BYLAWS

University of South Florida
COLLEGE of THE ARTS

I. NAME

The name of this organization shall be “The Faculty, Staff, Students and Administrators of the College of Visual & Performing Arts of the University of South Florida” (“This Organization”). The College consists of four academic units (School of Architecture & Community Design; School of Art & Art History; School of Music; School of Theatre & Dance) and the Institute for Research in Art (Contemporary Art Museum & Graphicstudio).

II. PURPOSE

The purpose of these bylaws is a) to assure that all constituencies of the College have a voice in those matters most central to their roles within the College and b) to promote the orderly conduct of the business of the College. These bylaws are intended to supplement the rules, policies, and laws of the University and the State and, in any case where there is conflict between these bylaws and institutional/state rules, policies, or laws, the University and/or State policies will prevail.

III. COLLEGE MEMBERSHIP

For governance purposes the faculty represent the most central and essential constituency within the College. Students obviously are the largest constituency of the College but because of their transitory nature and their varying levels of maturity and understanding, their interests are uniquely narrow in focus. Staff and Administration Personnel (prior to April 20, 2007 USPS and A&P), while small in number, provide for the daily and essential operations of the College and hold an abiding interest in the future of the College. Appointed administrators of the College are charged by both law and institutional policy with the mission of responsibly and effectively representing, managing and leading the College. Appointed administrators (Dean and Associate Dean(s) as well as unit Directors) form the Directors’ Council. The membership of the individual constituents, therefore, shall be organized by their common interests and shall consist of the following:

GENERAL FACULTY

A. Membership

Membership in the general faculty of the College shall consist of all full-time faculty members Full Professor, Associate Professor, Assistant Professor, Visiting Faculty, Librarian, Associate Librarian, Assistant Librarian, and non-tenure-earning faculty. Academic administrators who hold faculty appointments are not eligible for membership if their administrative assignment is 50 percent or greater. The general faculty acts through the Faculty Advisory Council as its elected representative body.

B. Voting
As per the University’s Departmental Shared Governance Principles and Guidelines, each unit in the College will determine voting constituency to create a best possible governance structure for the unit’s specific make-up and needs. In matters pertaining to college policy and college wide voting, only the tenured and tenure-earning faculty will be eligible for consideration of the issues and voting.

**TENURED AND TENURED-EARNING FACULTY:**

Tenured and Tenured-earning Faculty are those who hold a tenure-track or tenured appointment of 50% or more.

**NON-TENURE-EARNING FACULTY:**

Non-tenure earning faculty are those full-time faculty persons holding a faculty appointment within the College that is not tenure-earning. Non-tenure-earning faculty are invited to all general faculty meetings.

**Administration Personnel:** Administration Personnel (formerly A&P) refers to the administrative, professional, and managerial staff appointees, who are contracted for periods of time not to exceed one year with additional terms and conditions of employment that may be specified in the contract. Individuals within this category are integral to the College because they provide important, essential services, management, and support.*

**Staff Personnel:** Staff (formerly USPS) refers to staff support positions within the College (i.e., positions assigned professional, paraprofessional, administrative, clerical, secretarial, technical, skilled craft, service, or maintenance duties who provide the operational backbone for the work of the College. Their voice, views, opinions, and collective concerns are important in the generation of relevant policy and procedures.*

**PT/OPS:** The two categories, Part-Time Faculty (PT) and Other Personnel Services (OPS) are important but rarely consulted members of the College community. There is no doubt that their collective contributions to the arts at USF are significant, and it is important that opportunities be presented to consider their voice, viewpoints, and concerns.*

**STUDENTS:** For governance purposes the term students refers to full and part-time enrolled students majoring in one or more of the disciplines of the College of The Arts. The student voice is important to the College and, at times, their collective view is essential to the management and effective, responsible operation of the College.

*The Dean will arrange for public, well-advertised meetings of each classification described above. Each group is invited and encouraged to establish an advisory council.

