

Reviewed Fall 2023 and Spring 2024, Approved on October 24, 2024

## **Preamble**

# Constitution of the University of Florida College of Journalism and Communications

Whereas education in the core disciplines of journalism; advertising; public relations; and media production, management, and technology is of global significance;

Whereas our College serves a democratic society and its citizens through teaching, research, creative activities, and service concerning the core disciplines and given our commitment to openness and transparency as essential to a democracy and self-governance;

Whereas shared governance is effective through working relationships among administrators, faculty, and staff; mutual respect for the participants' differing roles and responsibilities; and mutual trust in the ability and willingness of the various parties to meet their commitments;

We, the members of the College of Journalism and Communications, do ordain and establish this Constitution.

## **Article I: Organization and Purpose of the College**

*Section 1.* The College of Journalism and Communications is one of the basic degree-granting units of the University of Florida (see University Constitution). All provisions contained herein shall be in accordance with and subordinate to the regulations and procedures of the University of Florida Board of Trustees and the Florida Board of Governors; the Collective Bargaining Agreement between the University of Florida Board of Trustees and the United Faculty of Florida; the University of Florida Constitution; and state and federal laws and regulations, hereinafter "University Policy." Operating within these contexts and the provisions of this Constitution, governance shall be shared between the administration of the College and the faculty as represented in the Faculty Senate (see Art. II, Sect. 2.2).

### *Section 2. Mission of the College*

The University of Florida College of Journalism and Communications (CJC) is committed to a diverse and inclusive environment, preeminent scholarship, cross-disciplinary education, superior skills development and collaboration spanning the science and practice of communication to produce significant societal impact on a local, state, national, and global scale.

### *Section 3. Departments, Divisions, Units, Institutes, and Centers*

The College is organized into departments, divisions, media units, institutes, and centers.

3.1 Departments. Departments shall be the fundamental unit of academic and administrative organization within the College (see the University Constitution).

3.2 Divisions. Divisions are administrative units within the College encompassing a wide array of activities and functions that contribute to and support the academic mission of the College.

3.3 Institutes and centers. For the purpose of research or teaching programs at the graduate or undergraduate level, there may be established under the Dean, an institute or center to administer such interdisciplinary research or teaching programs (see the University Constitution).

3.4 Media and immersion units. The media and immersion units, which include but are not limited to television and radio stations, digital sites, the Innovation News Center (INC) and The Agency, are a major part of the teaching mission of our College.

3.5 Creation of, consolidation of, or other changes to departments, institutes, centers, units, and divisions by the Dean shall follow University Policy.

#### *Section 4. Administration*

4.1 The chief executive and administrative officer of the College shall be the Dean, who is responsible to the President of the University for the administration of the College, and who shall be the agent of the faculty for the execution of educational policy (see the University Constitution).

4.2 The Dean, in consultation with appropriate faculty and with approval by University administration, shall appoint associate deans, assistant deans, directors, and managers as needed and in accordance with University Policy. All administrators are expected to operate in the spirit of shared governance.

4.3 Each academic Department is headed by a Chair appointed by the Dean in consultation with the Department's faculty and in accordance with the University Constitution. The Chair serves as chief executive and administrative office of the Department, is responsible to the Dean for administration of the Department, and is the agent of the Department faculty for the execution of academic policy. Chairs are expected to operate their Department in the spirit of shared governance. The INC Director functions as Chair for that unit.

4.4 The Dean shall consult with faculty and staff on the performance of administrators in the College at least once every three years in collaboration with the Faculty Senate and Human Resources.

### **Article II: College Governance**

#### *Section 1. Authority*

1.1 The authority of the faculty and staff to participate in the determination of policies, procedures, and activities of the College shall not exceed the limits of the Constitution of the University of Florida. Members of the faculty and staff are encouraged to take an active and responsible role in discussions of proposed new policies, procedures, and activities and/or changes to existing policies, procedures, and activities. Academic governance is most effective when faculty, staff and administration work together to carry out duties and responsibilities.

1.2 In keeping with the Constitution of the University of Florida, the Faculty Senate (see Art. II, Sect. 2.2, herein) shall act in an advisory capacity to the Dean and appropriately represent the interests of the faculty.

## Section 2. Shared governance

2.1 Decision-making in the College of Journalism and Communications shall be guided by the University's five principles of shared governance: a) mutuality, collegiality, and collaboration; b) transparency; c) representative participation; d) mutual accountability; and e) clarity of roles.

2.2 The faculty's role in shared governance. The College faculty has *determination roles* "on certain matters, such as curriculum, criteria for tenure and promotion, evaluation of students, and recommendations regarding accreditation"; *recommendation roles* "on certain matters including but not limited to the College budget and technology decisions that impact teaching and research"; and *consultation roles* "on other matters connected with the priorities and policies of the College and their implementation."<sup>1</sup>

a. The Faculty Senate (see Art. II, Sect. 2.2b) and the College standing committees (see College Bylaws, Art. I, Sect. 1.1) work collaboratively in enacting these roles, as defined by the University's shared governance policies and by the College Constitution.

b. The Faculty Senate is an elected representative body of the College faculty, with its leadership elected by the Faculty Senate, which acts on behalf of the faculty and is responsible for working with unit administration to develop and oversee the operation of shared governance within the College.

c. To ensure the success and vitality of shared governance in exercising decision-making responsibilities on issues and policies affecting faculty, the administration will seek input as appropriate from the Faculty Senate and communicate about final decisions.

