

University of Florida College of the Arts Constitution

Amended April 22, 2022

PREAMBLE

Whereas the Faculty of the University of Florida College of the Arts are dedicated to produce artists, performers, scholars, teachers, and practitioners who combine the qualities of academic and professional excellence with the ability to function effectively and to be contributing members of society within a climate of diversity, discovery, and innovation;

Whereas the accomplishment of these objectives requires the establishment of shared governance procedures by which the Faculty can effectively contribute their vision, energies and talents towards a common goal;

Whereas we identify the principles of shared governance that should be embodied in the policies and procedures of each academic unit as:

- a. Mutuality, Collegiality, and Collaboration;
- b. Transparency;
- c. Representative Participation;
- d. Mutual Accountability; and
- e. Clarity of Roles.

We, the Faculty, hereby adopt this Constitution to define the membership, powers, and responsibilities of the Faculty and the governance procedures of the College of the Arts.

Governance of College

This Constitution is governed by and subordinate to the University Constitution, the policies and directives of the Florida Board of Governors and University of Florida Board of Trustees, and applicable provisions of the Collective Bargaining Agreement, hereinafter called "University Policy." Operating within these contexts and within the provisions of this Constitution, governance shall be shared between the Administration of the College and the Faculty.

College Purpose and Organization

To meet the objectives defined in the Preamble, the College of the Arts has accepted the responsibility to:

- a. Develop, administer, and maintain degree programs at the baccalaureate and graduate levels;
- b. Provide our students with an excellent learning experience, thereby enabling them to contribute to the development of art in the 21st Century;
- c. Cultivate in students a desire to understand, a capacity for tolerance, and an ability to appreciate the ethnic and cultural diversity that make up humankind;
- d. Promote close collaboration within the Schools, Centers, Institutes and Affiliates, as well as interdisciplinary cooperation with departments and programs on this and other campuses, serving as an educational, professional

and cultural resource in the arts for the campus, community, state and region;

- e. Promote international research and educational programs and encourage the internationalization of the curriculum, forging international links with other universities and other organizations in the US and abroad;
- f. Commit to provide for cultural, ethnic, gender, and racial diversity in the faculty, staff, and student body;
- g. Provide each student with the opportunity to obtain outstanding capabilities in utilizing computing and other 21st century technologies.

The Schools of the College of the Arts are:

School of Art + Art History
School of Music
School of Theatre & Dance

The Centers, Institutes & Affiliates of the College of the Arts are:

Center for Arts in Medicine
Center for the Arts & Public Policy
Center for World Arts
Digital Worlds Institute
New World School of the Arts
University Galleries

I. MEMBERSHIP

The Faculty of the College shall consist of those individuals employed in the College of the Arts, in faculty positions, as defined by the Faculty Senate. All members have full voting privileges.

II. FACULTY RIGHTS AND RESPONSIBILITIES

- A.** As a body, the Faculty of the College of the Arts has the following rights and responsibilities:
 - 1. To assemble freely to discuss matters of concern to the College, its Faculty and students, and consider other business brought before it by the Dean, the Standing Committees, or members of the College.
 - 2. To establish procedures of shared governance and approve or disapprove proposals for changes in governing policies and documents in conjunction with the Dean.
 - 3. To establish and sustain the order and content of the College curricula and make recommendations on academic policies.
 - 4. To establish requirements for entrance into, and graduation from the College and for the degrees to be conferred.
 - 5. To examine the record and consult with Academic Unit directors and the Dean on matters of hiring, promotion, and tenure.
- B.** Individually, the Faculty of the College of the Arts has the following rights and responsibilities:

1. To shape, maintain, and deliver an academic curriculum appropriate to the discipline.
2. To pursue a course of research/creative activity.
3. To provide service to the College and the profession and participate in shared governance activities.

III. OFFICERS

The Chief executive and administrative officer of the College shall be the Dean, who may at the same time hold academic rank in one of the Schools of the College. The Dean shall be responsible to the Provost for the administration of the College and shall be the agent of the Faculty for the execution of educational policy. The Dean may create ad hoc committees to conduct College business.

The Dean of the College, as the President's designee, shall appoint such Assistant and Associate Deans and other administrative officers of the College as deemed necessary after seeking faculty input on each position. The duties and responsibilities of such Assistant and Associate Deans shall be determined by the Dean to provide for the execution of College policy.

The Faculty is organized into Academic Units for purposes of program development and implementation. Each Academic Unit has a Director. Selection of the Director shall be in accord with the University Constitution.

The Chair of the Faculty represents the Faculty through the power of the Faculty Council and will be elected by the Faculty of the College every other year by a simple majority of the College Faculty voting in the election before the end of the Spring semester. The Faculty Council shall determine the voting procedure.