**IV. COLLEGE MEETINGS**
Once a year the Dean of the College will call a meeting of all full-time members of the College faculty, administration personnel, and staff. This meeting will recognize the outstanding contributions of College faculty, administration personnel, and staff, and address the major issues and accomplishments of the College, and articulate the short and long-term goals set for the College. Additionally, the Dean of the College will attend meetings of the unit faculty.

Meetings of the various constituencies are addressed in the following sections.

### V. CONSTITUENCY STRUCTURES

#### FACULTY ADVISORY COUNCIL:
Eligibility for election to Faculty Advisory Council shall be full-time members of the tenured or tenure-earning faculty holding the rank of Assistant Professor, Associate Professor, Professor, Assistant Librarian, Associate Librarian, and Librarian. These representatives will assume their FAC positions on July 1 and serve for two years until June 30 of the second year. Members are elected for staggered two-year terms with one-half of the membership changing each year. For the first year of the School of Architecture and Community Design’s membership in the college, the School will elect two representatives (one for a one-year term and one for a two-year term).

The Faculty Advisory Council shall have the authority to call meetings of the faculty of the College and mediate issues that might exist.

Serving as advisory to the Dean, this body shall have the responsibility of reviewing/originating, and negotiating policy related to the following:

1. College academic policy and operating procedures related to curriculum, research, and teaching;
2. College policy related to faculty appointment, promotion, tenure, reward systems, discipline and termination;
3. College scholastic policy related to standards, admissions, grading, continuation, grievances, graduation, and honors;
4. College budgetary review and strategic planning; and
5. General welfare of the College.

The FAC shall serve as a liaison between the advisory committees of each School and the College.

The FAC will meet at least once monthly, and will elect a chair, vice chair, and secretary at its first meeting each year. The Dean will be present at meetings, will present a monthly report of activities, and suggest issues to the Council for consideration. The Chair of the FAC shall establish the agenda for meetings and will chair the meetings.

The following are College-wide committees:

#### A. CURRICULUM COMMITTEE:

**AUSPICES:** The Curriculum Committee is a standing committee of the College and receives authority for its actions through that body which includes the Faculty Advisory Council, the Dean, and the Directors Council.

**CHARGE:** The Curriculum Committee is responsible for advising the Dean and Directors of the College of principles, policies, and procedures affecting
undergraduate and graduate education. The committee reports to the faculty on matters pertaining to undergraduate and graduate courses, curricula, certificates, programs, and degrees of the College. Responsibilities include the evaluation of curricula and courses for existing or proposed degree programs, certificates, and other institutional programs. The committee will advise the Dean, Directors, and faculty of the College on the development of future courses and programs in the College, and shall aid them in developing, reviewing and updating the College curricula.

OPERATING PROCEDURE: The committee will develop its own operating procedures, subject to approval by the Dean. Functions of the committee include:

1. Provision for appropriate liaison with college administration and other appropriate university councils and standing committees with functions that may have an impact on the College's various curricula.

2. Provision for review of proposals for adoption and deletion of the College's degrees, programs, certificates, curricula, and courses at the undergraduate and graduate levels as well as for review of modifications to existing ones.

3. Provision for a continuing evaluation of the College's academic program, ensuring the maintenance of high academic standards in fine arts.

MEMBERSHIP:

1. Faculty members will be appointed for one-year terms by their academic unit Director. The membership will consist of one representative from each academic unit for the undergraduate subcommittee and one representative from each academic unit for the graduate subcommittee. A quorum will consist of 3 members for subcommittees and 6 members for the full committee. The Associate Dean of the College will serve as a member-at-large, voting only to break a tie.

2. The Associate Dean of the College will serve as the chair of the Curriculum Committee. Minutes will be maintained for documenting College governance.