2.3 The staff's role in shared governance. CJC's Staff Council was created in 2021 to empower full-time TEAMS staff members' roles in shared governance. Staff Council shall share in *recommendation* and *consultation* roles as outlined above in Art. II, Sec. 2.2

2.4 The Dean's role in shared governance. The Dean of the College is designated by the University as having the ultimate authority in all college decision-making. To enable shared governance, following the guidelines from the Report of the Presidential-Faculty Senate Joint Task Force on Shared Governance, the Dean will share authority and responsibility with the faculty.<sup>2</sup>

a. On matters in which the faculty has *recommendation* responsibility, the Dean shall modify or reject recommendations only *after a further conference with* the Faculty Senate (or its representative), when possible. The Dean (or the Dean's designee) will then inform the Faculty Senate (or its representative), or the full faculty, of the final decision and the reasons for that decision.

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<sup>1</sup> Report of the Presidential-Faculty Senate Joint Task Force on Shared Governance, Nov. 14, 2003, p. 25, and Appendix. Available at:

[http://www.senate.ufl.edu/publications/reports/shared\\_governance/Final\\_Joint\\_T\\_F\\_Shared\\_Gov\\_Report.pdf](http://www.senate.ufl.edu/publications/reports/shared_governance/Final_Joint_T_F_Shared_Gov_Report.pdf)

Also from the Report of the Faculty Senate-Presidential Task Force on the Implementation of Shared Governance Structure, adopted April 20, 2006, p. 30.

<sup>2</sup> Text of items 2.3.a and 2.3.b is based on language in the Report of the Presidential-Faculty Senate Joint Task Force on Shared Governance, Nov. 14, 2003, p. 2. Available at:

[http://www.senate.ufl.edu/publications/reports/shared-governance/Final\\_Joint\\_T\\_F\\_Shared\\_Gov\\_Report.pdf](http://www.senate.ufl.edu/publications/reports/shared-governance/Final_Joint_T_F_Shared_Gov_Report.pdf)

b. On matters in which the faculty has *consultation* responsibility, the Dean will seek input from the Faculty Senate and also inform the faculty and staff of the nature and rationale for decisions *before they are made*, whenever feasible.

c. The Dean shall meet at least once a semester with the Faculty Senate (see Art. II, Sect. 2.3) to discuss the state of the College and work with the Faculty Senate on shared goals and outcomes.

d. The Dean shall seek to deliberate with the Staff Council on matters of significant interest to staff.

### *Section 3. Procedures of the College*

3.1 The most current edition of *Robert's Rules of Order Newly Revised* shall be used in conduct of all faculty, graduate faculty, and committee meetings unless suspended by a simple majority of those present and eligible to vote.

3.2 Unless otherwise stated explicitly herein, all references in this Constitution to a majority vote shall mean a simple majority, or more than half of those present and eligible to vote, provided there is a quorum (defined as one-third of in-residence faculty as noted in Art. II, Sec. 4.6).

### *Section 4. Meetings of the full faculty*

4.1 Who can call them and how often. The Dean or the Faculty Senate may call meetings of the full faculty. There shall be at least one Senate-called faculty meeting each semester. There shall be at least one meeting during the academic year at which the Dean presents the state of the College. In a case where an emergency compromises the meeting, the meeting will be rescheduled as soon as it is feasible.

4.2 Who presides. For Dean-called faculty meetings, the Dean or the Dean's designee shall preside. For Faculty Senate-called faculty meetings, the chair of the Faculty Senate or the chair's designee shall preside.

4.3 Agenda. Agendas for faculty meetings will be prepared and distributed to the faculty at least 24 hours prior to the meeting. For Dean-called meetings, the Dean or Dean's designee shall develop the agenda. For Faculty Senate-called meetings, the chair of the Faculty Senate shall develop the agenda. Faculty members and administrators may suggest items for the agenda provided they are submitted in writing and in a timely manner. A majority of those present may vote to permit discussion on non-agenda items. Action items must be identified as such in the agenda.

4.4 Minutes. Minutes of each faculty meeting shall be taken. For Dean-called meetings, the Dean or Dean's designee will appoint a person to take minutes. For Faculty Senate-called meetings, the chair of the Faculty Senate will appoint a person. Draft minutes of meetings shall be written and submitted to the Dean, Dean's designee, or the Faculty Senate chair within 14 days of that faculty meeting and approved at the next Senate-called or Dean-called faculty meeting. After the minutes have been approved by a vote of the faculty, the Dean, Dean's designee, or chair of the Faculty Senate shall make the minutes publicly known through the appropriate technologies.

4.5 Parliamentarian. For Dean-called faculty meetings, the Dean or Dean's designee shall appoint a parliamentarian. For Faculty Senate-called meetings, the chair of the Faculty Senate shall appoint a parliamentarian. The parliamentarian shall be announced at the beginning of each meeting.

4.6 Quorum. A quorum shall consist of one-third of the faculty (as defined in Art. III, Sect. 1) in residence. "In residence" shall be defined as those faculty members who are not on sabbatical or other official leave approved by the Dean or the University excluding business travel and sick leave that does not affect performance of assigned duties.

4.7 Proxy voting. No proxies shall be recognized.

### *Section 5. Graduate Faculty Meetings*

5.1 Who calls the meetings. The Associate Dean for Graduate Studies may call a meeting of the graduate faculty (as defined in Art. III, Sect. 2.1) as needed.

5.2 Who presides. The Associate Dean for Graduate Studies, or a person whom s/he designates, shall preside.

5.3 Notice of meetings. Announcements of regular graduate faculty meetings should be sent expeditiously to all graduate faculty and made publicly known through the appropriate technologies at least 24 hours in advance.

5.4 Agenda. The Associate Dean for Graduate Studies shall develop the agenda for graduate faculty meetings and distribute the agenda to the faculty at least 24 hours prior to the meeting. Graduate faculty members and administrators may suggest items for the agenda provided that they are submitted in writing and in a timely manner. A majority of those present may vote to permit discussion on non-agenda items. Action items must be identified as such in the agenda.