IV. COLLEGE MEETINGS

A. Regular Meetings

1. At least two regular meetings of the College must be held each academic year, typically one in the Fall Semester and one in the Spring Semester. The Dean will moderate the fall meeting and the Chair of Faculty Council will moderate the spring meeting, and each will consult with the Executive Committee in drafting meeting agendas.
2. The Faculty shall receive written notice of the date, time, location and agenda of the two required meetings at least 21 days in advance of each meeting and the notice shall state a deadline at least 7 days later for receipt in the Dean's office of items to be placed on the Agenda. The Faculty shall then receive notice of additions to the agenda at least 7 days prior to the meeting;
3. A quorum shall consist of 25% of the College Faculty;
4. The minutes of all meetings shall be available to all members of the Faculty.

B. Special Meetings

Special Meetings of the Faculty may be called by, or at the request of the Dean or a majority of the Executive Committee or Faculty Council.

V. COMMITTEES

A. Executive Committee

1. The Dean shall establish an Executive Committee to assist in the administration of the College;
2. The Executive Committee consists of the Dean, Assistant/Associate Deans, Directors of Academic Units, Faculty and Staff Council Chairs; and key College staff.

B. Faculty Council

1. The **Faculty Council** consists of two elected faculty members from each Academic Unit of the College and the elected Chair of the Faculty. Each Academic Unit shall elect its own members. The members shall each serve a term of two years. The terms of the members from each Academic Unit shall be staggered, so that each year one member is elected to begin a term and one member begins the second year of a term. Only faculty holding a 1.0 FTE may serve as members of the Faculty Council.

No faculty council member having served a full term, shall immediately succeed themselves in the same office. An officer may serve one extra year to meet unique circumstances within their unit (to balance the rotation of officers, to replace an officer, or due to number of eligible members within a unit).

Unless otherwise specified, terms of office shall begin on August 16th of the year of the election to office.

2. The Chair of the Faculty will preside over its meetings and will represent the Faculty Council and the Faculty of the College on the Executive Committee. The Chair of the Faculty is not a voting member of the Faculty Council, but will cast the deciding vote in case of a tie.
3. The Faculty Council shall meet monthly during the academic year. Additional meetings may be called by the Dean or by three members of the Faculty Council at a time determined in consultation with members.
4. The Faculty Council shall:
 - a. Advise the Dean on policy, budget, planning, and on matters brought to it by the Dean or independently initiated by the Council;
 - b. Represent the Faculty on the Executive Committee;
 - c. Examine procedures of shared governance;
 - d. Communicate regularly to the faculty/staff of each Academic Unit on the business of the Faculty Council as deemed appropriate;

- e. Review policy & procedure manuals, & committees for the conduct of Faculty business, and recommend to the Faculty and Executive Committee the establishment and dissolution of such committees;
 - f. Choose one if its members from each Academic Unit and assign the Chair of the Faculty to serve on an Advisory Budget Committee with the Directors and Assistant and Associate Deans. This committee shall advise the Dean and receive reports on College budgetary matters.
5. Officers of Faculty Council
- a. The Chair of the Faculty shall preside at all meetings;
 - b. The Chair-Elect would be elected from the current membership of the Faculty Council. The individual would serve a three-year term, one year as Chair-Elect and then two years as Faculty Council Chair. A Chair-Elect may serve as a voting member for their academic unit on Faculty Council for the second year of their initial two-year term (serving doubly as a unit representative and Chair-Elect). In the case where a Chair-Elect is not serving as a representative of their unit, they are an Ex-Officio non-voting member of the Faculty Council.

C. Standing Committees

1. Curriculum Committee

The responsibility of this elected committee is to evaluate, revise, and recommend policies to implement the curriculum of the degree-granting units of the College. The committee shall consider all requests for new degree programs, for changes in undergraduate and graduate curricula or catalog listings, and for the addition of new courses of instruction in the College.

The degree granting units of the College shall maintain their own curriculum committees and the elected chair of each of those committees will serve as voting members of the College of the Arts Curriculum Committee. The Associate Dean for Academic and Student Affairs will chair the meetings ex officio. The committees will meet regularly and report appropriately to the Faculty at the unit and College levels.

2. Tenure and Promotion Committee

The elected Tenure and Promotion Committee serves in an advisory capacity to the Dean. The Committee shall review all promotion and tenure application packets from the College. The individual committee members shall make recommendations on the merit of each candidate. The Dean will forward the Committee vote to the Academic Personnel Board. Units within the College shall maintain their discipline specific promotion and tenure guidelines, requirements and procedures.

The Tenure and Promotion Committee will continue to be comprised of tenured faculty from each of the Academic Units with tenured faculty members. Eligible Faculty will elect one representative from

each Academic Unit, and the Academic Unit Director will appoint one representative from each Academic Unit whose faculty contains a sufficient number (2) of non-administrative tenured faculty at the time of selection. The committee will elect a Chair.