EX OFFICIO MEMBERS:

Ex-officio members include one College representative currently serving on the University Undergraduate Council (voting) and one College representative currently serving on the University Graduate Council (voting), and one College representative currently serving on the University General Education Council (voting). Furthermore, the Associate Dean will serve as a member-at-large, voting only to break a tie.
B. RESEARCH COMMITTEE:

AUSPICES: The Research Committee is a standing committee of the College and receives authority for its actions through that body which includes the Faculty Advisory Council, the Dean, and the Directors’ Council.

CHARGE: The Research Committee is responsible for:

- Supporting and promoting the research/creative activities of the faculty of the College.
- Supporting and promoting the research/creative activities of non-ranked faculty, if their assigned duties include a significant percentage designated for independent research.
- Assisting in the dissemination of faculty research/creative activities throughout the College, the University, and the worldwide community.
- Advising the Dean, the Faculty Advisory Council and Directors’ Council, and other administrative officials on matters pertaining to policies and procedures intended to promote research/creative activities throughout the College and University.
- Advising the Faculty and units within the College on the scope of research and strategies for supporting individual and group faculty research/creative activities.

OPERATING PROCEDURES:

The Research Committee will develop its own operating procedures, subject to approval by the Dean, the Faculty Advisory Council, and the Directors’ Council, which will include:

1. Provision for meeting with and advising the Dean, the Directors’ Council and other administrative officials on matters pertaining to policies and procedures intended to promote research/creative activities throughout the College.

2. Provision for promoting faculty research and its dissemination throughout the College and the university community, thus, increasing visibility in the University and beyond the larger academic/professional community.

3. Provision for review of proposals to support research/creative activities and for awarding grants to College faculty from funds allocated for that purpose.

4. Provision for assisting the Associate Dean of the College in recommending the disbursement of College research funds for faculty development and research/creative activities.

5. Provision for advising the College, its centers and units on appropriate ways of disseminating information to faculty and administration on the availability and distribution of funds for research/creative activities.

6. Provision for developing a clearinghouse of funding sources.
7. Provision for advising other University committees on criteria for evaluating research/creative activities.

8. Provision for appropriate liaison with the University Research Council and other university committees whose function may relate to the promotion of research/creative activities at USF.

9. Provision for the encouragement of interdisciplinary research/creative activities among the units and those outside the College.

MEMBERSHIP

Membership will consist of two tenured or tenure-earning faculty representatives from each academic unit, elected by majority vote of the members from their unit for a three-year term. All representatives should have demonstrated productivity in research/creative activities. Members are to be elected for staggered three-year terms, one-third of the membership changing each year. A quorum is half of the total membership. In instances where a committee member is directly involved in a research proposal under evaluation by the committee, the member will abstain from discussions and voting.

EX-OFFICIO MEMBERS

Ex-officio members include one College representative currently serving on the University Research Council (voting) and one College representative currently serving on the University Graduate Council (non-voting). Furthermore, the Associate Dean will serve as a member-at-large, voting only to break a tie. Two members of the Institute for Research in Art will serve as non-voting members.

CHAIR/VICE CHAIR OF RESEARCH COMMITTEE: The Chair and Vice-Chair will be elected by the members of the committee. Each will be a member serving the second or third year of his/her term.

C. TEACHING COMMITTEE:

AUSPICES: The Teaching Committee is a standing committee of the College and receives authority for its actions through that body which includes the Faculty Advisory Council, the Dean, and the Directors’ Council.

CHARGE: The Teaching Committee is responsible for

- Supporting and promoting the teaching and faculty development of the faculty of the College. Such teaching would take place within the University as well as beyond throughout the larger academic community.
- Assisting in the dissemination of teaching development and enhancement opportunities throughout the College, the University, and the larger academic community.
- Advising the Dean, the Faculty Advisory Council, and the Directors’ Council, and other administrative officials on matters pertaining to policies and procedures intended to promote teaching and faculty development throughout the College and University.
• Advising the faculty and units within the College broadly on the scope of teaching strategies and enhancements for supporting individual and group faculty teaching.