5.5 Minutes. Minutes of each meeting must be taken. The Associate Dean for Graduate Studies will appoint a person to take minutes for the meeting. Draft minutes of the meetings shall be written and submitted to the Associate Dean for Graduate Studies within 14 days of that faculty meeting. After the minutes have been approved by a vote of the graduate faculty, the Associate Dean or Associate Dean's designee shall make the minutes publicly known through the appropriate technologies.

5.6 Parliamentarian. The Associate Dean for Graduate Studies shall appoint a parliamentarian. The parliamentarian shall be announced at the beginning of each meeting.

5.7 Quorum. A quorum shall consist of one-third of the graduate faculty in residence. "In residence" shall be defined as those faculty members who are not on sabbatical or other official leave approved by the Dean or the University excluding business travel and sick leave that does not affect performance of assigned duties.

## **Article III: The Faculty**

### *Section 1. Membership of the faculty*

1.1 Voting members. The faculty of the College consists of all persons employed by the University during the regular academic year as defined by UF Senate Bylaw 21.

1.2 Faculty members within a Department or unit may recommend individuals by a simple majority vote to be elected or appointed as departmental representatives to faculty standing committees, task forces, and faculty meetings, and bestow upon these individuals voting privileges, as appropriate. When making these

appointments, the Department or unit will determine that the individual's responsibilities include teaching or research in the Department. The Department or unit can change these appointments if the individual's assignment changes (see the University Constitution).

### *Section 2. Graduate faculty*

2.1 Membership. All members of the faculty of the College who have been appointed to membership in the Graduate Faculty of the University shall be members of the College graduate faculty. See the University Constitution for criteria for appointment to the Graduate Faculty of the University.

2.2 Duties. The graduate faculty of the College shall have all the powers and duties relating to graduate students and programs that the College faculty has over undergraduate students and programs. The level of involvement of graduate faculty in supervising students is determined by the Associate Dean for Graduate Studies in consultation with the faculty member and the faculty member's Department Chair.

### *Section 3. Searches and appointments*

3.1 Appointment of new faculty and Department Chairs. Searches for Department Chairs, tenure-track, non-tenure track, and tenured faculty members shall be conducted by the Department in which the faculty member shall hold academic rank, with hiring authority by the Dean. For searches involving more than one department or unit, a committee representative of all the departments/units for which the hire might have teaching, research, or service duties will be formed. The search committee shall be appointed by the Dean, or the Dean's designated authority. The College's Search Advisors are available to assist the committee in ensuring best practices for all aspects of the recruitment process. . The hiring authority or designee shall notify the affected unit(s) of the committee's formation in a timely fashion and appoint the search committee chair. Searches for faculty or Department Chair positions will be conducted in accordance with UF Constitutional requirements, Collective Bargaining Agreements, and principles of shared governance.

3.2 Appointment of emeritus faculty. An affirmative vote of Department faculty is required before an individual can be appointed to emeritus status (see the University Regulations).

3.3. Appointment of Associate and Assistant Deans and Other College Administrative Officers. The Dean may appoint Associate and/or Assistant Deans and Directors as the Dean deems necessary for the accomplishment of desired goals, subject to the approval of the President or the President's designee. The dean will consult with the Faculty Senate about these appointments.

3.4 Appointment of the Dean. The Dean shall be appointed by the President or the President's designee. In making this appointment, the President or designee shall consider the opinion of the faculty of the College (see the University Constitution, and see bylaws below on Special Advisory Committee for Dean searches).

### *Section 4. Tenure and promotion*

4.1 All considerations of tenure and promotion shall be consistent with unit, College, and University guidelines for tenure and promotion. All unit and College guidelines regarding tenure and promotion shall be applicable to the hiring of faculty members at senior ranks or with tenure. The Dean or Dean's designee shall annually distribute College and University guidelines for tenure and promotion along with relevant deadlines for submissions.

4.2 Recommendations for nomination for tenure shall be initiated by the faculty member who is eligible for tenure, in accordance with University Policy.

4.3 Recommendations for nomination for promotion shall be initiated by the eligible faculty member, in accordance with University Policy.

### *Section 5. Faculty rights*

5.1 The faculty believes that academic freedom and responsibility are essential to the full development of a university and apply to teaching, research, and creativity. Therefore, the faculty must be free to cultivate a spirit of inquiry and scholarly criticism and to examine ideas in an atmosphere of freedom and confidence.

5.2 Faculty members have the right to know what is required of them in their work and how that work will be evaluated. Faculty members shall be provided with a statement of their responsibilities and criteria by which they will be evaluated upon initial appointment and at least annually thereafter.

5.3 All decisions regarding tenure, promotion, sabbatical leaves, salaries, salary increases, and evaluations, and all results of those decisions, shall be made known to the individual faculty member in a timely manner. Faculty members have the right to appeal such decisions in a timely manner, consistent with applicable policies and procedures, and to expect a timely reply.

5.4 On all matters relating to tenure and promotion, faculty members have the right to receive, in a timely manner, the results of Departmental votes, the College committee's recommendation, the Chair's letter, the Dean's letter, and their recommendations.

5.5 The faculty has the right to assemble to discuss matters of concern to the faculty without limit.

5.6 All faculty members have the right in accordance with University Policy to see any and all information about themselves kept in any official personnel files within the College or Department and have the right to reply in writing.

### **Article IV: Constitutional Review**

Two years after the approval of this Constitution by the faculty, the Faculty Senate shall review this Constitution, and all applicable governing documents, and propose changes if necessary. Future reviews shall be conducted at least every three years, unless a review is called for by a majority vote of the faculty at a faculty meeting.

