

**College of Business Administration
Faculty Charter**

**Code of Operating Standards for Academic Policy
and Administrative Structure**

I. PURPOSES

- A. To formally identify organizational structure and procedures for faculty development and supervision of the academic policies of the College of Business Administration.
- B. To provide a structure to facilitate faculty participation in determining administrative policies, practices, and decisions affecting the quality and effectiveness of the educational objectives of the students, faculty, and administration of the College of Business Administration.
- C. To define a collegial system delineating the major academic responsibilities and jurisdictions of the faculty and administrative officers of the College within the framework established by the State University System and the University of South Florida.

II. FACULTY

The COLLEGE FACULTY, as herein used, shall consist of those individuals holding the ranks of Full Professor, Associate Professor, Assistant Professor, Instructor and Lecturer in the College of Business Administration. The COLLEGE FACULTY members eligible to vote on College matters are those members holding continuing appointments. The latter excludes individuals holding visiting, interim, provisional or adjunct appointments.

Voting members of the COLLEGE FACULTY shall exercise general legislative jurisdiction over matters of academic policy within existing University policies and regulations. The COLLEGE FACULTY may delegate a portion of their duties and/or responsibilities to an elected FACULTY EXECUTIVE COMMITTEE, and various standing and/or ad hoc College committees.

III. ADMINISTRATIVE OFFICERS

The DEAN, as Chief Executive Officer of the College, is responsible in conjunction with the COLLEGE FACULTY for developing administrative policies and programs. The DEAN is an ex-officio member of all standing College committees.

The DEAN's appointments to the positions of Associate Dean; Assistant Dean; Departmental Chairperson; and School, Academic Program, and College Center Directors shall be made with the advice of the relevant COLLEGE FACULTY members.

IV. FACULTY EXECUTIVE COMMITTEE

The mission of the FACULTY EXECUTIVE COMMITTEE is to advance the College through active faculty involvement in all aspects of academic programming, governance, and outreach.

The FACULTY EXECUTIVE COMMITTEE is the representative voice of the COLLEGE FACULTY. It is elected by and responsible to the COLLEGE FACULTY.

Its purpose is to represent the faculty in appropriate matters of faculty jurisdiction and concern, and to facilitate communication between the COLLEGE FACULTY and Office of the DEAN.

The FACULTY EXECUTIVE COMMITTEE shall be composed of two elected members from each department or school. The terms of the members are two years with one member from each department or school being elected each year in April to take office in August.

The FACULTY EXECUTIVE COMMITTEE shall by majority vote elect each year a Chairperson and a Vice Chairperson to serve for a one year term. Replacement of either the Chairperson and/or Vice Chairperson shall require a majority vote of FACULTY EXECUTIVE COMMITTEE members. The Chairperson, Vice Chairperson and Committee members may succeed themselves, but not for more than two (2) consecutive terms. The Chairperson of the FACULTY EXECUTIVE COMMITTEE shall be an ex-officio member of the ADMINISTRATIVE COMMITTEE or other principal committee(s) established by the DEAN for College administration.

The FACULTY EXECUTIVE COMMITTEE shall meet at least once each month during the regular academic year. Additional meetings may be called by the Chairperson, the DEAN, or upon request to the FACULTY EXECUTIVE COMMITTEE Chairperson, by any member of the Committee. There shall be at least one meeting with the College ADMINISTRATIVE COMMITTEE each semester.

FACULTY EXECUTIVE COMMITTEE decisions shall require a quorum consisting of one-half of the members and a simple majority vote of those attending. A written ballot of all FACULTY EXECUTIVE COMMITTEE members shall be required whenever requested by a Committee member.

V. ADMINISTRATIVE REPORTS

Prior to the 1st day of December of each year the DEAN shall present a report covering each of the items listed in "A", "B", and "C" below at a general faculty meeting.

- A. A summary and review of the preceding academic year budget with details of allocations and utilization of resources by academic programs, departments, and administrative activities.
- B. A statement of the planned allocation of resources for the year ahead, by program, discipline and/or activity, with relevant breakdowns in terms of faculty lines, operating expenses, "Other Personnel Services" (OPS) and "Other Capital Outlays" (OCO).
- C. An assessment of activities and accomplishments relating to the College's mission, goals, and strategic initiatives; and recommendations for continuation, modification and/or revision of the mission, goals, and strategic initiatives including proposals for their achievement.