OPERATING PROCEDURES:

The Teaching Committee will develop its own operating procedures, subject to approval by the Dean, the Directors' Council, and the Faculty Advisory Council, which will include:

1. Provision for promoting outstanding faculty teaching and scholarship throughout the College and the University community.

2. Provision for review of proposals to support teaching development and enhancement of scholarship related to teaching, and for awarding grants to College faculty from funds allocated for that purpose. Examples of teaching proposals to be reviewed by this Committee include those submitted for the Faculty Teaching Development Funds.

3. Provision for assisting the Associate Dean in recommending the criteria, nomination process, and selection of College and University awards in teaching, such as the University's Outstanding Undergraduate Teaching Awards.

4. Provision for advising the College and its units on appropriate ways of developing and supporting effective mentoring programs for faculty.

5. Provision for assistance to each School in developing guidelines, standards, and appropriate assessments for faculty teaching for the purposes of evaluations, tenure and promotion as well as provision for advising other University committees on criteria for teaching in the arts.

6. Provision for the organization and administration of faculty colloquia, lectures, symposia, and/or College-wide conferences to occur periodically throughout the academic year to promote scholarship in teaching.

7. Provision for assistance to other College and University initiatives in support of the teaching mission and for disseminating information to faculty and administration towards new developments as they relate to teaching.

8. Provision for forming an Ad Hoc Academic Grievance Committee when requested by the Dean for each official student grievance referred for resolution. Student academic grievances will be handled in accordance with the guidelines adopted by the College.

MEMBERSHIP

Membership will consist of two tenured or tenure-earning faculty representatives from each academic unit, elected by majority vote of the members from their unit for a three-year term. All representatives should have demonstrated productivity in teaching and scholarly activities. Members are to be elected for staggered three-year terms, one-third of the membership changing each year. A quorum is half of the total membership. In instances where a committee member is directly involved in a teaching development proposal under evaluation by the committee, the member will abstain from discussions and voting.
EX-OFFICIO MEMBER

The Associate Dean will serve as a member-at-large, voting only to break a tie.

CHAIR/VICE CHAIR OF TEACHING COMMITTEE

The Chair and Vice-Chair will be elected by the members of the committee. Each will be a faculty member serving the second or third year of his/her term.

D. TENURE AND PROMOTION COMMITTEE:

AUSPICES: The Tenure/Promotion Committee is a standing committee of the College and receives authority for its actions through the Dean and the Directors’ Council.

CHARGE: The Tenure/Promotion Committee is responsible for reviewing applications for tenure, promotion, and/or midpoint reviews, and advises the Dean and Directors of the College of its recommendations. The committee reports to the Dean on matters pertaining to the qualifications of each candidate for tenure, promotion, and/or midpoint review. Responsibilities include the review and evaluation of the candidate’s application materials and supporting documentation. The committee will also advise the Dean, Directors, and faculty of the College on the format of the application materials, the criteria for its evaluation, and shall aid them in developing, reviewing and updating the format and criteria in accordance with the University Guidelines for Tenure and Promotion. Additionally, the Committee will consult the Discipline Specific Examples of Tenure and Promotion Criteria developed by each individual School when evaluating applicants in that unit.

OPERATING PROCEDURE: The committee will develop its own operating procedures in accordance with the College Bylaws and University Guidelines for Tenure and Promotion. Functions of the committee include:

1. Provision for the review of applications for tenure, promotion, and/or midpoint reviews within the College and University schedules. Duties include reviewing the complete tenure and promotion application and supporting documentation held by the Associate Dean, voting on tenure and promotion decisions, and making written recommendations for tenure, promotion and/or midpoint reviews to the Dean.

2. A committee member from a given academic unit may not vote on a recommendation concerning a member of his/her unit and may not volunteer opinions about the fitness of the candidate for tenure, promotion, and/or midpoint review. However, s/he may be asked by and provide the committee with specific information about matters unique to the discipline and respond to direct questions to assist the committee in assessing the fitness of the candidate for tenure, promotion, and/or midpoint review.