### **Article V: Amendments to the Constitution**

The Constitution may be amended by a two-thirds vote of all faculty in residence (defined as those faculty members who are not on sabbatical or other official leave approved by the Dean or the University excluding business travel and sick leave that does not affect performance of assigned duties) at any regular or special meeting of the faculty, provided that written notice and the text of the proposed amendments are sent to the faculty by the Dean, Dean's designee, or Faculty Senate Chair at least two weeks prior to the meeting at which such action is to be taken. The vote on the amendment(s) shall be in a single meeting. No proxies shall be recognized. All amendments must include an effective date. The

Chair of the Faculty Senate shall send electronic notice to the faculty of amendments when they have passed.

## Faculty Bylaws

### **Article I: College Committees**

*Section 1.* The College shall have four types of committees on which faculty may serve.

1.1 Standing faculty committees. Faculty committees address concerns pertaining to the major academic missions as defined by the University's Faculty Senate (e.g., curriculum, standards for appointment, evaluation of students) or within the University-recommended areas of shared- governance functions: Academic Policy and Structure; Faculty Quality and Welfare; Academic Planning, Budgeting, and Resource Allocation; Research and Scholarship; and Academic Infrastructure and Support.<sup>3</sup> Under shared governance, these are areas in which the faculty possesses either recommendation or determination rights.

1.2 Standing Dean's committees. Dean's committees are committees created by the Dean at his/her discretion. The Dean or his/her representative appoints members, and the members report directly to the Dean.

1.3 University-mandated committees. University-mandated committees are required by the University and defined by University Policy.

1.4 Task forces. Task forces may be formed by the Dean or the Dean's representative. Faculty task forces may be formed by faculty members or the Faculty Senate as they deem appropriate. A task force will be disbanded when its task is completed.

### **Article II: Committees of the Faculty**

#### *Section 1. Authority*

The standing committees of the faculty (herein "standing committees") shall carry out duties prescribed by the Constitution, charges assigned by the College's Faculty Senate and administration, and in accordance with University Policy.

#### *Section 2. General rules*

2.1 Minutes. All standing committees must provide minutes of meetings. Minutes of each meeting will be sent to the specific standing committee chair or designee after the minutes have been approved by its members. The chair or designee will post on the College's website. Each committee will determine how it will be taking minutes (e.g., electing a secretary, alternating minute-taking among members, etc.) for that particular academic year during the initial committee meeting in fall semester.

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<sup>3</sup> Report of the Faculty Senate-Presidential Task Force on the Implementation of Shared Governance Structure, adopted April 20, 2006.



2.2 Announcement of meetings. In the interest of shared governance, the chair of a standing committee shall announce all meetings to the faculty expeditiously and make it publicly known through appropriate technologies at least 24 hours in advance. If the meeting is required to be open pursuant to the Sunshine Law, then the chair of the standing committee shall make it publicly known through appropriate technologies at least three business days in advance.

2.3 Agendas. The agenda for each committee meeting will be prepared by its chair and distributed to committee members and all faculty at least 24 hours prior to meetings.

2.4 Quorum. Unless otherwise stated explicitly herein, all references in these Bylaws to any quorum shall mean more than one third of the members of the body.

2.5 Voting procedures. When a vote is taken in a committee, all members of the committee are eligible to vote, unless otherwise specified for the individual committee elsewhere in these Bylaws.

2.6 Frequency of meetings. All committees should meet at least once per semester. If a committee finds that it does not need to meet once per semester, the committee's chair is required to consult the Faculty Senate to discuss whether the committee might need to be restructured or disbanded.

2.7 Annual report. All committees will create an annual report on their activities that will be sent to the College web administrator to post on the College's website before the last Senate-called faculty meeting of the spring semester. The Faculty Senate will set the deadline for these reports and provide committees with at least two weeks' notice of this deadline. In addition, the Faculty Senate or the committee itself may request an oral presentation of the report to the full Faculty at the last Senate-called faculty meeting of the spring semester.

2.8 Policy deliberation. Two-way communication with constituent groups is essential for effective shared governance; thus, before an elected standing committee presents a policy or procedure issue for a faculty vote, the following processes shall be followed:

- a. The proposed policy or procedure will be presented in writing and discussed with bodies that will be affected substantially by the policy or procedure. (These could include, but are not limited to, the Departments, Deans and Chairs, the graduate faculty, the stations, or other units.)
- b. Representatives on elected standing committees shall report committee action to their Departments, through email, or at Department meetings, in a timely manner. As appropriate, the representative should obtain faculty and/or staff opinion so that the representative's actions and decisions are informed by the unit represented.
- c. Prior to presenting a policy or procedure for a vote at a College-wide faculty meeting, elected standing committees shall submit the policy for consideration and further action by the Faculty Senate as specified in Bylaws Art. II, Sect. 11.1 a.vi-vii.
- d. A committee may send an issue to the respective full faculty and/or Staff Council if there is a 2/3 vote by the full committee membership to do so. The Senate then will forward this issue to the appropriate body as a discussion item, not a voting item, and the faculty and/or Staff Council will decide whether to pursue the issue.
- e. The policy document presented for a College-wide faculty vote shall indicate the dates on which the policy was submitted to the appropriate bodies and the Faculty Senate.

2.9 Overlapping committee functions. At times, the interests and functions of committees may overlap. The following steps should be taken to reach a consensus on how to address the overlapping interest.

- a. The chairs of overlapping standing committees will meet to discuss the appropriate manner to proceed and try to reach a resolution.
- b. A representative of one of the affected standing committees may present the overlapping issue at the other affected committee's meeting.
- c. A joint meeting of both affected committees may take place to address the overlapping matter.
- d. If no resolution is achieved through these steps, then the chairs of the affected committees will consult the Faculty Senate.