VI. FACULTY ACADEMIC POLICY COMMITTEES

There shall be a standing committee on academic policy and curriculum for undergraduate programs UNDERGRADUATE POLICY COMMITTEE, a MASTERS POLICY COMMITTEE, and a DOCTORAL POLICY COMMITTEE. Members of these committees shall be appointed by the DEAN with recommendations from Department Chairpersons/School Directors generated with the advice of the respective departmental faculty.

These committees shall be composed of members representative of all programs who shall serve two-year staggered terms. Committee chairs shall be appointed by the DEAN with recommendations from the Department Chairpersons/School Directors.

The UNDERGRADUATE POLICY COMMITTEE, the MASTERS POLICY COMMITTEE, and the DOCTORAL POLICY COMMITTEE shall advise and make recommendations to the COLLEGE FACULTY, program "directors," and the College DEAN, University committees, and University administrative personnel regarding new courses, programs, and academic standards.

The Associate Dean for Academic Affairs, and the Assistant Dean/Director of Undergraduate Studies shall serve as non-voting, ex-officio members of the UNDERGRADUATE POLICY COMMITTEE.

The Associate Dean for Academic Affairs, and the Assistant Dean/Director of Graduate Studies shall serve as non-voting, ex-officio members of the MASTERS POLICY COMMITTEE.

The Associate Dean for Academic Affairs, and the Assistant Dean/Director of Graduate Studies shall serve as non-voting, ex-officio members of the DOCTORAL POLICY COMMITTEE.

These committees shall present to the DEAN and the FACULTY EXECUTIVE COMMITTEE a written account of the committee's goals and objectives for the year not later than the 1st day of December each year and shall present a written report summarizing their activities at the end of each academic year.

VII. EVALUATION POLICY

- A. Faculty Evaluations of Administrators. To facilitate and encourage effectiveness in the performance of their duties, the Administrators of the College shall be evaluated and provided feedback by the COLLEGE FACULTY. The FACULTY EXECUTIVE COMMITTEE shall determine an appropriate evaluation process for College Administrators by the COLLEGE FACULTY and supervise its administration.
- B. Student Evaluations of Faculty. To facilitate and encourage effectiveness in the performance of their teaching assignments, all faculty teaching in the College of Business Administration shall be evaluated and provided feedback by their students.
- C. Administrative Evaluation of COLLEGE FACULTY. The administrative evaluation of COLLEGE FACULTY shall be as set forth in the SUS/UFF Collective Bargaining Agreement.

VIII. COMPLIANCE AND SEVERABILITY

The provisions of this Charter shall not be construed in any manner so as to conflict with the Laws of the State of Florida, the Policies of the Board of Regents, or contractual agreements between the Board of Regents and bargaining agents. In the event that any provision of this Charter is found to be invalid or unenforceable, then that provision shall be of no force or effect, but the remainder of the Charter shall continue in full force and effect.

IX. AMENDMENT AND REPEAL

- A. Amendment and Repeal. Action to amend and/or repeal this document in whole or in part may be initiated by a petition setting forth the proposed amendment and/or repealer. Such a petition must be signed by at least twelve voting members of the COLLEGE FACULTY or by a majority of the members of the FACULTY EXECUTIVE COMMITTEE. Such petitions shall be presented to the FACULTY EXECUTIVE COMMITTEE which shall set a date for the convening of a meeting of the COLLEGE FACULTY for the purpose of discussing the proposed amendment and/or repealer. The FACULTY EXECUTIVE COMMITTEE shall give at least two weeks notice of such meeting to each voting member of the COLLEGE FACULTY. A copy of the proposed change shall accompany such notice. Action to accept or reject the proposed amendment and/or repealer will be by mail ballot. A majority vote of the members of the COLLEGE FACULTY voting shall be required to adopt the proposed amendment and/or repealer.

Approved 10/99