate using any method of its choosing with the terms of office to be determined by the SFC.

Duties of the members include at a minimum:

1. Attend and participate in meetings of the SFC, or ensure that an alternate will attend;
2. Maintain understanding of the concerns of their respective institution's constituents and represent their interests, while prioritizing the academic functioning of the entire system;
3. Maintain communication between the SFC and their respective institution's faculty senates;
4. Represent all USF faculty on system-wide councils and committees as recommended by the SFC and appointed by the Provost and Executive Vice President of the USF System.

Each faculty senate may appoint alternate members from its membership to attend a meeting with full voting privileges in the event that the regular member is absent.

The Provost and Executive Vice President for the USF System (or designee), as well as the Executive Director, USF System Initiatives and Higher Education Policy shall have standing invitations to attend SFC meetings. The SFC reserves the right to restrict attendance as appropriate.

## **Officers**

The council shall elect a president and vice president as officers from among its membership. The two officers shall not be from the same USF institution. The incoming president must represent a different

USF system institution from that represented by the immediate predecessor. The president will also serve as faculty trustee on the University Board of Trustees. The vice president will preside at meetings of the council when the president is absent, but may not stand in for the president as trustee.

The president and vice president will be voting members of the State University System's Advisory Council of Faculty Senates (ACFS). Their travel costs to attend ACFS meetings will be reimbursed through the Office of USF System Initiatives.

The term of office for both positions shall begin on August 1 following an annual election to be held no later than May 1. The annual election of officers will be conducted by secret ballot and in a manner which ensures all members are able to participate.

The president will serve a one-year term, and may be re-elected to a second one-year term. The immediate past-president will continue as an ex-officio, non-voting member of the council for one year, provided they remain full time faculty members of the university and are not appointed by their institution's faculty senate to continue serving as a voting representative. Any former president may not run for that position again for at least two years following the conclusion of the previous term of office.

The vice president will serve a one-year term, and may be re-elected to a second one-year term. The vice president may not run for that position again for at least one year following the conclusion of the previous term of office.

In the event that the president resigns, the president-elect (or if none, the vice president) shall become the president for the remaining term of office. If the vice president resigns, a new election will be held to fill the vacant office.

The president shall receive one course release (or equivalent assignment reduction) for each semester in the academic year (fall and spring). The vice president shall receive one course release (or equivalent assignment reduction) for each academic year, in whichever semester is most convenient. The home departments of the president and vice president will be compensated at the appropriate adjunct faculty rate using funds at the discretion of the USF System Provost and Executive Vice President.

An Executive Committee of not more than five (5) members will consist of the SFC president and vice president, and the elected presidents (or designee) of the constituent faculty senates. In the case where one of the faculty senate presidents is an elected officer of the SFC, the Executive Committee will have fewer than five members. The Executive Committee will be responsible for setting the meeting agendas in consultation with the SFC members. If more than 2/3 of the SFC members request an item be placed on the agenda, the Executive Committee shall include that item on the agenda within three (3) regular meetings.

### **SFC Representation on System Councils and Committees**

The president will be a member of the Academics and Campus Environments (ACE) Workgroup of the Board of Trustees. The president and vice president will serve as members of the Academic and Campus Environments Advisory Council (ACEAC). The ACE Advisory Council (ACEAC) will have one additional member from the SFC, who will be the faculty senate president (or designee) from the

institution not already represented by the president and vice president. These three SFC members will also serve on the Academic Program and Policy Coordinating Committee (APPCC). The SFC will also recommend four faculty representatives to serve on the Finance & Audit Advisory Council and the Health Sciences & Research Advisory Council. In order to ensure appropriate expertise among faculty representatives on any system-wide council or committee, the SFC president will consult with the Executive Vice President of the USF System as well as the SFC membership to make the recommendations. The SFC will also recommend one faculty representative for appointment on the USF Information Technology Management Council (ITMC) and one faculty representative on the USF Technology Standards Board.

### **Meetings**

Once the bylaws have been approved, the council will meet at least once per month. The Executive Committee will determine whether to meet face-to-face, or to use technology in order to facilitate participation. The faculty senate president of the institution hosting the meeting is responsible for securing a location, arranging for remote access if needed, and providing a staff member to take minutes and forward them to the SFC president.

### **Voting Practices and Quorum**

For all business matters, a quorum shall consist of 50% of the SFC membership plus one. Votes taken at meetings will be decided by a simple majority vote of those present. However, to pass, a motion must receive at least one vote from a USF (Tampa) member, and at least one vote from a member from another institution.

The SFC president must be elected by a majority of the membership plus one. Tie votes will be recorded as such if not resolved by a second vote; there is no casting vote.

Amendments to the Charter or Bylaws will require a 2/3 vote of the SFC membership.

The SFC may conduct voting by open voice vote, secret written ballot, or secret electronic ballot, according to the wishes of the body on the particular measure.

### **Action on Recommendations and Resolutions**

All recommendations and resolutions approved by the SFC will be forwarded to the USF System President as well as the Provost and Executive Vice President. Any dissenting or “minority opinion” will be included in any recommendations forwarded. All proposed resolutions may be forwarded to system administrators and must be taken to the institutional faculty senates for approval before final approval by the SFC and forwarding to the system administrators.

*Adopted August 28, 2014*