2.10 Student members of committees. Where an undergraduate student is required to serve on a College committee, that student shall serve for a term of one academic year. Where a graduate student is required to serve on a College committee, that student shall be elected or appointed by the Graduate Students in Mass Communication Association (GSMCA), for a term of one academic year. The committee chair shall ensure that the appropriate students are informed of their obligation to designate a representative on the committee.

2.11 Faculty members not elected to a committee. A list of faculty members who are not nominated by the Election Committee to serve on a University-mandated committee, Faculty Senate or standing committee shall be forwarded to the Executive Associate Dean and the Department Chairs by the Election Committee. The Executive Associate Dean and the Department Chairs shall assign comparable service obligations to these faculty members during the year.

### *Section 3. Subcommittees*

Each standing committee may use its own discretion to form a subcommittee to work on specific issues that are related to the committee's specific mission, as described below in Bylaws Article II, Section 11 (Non-University-mandated standing committees).

### *Section 4. Task forces*

Task forces may be created and appointed by the Dean or Faculty Senate to address issues that are not readily addressed by existing standing committees and their specific missions, as described below in Bylaws Article II, Section 11 (Non-University-mandated standing committees). In principle, task forces should follow the general rules for standing committees as described above in Bylaws Article II, Section 2 (General rules).

### *Section 5. Elections for committees and the Faculty Senate*

5.1 Eligibility for Committees. Elections for University-mandated committees, Faculty Senate and College standing committees shall be conducted annually. For University-mandated committees, the College must meet membership requirements for particular faculty ranks and Department representation.

5.2 Election Committee of the Faculty Senate. The Faculty Senate shall appoint annually an Election Committee, consisting of one senior senator from each Department and the Executive Associate Dean.

The committee shall select its own chair. This committee is responsible for preparing all nominations, all slates and all ballots for committee elections, conducting all voting, and announcing the results to the faculty.

5.3 Elections for University-mandated committees, the Faculty Senate and standing committees. The Election Committee shall seek faculty members' committee preferences through an electronic self-nomination process and shall create a ballot for election to all University-mandated committees, election to the Faculty Senate and election to standing committees. Creation of this ballot shall follow current University Policy, and applicable to the Faculty Senate, it shall also follow the College Bylaws Article II, Section 11.1.b (Composition of the Faculty Senate).

- a. This ballot must be completed two weeks prior to the elections for all committees.
- b. The Election Committee chair shall inform the faculty at large about the elections via electronic notice.
- c. If University Policy requires nominations for a particular committee, those nominations shall occur over a period of no less than one week, prior to the ballot's completion.
- d. The Election Committee shall assemble a slate for each University-mandated committee, the Faculty Senate and standing committee. All slates may appear on one ballot. If any member of the faculty wishes to contest the ballot, he or she must do so in a timely manner, in writing, to the chair of the Faculty Senate and the chair of the Election Committee.
- e. Voting and results. These elections shall be conducted by electronic ballot, with the Election Committee tallying the votes. For each committee seat, the person with the most votes wins the seat. Election results shall be announced electronically to faculty members. All elections shall be held in accordance with the laws of the State of Florida that govern public meetings as well as University Policy.

5.4 Elections for all committees. These elections are preceded by a nomination procedure. The Election Committee shall inform the faculty at large about the nomination process via written notice and shall accept nominations from the faculty for open seats on the elected committees of the College over a period of no less than one week.

- a. Each faculty member, as defined by Constitution Art. III, Sect. 1.1 and 1.2, will self-nominate to be considered for all committee openings. If a faculty member chooses not to self-nominate for any committee, the Election Committee shall nominate that faculty member for one or more committees.
- b. The Election Committee will assemble a single document, hereafter called the slate, showing the nominees for all elected committees. Each committee will have its own list of nominees, consisting of one person listed for each open position. Any seat that is left empty shall follow the protocol set forth in Bylaws Art. II, Sect. 8. The nominees shall be listed in alphabetical order along with the person's corresponding unit or Department represented under the committee name.
- c. Terms of office. Unless otherwise specified, elected members of standing committees shall serve for a term of two years and until their successors have been elected and take office. All terms shall start at the beginning of the fall semester. There are no term limits unless otherwise specified by University Policy or elsewhere in this Constitution or Bylaws. All terms of office shall be established on a rotating basis such that no more than half of the committee members are newly elected yearly.

d. Election calendar. Elections shall be held during spring semester. Elections may be held during a meeting of the College faculty wherein the Election Committee's presentation of the final ballot is an agenda item. The Faculty Senate shall announce and conduct such meeting in accordance with the College Constitution (Art. II, Sect. 4, Meetings of the full faculty).

e. Voting and results. The vote on the final ballot may be conducted either electronically or by a voice vote at a meeting of the faculty, and a simple majority shall carry. The most current version of *Robert's Rules of Order Newly Revised* shall be consulted and followed regarding the election of a slate of representatives, including but not limited to how to handle nominations from the floor and how to elect a partial slate. The Election Committee shall ratify the results.

5.5 Election of the Special Advisory Committee in Dean searches. When a Special Advisory Committee is to be elected to represent the faculty in the selection of the Dean, as soon as possible after a current dean is known to be leaving and in accordance with University Policy and Art. III, Sect. 3.5 in the College Constitution, the Election Committee shall solicit suggestions for nominees from each department to serve on that committee. If it is impractical to hold this election in conjunction with a regular election, then the Faculty Senate will determine when and how such election will be held. The Special Advisory Committee should request representation on the Dean's search committee from the President or President's designee; monitor the work of the search committee; and report to the faculty as needed on relevant issues including candidate slates. Once finalists visit campus, the committee should meet with the finalists; gather faculty feedback on their strengths and weaknesses; and present findings to the President or President's designee.