3. The committee reserves the right to invite other members of the faculty unit of the candidate for consultation on matters that will assist the committee in assessing the fitness of the candidate for tenure, promotion, and/or midpoint review. When this action is taken a minimum of 3 unit faculty must be consulted.
4. The Associate Dean will convene the initial committee meeting, charge the committee, call for the election of the committee chairperson, and facilitate the committee’s activities in order to assure completion of the process in accordance with the College and University guidelines. The chairperson will thereafter convene the T&P committee and Promotion to Full Professor subcommittee as needed, assuring completion of the committee’s duties within the College and University schedules.

5. Voting will be by secret ballot and the recommendation of the committee will be forwarded to the Dean with a written rationale for the recommendation. The Dean is not obliged to accept the recommendation, but will inform the committee of the reason for not accepting a recommendation. Deliberations, findings, and data of this committee will be treated with the same degree of confidentiality as the balance of the tenure/promotion/midpoint review file.

6. The final written evaluation for each candidate will be written by a designated member(s) of the committee that is not from the candidate’s unit. This written evaluation will be submitted to and approved by the evaluating committee.

MEMBERSHIP:

1. Faculty members will be elected for one-year terms by the faculty from their academic unit. The membership will consist of three elected representatives from each academic unit plus one elected alternate. The four representatives from each unit will include:
   - a minimum of one tenured Full Professor
   - two other tenured Associate or Full Professors
   - an alternate tenured Full Professor

2. The alternate tenured Full Professor will serve in instances of committee member ‘conflict of interest’ as the substitute from the academic unit, and/or will serve, when named by the unit, on the Promotion to Full Professor sub-committee.

3. The Promotion to Full Professor subcommittee will consist of two Full Professors from each academic unit. The units will be responsible for identifying the two Full Professors from those elected as alternate and the elected college committee. Terms run for one-year from September 1 to August 31. An academic unit chair or director is not eligible to serve on this committee unless s/he is the only tenured member of that academic unit.

4. In the event an academic unit has no faculty of Full Professor rank, then the committee members and the alternate from the unit will be tenured Associate Professors. In this case, that unit will be represented on the Full Professor subcommittee at the Associate Professor rank.

5. The chairperson of the committee must be elected from and by the committee membership with voting privileges in accordance with the committees operating procedures.

NON-TENURE EARNING FACULTY ADVISORY COUNCIL: The purpose of a Non-Tenure Earning Faculty Advisory Council is to insure that the voice of these faculty is a part of the governance of the College. As set forth in Section III of these Bylaws, the Non-Tenure Earning Faculty are a constituency of the College. Each year the Dean will invite Non-Tenure Earning Faculty to organize, or if organized, continue a Non-Tenure Earning Faculty Advisory Council for the purpose of addressing activities, issues, and concerns of this constituency. The Non-Tenure Earning Faculty Advisory Council may request meetings with the Dean of the College, the Faculty Advisory Council and the Directors’
Council. Specific operating procedures will be on file in the College offices and will be posted with College Bylaws on the web.**

**ADMINISTRATION PERSONNEL ADVISORY COUNCIL:** The purpose of an Administration Personnel Advisory Council is to insure that the voice of the Administration Personnel is a part of the governance of the College. As set forth in Section III of these Bylaws, Administration Personnel are a constituency of the College. Each year the Dean will invite Administration Personnel to organize, or if organized, continue an Administration Personnel Advisory Council for the purpose of addressing activities, issues, and concerns of its members. The Administration Personnel Advisory Council will report to the Dean of the College, the Faculty Advisory Council and the Directors’ Council. Specific operating procedures will be on file in the College offices and will be posted with College Bylaws on the web.**