5.6 Eligibility. Any member of the faculty shall be eligible for nomination to the elected standing committees, under the following conditions:

a. The Dean, Executive Associate Dean, and the Department Chairs in the College shall not be eligible for elected positions.

b. Persons who are not members of the faculty may be eligible under conditions defined in Art. III, Sect. 1 of the College Constitution (Membership of the faculty).

c. Eligibility requirements for University-mandated committees are set by University Policy and not by the College.

#### *Section 6. Election of chair and vice-chair of standing committees*

6.1 Chair. The UF-mandated committees, the Faculty Senate and faculty standing committee chairs shall be elected by their respective committee members unless otherwise specified in the Bylaws or by University Policy. The term of the chair shall be one academic year.

6.2 Chair-elect. The Faculty Senate chair-elect shall be elected by their respective Faculty Senate members unless otherwise specified in these Bylaws or by University Policy. The vice-chair shall serve for one academic year and then become chair of the Faculty Senate for the following academic year. Only Faculty Senate members who are not serving the last year of their second three-year term shall be eligible to become chair-elect.

#### *Section 7. Who does not serve on college committees*

First-year faculty members who are untenured or who hold a lecturer or equivalent faculty rank position may not serve on a College committee during their first academic year or, if the faculty member's employment starts midyear, will not serve during the first spring semester only.

#### *Section 8. Vacancies on committees*

If a seat or seats on a committee are empty, the committee chair shall first approach the Department Chair if the empty seat is allocated to that department and ask for a replacement. In other cases, or if the Department Chair is unable to provide a replacement, the committee shall find a solution and present it to the Faculty Senate for further action. Exceptions to these rules are the Faculty Senate, University Senate, Tenure and Promotion, Sabbatical, or any other University-mandated committee, seats on which may be filled by a special appointment, or election under the direction of the Faculty Senate.

#### *Section 9. Sunsetting committees*

The Faculty Senate will monitor committee activities and may call for the disbanding or restructuring of a committee. The committees will also monitor their own activity. In the event that a majority of the committee members recommend disbanding or restructuring, the committee members will take the issue to the Faculty Senate for vetting and further action. All restructuring and disbanding of committees must go before the faculty and pass with a simple majority at a regular or special meeting of the full faculty.

#### *Section 10. Creating new committees*

If two or more members of the faculty consider a new committee to be needed, the role that the new committee would fill will be described in written form and submitted to the Faculty Senate for discussion and further action.

#### *Section 11 Non-University-mandated standing committees*

After the first item about the Faculty Senate below, all committees are listed in alphabetical order. Unless otherwise specified below, only elected members on a committee are voting members. Unless otherwise specified below, members of a committee shall elect the committee chair.

### **11.1 Faculty Senate**

#### **a. Duties**

i. Provide an official faculty body for representing the College faculty on issues of concern with the university administration.

ii. Meet at least monthly with the administration.

iii. Recommend policies to the Dean and other administrative bodies.

iv. In consultation with the administration, develop a process for resolution of conflict between the faculty and the administration.

v. Develop a process for actively soliciting input from the faculty.

vi. Receive, consider, refer, and approve matters submitted in writing to the Senate including recommendations from standing committees, special committees, or individual faculty members.

vii. Collaborate with the college committees and establish a mutual accountability process.

viii. Refer matters to the faculty as a whole as appropriate based on recommendations from standing committees, special committees, or individual faculty members.

ix. Regularly report to the faculty regarding issues and actions of the Faculty Senate.

x. Investigate and make recommendations on matters referred to the Senate by the faculty.

xi. Consider concerns and act upon recommendations presented by student groups and/or staff within the College.

xii. Call faculty meetings as needed and set the agenda for those meetings. Hold at least one faculty meeting during each fall and spring semester.

xiii. Additional meetings may be called by the Faculty Senate chair or by petition of three members of the Faculty Senate.

xiv. Meet at least monthly during fall and spring semesters to accomplish the duties outlined above and as needed.

#### b. Composition of the Faculty Senate

i. The Faculty Senate will be elected members, with two members elected by each academic Department and the Innovation News Center.

ii. The names of all eligible faculty members in the Department/INC will appear on the Department/INC's ballot.

iii. Deans and Department Chairs are not eligible to serve on the Faculty Senate.

#### c. Terms of office

i. The Faculty Senate will meet during fall and spring semesters. The Senate will be called into special session during the summer semester only in emergency situations.

ii. The length of a term is three years.

iii. A faculty member may be elected to the Faculty Senate for two consecutive terms (six years total).

iv. A faculty member who has served two consecutive terms may seek re-election after being off the Faculty Senate for one year.

v. The terms of office will be established on a rotating basis so no more than five members are elected each year.

vi. In the event that a representative cannot fulfill the term or is removed from the position due to non-attendance or by the vote of the representative's unit, the representative's unit will elect a replacement for the remainder of the term. In the event that no one in the unit is willing to fill the seat, the position will be filled by an at-large election.

## **11.2 Budget and Long-Range Planning Committee**

### **a. Mission**

- i. Regularly meet with Dean and administration for financial updates.
- ii. Serve as the liaison among administration, faculty, staff, and Faculty Senate on financial issues.
- iii. Serve in an advisory role to administration on financial requests, priorities and allocations for the College and the Departments. These include but are not limited to strategic planning, revenue enhancement and budgetary implications.

### **b. Composition**

- i. The committee shall consist of one faculty member from each of the departments and the INC, one Faculty Senate representative, and the College director of finance.
- ii. If none of the four faculty members serving on this committee is currently a member of the Faculty Senate, the Faculty Senate Chair should be informed after the first meeting of the committee, and a Faculty Senate representative should be appointed by the Faculty Senate Chair.

### **c. Voting procedures**

- i. The College director of finance is a non-voting member

## **11.3 Curriculum and Teaching Committee**

### **a. Mission**

- i. Recommend to the faculty new courses and courses to be discontinued on petition by a department.
- ii. Recommend minimum requirements for undergraduate degrees.
- iii. Conduct College-wide curriculum reviews.
- iv. Develop, maintain, and evaluate instruments for the evaluation of teachers and courses by students and/or former students and the system by which these are regularly administered.
- v. Develop and implement services which aid the enhancement of teaching in the College.
- vi. Consider other issues related to teaching and/or curriculum including but not limited to peer observations, teaching evaluations for third-year reviews, team teaching, and cross-departmental teaching.

vi. Serve as the selection committee for Teacher/Advisor of the Year.

b. Composition

i. The committee shall consist of at least 11 members: one faculty representative from each department and the INC; the Department Chairs; one undergraduate student; and the Associate Dean for Undergraduate Affairs and Enrollment Management, who will be the chair of the committee. An additional faculty representative shall be a former College Teacher of the Year winner.

c. Voting procedures

i. The chair of the committee is a non-voting member.

#### **11.4 Faculty Welfare & Development Committee**

a. Mission

i. Encourage recruitment, growth, and retention of a well-rounded faculty with varied backgrounds, experiences and perspectives in the College.

ii. Foster opportunities for faculty growth through professional development.

iii. Promote the general welfare insofar as it pertains to improving the quality of faculty life. Tasks might include conducting workshops; proposing policies pertaining to development and retention issues; and addressing concerns of adjunct faculty.

iv. Provide support to the faculty and administration to meet these goals.

v. Serve as the selection committee for Faculty Professional Summers.

b. Composition

i. At least five faculty members including one from the INC, the Executive Associate Dean, and the College's Human Resources Director.

c. Voting procedures

i. The Executive Associate Dean and the College's Human Resources Director are non-voting members.

#### **11.5 Graduate Committee**

a. Mission

i. Consider and make recommendations to the College's graduate faculty and the Associate Dean for Graduate Studies on all matters related to the graduate program, including:

1) Admission standards for the College.



2) Curriculum and degree requirements of the College's master's and Ph.D. programs.

3) Procedures for graduate faculty status.

ii. Assist the Associate Dean for Graduate Studies in the recruitment of graduate students.

iii. Act for the graduate faculty in evaluating and making recommendations regarding admissions and funding.

iv. Consider and vote on petitions, probation, and other graduate student policy issues.

b. Composition

i. One Graduate Faculty member from each of the major departments (who may also represent different areas in the curriculum or in the College).

ii. Other representatives who the graduate faculty or administration believe should be represented.

iii. Two graduate students (not first-semester); ideally one master's student and one doctoral student.

iv. All Department Chairs.

v. The Associate Dean for Graduate Studies.

c. Chair

i. The chair of the committee shall be the Associate Dean for Graduate Studies.

d. Voting procedures

i. Because information from student records is presented and discussed, students shall not vote nor attend meetings on evaluative matters.

ii. The Associate Dean for Graduate Studies shall vote as s/he sees appropriate under the guidelines specified by shared governance.

iii. Any initiatives or policies initiated by or brought to the Graduate Committee are first voted on by the Graduate Committee and are then taken to the College graduate faculty for a vote.

**11.6. Community + Culture Committee**

a. Mission

i. Promote the community values toward building a culture of belonging and engagement in all activities and programs of the College.

ii. Consistent with Fla. Stat. 1004.06 and corresponding State University System of Florida Board of Governors regulations, ensure the CJC is in compliance with Standard 4 of the Accrediting Council on Education in Journalism and

Mass Communications.

- iii. Monitor strategic and institutional effectiveness in achieving our goals in the areas above and help ensure that these efforts undergo ongoing review in a timely manner. The committee will manage the accreditation program's required "written diversity plan."
- iv. Make recommendations to the CJC administration and other College departments and committees regarding strategies, tactics and key performance indicators (KPIs). Identify challenges to College and University goals in areas including those enumerated in Standard 4: curriculum and teaching; public engagement, immersion venues and programs; career readiness; and student, faculty and staff recruitment. Advocate for the implementation of these recommendations.
- v. Solicit suggestions from faculty, staff and students regarding programs or strategies and tactics.
- vi. .

b. Who can serve

- i. Any member of the CJC faculty;
- ii. College staff members;
- iii. Students from the undergraduate and graduate degree programs.

c. Composition

i. One faculty member from each department and the INC; the Assistant Dean for Student Experiences or designee; at least one student representative each from the undergraduate and graduate degree programs, with recruitment first from members of any concurrent student-focused task force ; a representative from the Division of Media Properties; of the College's TEAMS staff as elected by those eligible staff members; the CJC's directors of communications and event coordinator, or their designates; the Executive Associate Dean; and the College's Human Resource Director or designee.

ii. If none of the elected members serving on the committee is concurrently a member of the Faculty Senate, the Faculty Senate Chair should be informed after the first meeting of the committee and a Faculty Senate representative should be appointed by the Senate.

d. Election of Co-chairs

i. One faculty member and one staff member shall be elected as co-chairs by committee members; the term of co-chairs shall be one academic year.

e. Voting Procedures

i. The Executive Associate Dean and College Director of Human Resources are non-voting members.

### 11.7 International committee

a. Mission

i. Advise the College's faculty, staff and administration on matters that affect the College's role in the University's stated international mission. Tasks might include conducting workshops, proposing policies pertaining to internationalization of the College, and helping create international partnerships.

ii. Encourage the formation of programs and events that forward international scholarly activity of the faculty members and students, including internationalizing the campus and curriculum (e.g., through virtual exchanges, international guest lecturers), teaching abroad, research on international subjects, and faculty and student exchange opportunities.

iii. Circulate relevant information among committee members—and through them, to other faculty and staff—about international matters.

iv. Collaborate with the Office of Communication to promote CJC's internationalization efforts.

b. Who can serve

i. CJC Administrators

ii. CJC Faculty members

iii. CJC Staff members

iv. Students from the CJC undergraduate and graduate programs

c. Composition

i. The college's UFIC liaison

ii. At least one CJC administrator (chair or dean) appointed by the Dean or designee

iii. At least one faculty member from each department and the INC

iv. At least one staff member appointed by the Staff Council

v. At least one undergraduate student and one graduate student recruited by committee members

d. Voting procedures

All committee members are voting members.