**STAFF ADVISORY COUNCIL:** The purpose of a Staff Advisory Council is to insure that the voice of the Staff personnel is a part of the governance of the College. As set forth in Section III of these Bylaws, Staff personnel are a constituency of the College. Each year the Dean will invite Staff personnel to organize, or if organized, continue a Staff Advisory Council for the purpose of addressing activities, issues, and concerns of its members. The Staff Advisory Council may request meetings with the Dean of the College, the Faculty Advisory Council and the Directors’ Council. Specific operating procedures will be on file in the College offices and will be posted with College Bylaws on the web.**

**PT/OPS ADVISORY COUNCIL:** The purpose of a PT/OPS Advisory Council is to insure that the voice of PT/OPS employees is a part of the governance of the College. As set forth in Section III of these Bylaws, PT/OPS are a constituency of the College. Each year the Dean will invite PT/OPS employees to organize, or if organized, continue a PT/OPS Advisory Council for the purpose of addressing activities, issues, and concerns of this constituency. The PT/OPS Advisory Council will report to the Dean of the College, the Faculty Advisory Council and the Directors’ Council. Specific operating procedures will be on file in the College offices and will be posted with College Bylaws on the web.**

**STUDENT ADVISORY COUNCIL:** The purpose of a Student Advisory Council is to insure that the voice of the student body is a part of the governance of the College. As set forth in Section III of these Bylaws, students are a constituency of the College. Each year the Dean will invite students to organize, or if organized, continue a Student Advisory Council for the purpose of addressing activities, issues, and concerns of students. The Student Advisory Council may request meetings with the Dean of the College, the Faculty Advisory Council and the Directors’ Council. Specific operating procedures will be on file in the College offices and will be posted with College Bylaws on the web.**

**Each Advisory Council will develop its own operating procedures in accordance with the College Bylaws and University Guidelines and upon approval of the Faculty Advisory Council and the Dean these procedures will be filed in the College offices and will be posted with College Bylaws on the web.**

**VI. AMMENDMENTS OR ADDITIONS TO BYLAWS**

Proposals for amendments or additions may be made by any member of the College by submitting the proposed change to members of each School’s Faculty Advisory Committee or to the Dean or to the Faculty Advisory Council.

Amendments of these bylaws shall occur utilizing the following procedure:
The Faculty Advisory Council shall, by a majority vote of the membership, initiate a request for a change in bylaws through a written ballot. This ballot shall be submitted to the full-time tenured and tenure-track faculty of the College. If at least 2/3 of the faculty vote, approval shall be granted by a simple majority of the votes cast.

This document may be updated by the Faculty Advisory Council with advance notice to the college constituencies and majority vote of the Faculty Advisory Council when such changes or revisions are mandated by rules, policies, and laws of the University and the State and, in any case where there is conflict between these bylaws and institutional/state rules, policies, or laws.

THE FACULTY ADVISORY COUNCIL UNANIMOUSLY VOTED TO IMPLEMENT TECHNICAL REVISIONS (as described below) TO THE COLLEGE BYLAWS ON THE 10th DAY OF OCTOBER 2009. As of July 1, 2008, the School of Architecture and Community Design was merged into the College of Visual and Performing Arts. The college was asked to consider a re-naming of the college with this expansion. The Faculty Advisory Council was asked to solicit the faculty, staff, and students and submit recommendations to the Dean and Provost. In spring 2009 the College of Visual and Performing Arts was officially renamed by the Provost to the College of The Arts. During the 2008-09 AY the FAC initiated a review of the College of Visual & Performing Arts ByLaws and identified 2 categories of revisions/changes (non-substantive technical revisions and substantive changes). The non-substantive technical revisions to the ByLaws included: adding School of Architecture & Community Design; changing College of Visual & Performing Arts to College of The Arts or simply the college; updating the USPS classification to Staff; updating the A&P classification to Administration Personnel; updating Non-Ranked Faculty to Non-Tenure Earning Faculty; deleting a teaching award that is no longer offered; and clarifying the provisions under operating procedures in the Curriculum Committee. As these changes were all non-substantive technical revisions.