### 11.8 Research Committee

a. Mission

i. Encourage and aid research; recommend criteria for the administration of research grants and programs.

ii. Serve as an advisory committee on research policies and programs to the faculty.

iii. This committee also serves the function of the University's committees on human experimentation and computer utilization.

iv. Serve as the selection committee for research-related internal grants and awards.

v. Take on other research-related issues/responsibilities as deemed appropriate by the Dean and/or the faculty.

b. Composition

i. One representative from each department, the Associate Dean for Research, and one Ph.D. student.

c. Chair

i. The chair of the Research Committee shall be the Associate Dean for Research.

d. Voting procedures

i. The student member is a non-voting member.

ii. The Associate Dean for Research shall vote as s/he sees appropriate under the guidelines specified by shared governance.

**11.9 Technology Committee**

i. Mission

i. Promote effective use and distribution of technology resources to support and enhance the mission of the College.

ii. Make recommendations to the administration regarding computer software and hardware purchases, installations and upgrades by and for faculty, for use in computer labs in Weimer Hall, and for graduate student assistants. The software and hardware concerned are related to teaching, research, and service.

iii. Solicit suggestions from faculty and students regarding software and hardware purchases, installations, and upgrades.

iv. Provide a communication channel among ITS (Information Technology Services), faculty and staff.

v. Develop and recommend policies regarding all of the above.

b. Composition

i. One faculty member from each department and the INC; the Director of the Division of Media Properties or a designee and the Manager of the Technology Advancement Group (TAG) or a designee.

c. Voting procedures

i. The Director of the Division of Media Properties or a designee and the Manager of the Technology Advancement Group (TAG) or a designee are non- voting members.

*Section 12. University-mandated committees*

**12.1 Sabbatical**

a. Mission

i. Send out a call to the faculty for sabbatical applications.

ii. Review sabbatical packages and present recommendation(s) to the Dean.

b. Composition

i. Four tenured faculty members with six years or more of full-time service are eligible to vote and/or serve, as per University Policy.

c. Terms of office

i. Members shall serve for one year.

ii. There shall be no consecutive terms (see University Policy).

**12.2 Salary Equity**

a. Mission

i. Manage the process for salary equity reviews.

ii. Create and review criteria for salary equity reviews.

iii. Review applicants for salary equity and act in an advisory role to the Dean.

b. Composition

i. The chairs of each Department's and INC's salary equity committee, the Dean and the Executive Associate Dean.

c. Terms of office

i. Members shall serve for one year.

ii. There shall be no consecutive terms.

d. Voting procedures

i. The Dean and Executive Associate Dean are non-voting members.

**12.3 Post Tenure Review**

a. Mission

i. Review evaluations of tenured faculty members every five years following the award of tenure or their most recent promotion in order to document post tenure review and to encourage continuing professional growth and development.

ii. Any duties required of this committee under University Policy.

b. Composition

i. One faculty member from each department who has just completed his or her term on the College's Tenure and Promotion Committee.

c. Terms of office

i. Members shall serve for one year.

**12.4 Tenure and Promotion**

a. Mission

i. Review third-year review, tenure, and promotion packets of faculty and act in a fact-finding and advisory role to the Dean.

ii. Recommend modifications to the College's third-year review, tenure, and promotion processes.

iii. Any duties required of this committee under University Policy.

b. Composition

i. Two representatives from each of the Departments. As per University Policy, only tenured associate and full professors may serve. The Dean, Executive Associate Dean, and Department Chairs may not serve on this committee. Associate professors may not evaluate candidates for full professor.

c. Terms of office

i. Two-year, staggered terms.

ii. No Department shall have more than one first-year member.

## **12.5 University Senators**

### a. Mission

- i. Represent the College's interests to the University and the University Faculty Senate.

### b. Composition

- i. Seats are apportioned to the College by the University Faculty Senate.

### c. Terms of office

- i. Three-year terms, with one possible consecutive term. Senators must sit out for three years after serving two consecutive terms.

### d. Election of University Senators

- i. Those eligible to vote for University Senators are determined by University Policy.

## *Section 13. Dean's committees*

### **13.1 College Council**

#### a. Mission

- i. Provide an avenue for exchange of information and opinions related to activities and programs of the Departments, Divisions, Units, Institutes, and Centers.

#### b. Composition

- i. Appointed by Dean

### **13.2 Deans and Chairs**

#### a. Mission

- i. Provide an avenue for exchange of information and opinions related to relevant issues for senior leaders of the College, including chairs, deans, executive directors and others as appropriate..

#### b. Composition

- i. Appointed by Dean

## **Article III: Bylaw Review**

*Section 1.* At least two years after the approval of these Bylaws by the faculty, the Faculty Senate shall review them and propose changes if necessary. Future reviews shall be conducted at least every three years, unless a review is called for by a majority vote of the faculty at a faculty meeting.

#### **Article IV: Amending the Bylaws**

*Section 1.* These Bylaws may be amended by a simple majority vote of all faculty in residence and at any regular or special meeting, provided that written notice and the text of the proposed amendments are sent to the faculty by the Dean, Dean's designee, or Faculty Senate chair at least two weeks prior to the meeting at which such action is to be taken. Amendments shall be effective immediately. The chair of the Faculty Senate shall send electronic notice to the faculty of amendments when they have passed.