Elections for one (1) Academic Unit representative will be held at a respective unit's faculty meeting. Appointments made by the Academic Unit Director following these elections should provide balance and diversity on the Committee. The Committee shall elect a chair from its membership. The Director of an Academic Unit is not eligible to serve on the Committee.

3. Access, Equity, and Inclusion Committee

This committee serves as a central resource for initiatives, consultation, review, and guidance for the college and the dean in all areas regarding access, equity, and inclusion. Membership of the committee shall be as follows:

- a. The Chair of the AEI committee shall be elected from current or historical members of the AEI committee, and must be a member of the faculty. The Chair shall serve one year as chair-elect, then two years as Chair. The Chair will take lead on AEI work in the college broadly, attending standing meetings, liaising with the Curriculum Committee, and other duties as appropriate.

The Chair is elected by current members of the AEI committee, with feedback requested from faculty, staff, and students of the college by the Associate Dean for Academic and Student Affairs. The Dean of the college makes the final determination on the Chair with input from the heads of each area in the Dean's office.

Chairs are limited to one term as Chair per eight years and may not serve two consecutive terms as chair. Chairs rotate off the AEI committee after their term of service.

- b. Faculty representatives serve two-year terms and may serve no more than three consecutive terms. Faculty representatives are nominated and elected by the faculty of the college, with representation as follows:
 - One member from SAAH
 - One member from SoM
 - One member from SoTD
 - One member from DW
 - One member from CAM
 - One optional member from CAME (should CAME be unable to provide a committee member, one faculty representative from another unit must be a CAME affiliate or CAME must be given an additional opportunity to nominate faculty, which they may choose to decline)
- c. Staff representatives serve two-year terms and are nominated and elected by the staff of the college. There shall be one staff representative. Staff representatives may serve no more than three consecutive terms.

- d. Student representatives serve at least one year, with the option to extend for a second year, and are nominated and elected by the students of the college, with membership as follows:
 - Five student members total, ideally one from each degree-granting unit
 - Undergraduate and graduate students must be represented on the committee, with no more than three members coming from either group
 - In the event that there are not student nominees from all five degree-granting units, no more than two student representatives on the committee may come from a single unit
- e. Elections shall be staggered to ensure that no more than three faculty/staff members are elected in a single year.
- f. All nominations and voting shall be held online and shall be confidential.
- g. Ideally, no nominees for chair, faculty representative, or staff representative should run unopposed. Should there be only a single nominee for any one position, voting for that candidate shall allow voters to enter either a positive or negative vote, and the nominee must receive at least a 75% positive vote.
- h. At least 30% of faculty or staff must participate in voting for a faculty or staff representative to be elected, otherwise the election deadline shall be extended until at least 30% of faculty or staff participate.
- i. Student members shall, funding permitting, receive a scholarship every semester in which they serve on the committee.

4. Additional Committees, Work Groups and Task Forces

See College of the Arts Policy & Procedure Manual.

VI. REVIEW OF ADMINISTRATORS

A. Rationale

1. The administrative review process provides a formal, systematic way for the faculty to have input into administration's reviews of Deans, Assistant and Associate Deans, and Directors.
2. The administrative review process provides a structured mechanism for review, feedback, and advice for the improvement of College of the Arts administration and for the maintenance of superior administrative performance.
3. The administrative review process encourages both the administration generally and the individual administrator to set appropriate goals and to assess one's progress in reaching those goals.

B. Administrators

1. The Dean

The Faculty Council will work with the Dean and the Provost or his/her representative to provide College Faculty with a structured means to provide feedback on the performance of the Dean.

- a. A formal review will be conducted by the Provost's Office according to the sitting Provost's schedule.
- b. The Faculty Council will initiate and, in cooperation with the COTA HR Department, provide a structured method for an informal review to provide Faculty feedback to the Dean, to be conducted in the second year of each five-year period.

2. Assistant and Associate Deans

The Faculty Council will work with the Dean or his/her representative to provide College Faculty with a structured means to review the performance of Assistant and Associate Deans. To accomplish this the performance of the Assistant and Associate Deans shall be formally reviewed every three years.

3. Directors

The Faculty Council will work with the Dean or his/her representative to provide Faculty with a structured means to review the performance of Directors. To accomplish this, the performance of the Directors shall be reviewed annually by the Dean with input from the Faculty. A formal review by the corresponding Academic Unit Faculty will be conducted every three years.

To ensure confidentiality, all formal data collection and statistical analysis employed in the review process shall be conducted by professional organizations and/or parties' external to the College of the Arts.

VII. AMENDMENTS

These articles may be amended by a two-thirds vote of the Faculty, provided that written notice and the text of the proposed amendments are sent to the Faculty at least one month prior to voting. The Faculty Council shall determine the voting procedure. Amendments shall be effective when written notice of the adopted changes is sent to the Faculty. Such notice must be given within two weeks of the date the amendments have been adopted.

VIII. EFFECTIVE DATE

This constitution shall become effective upon written notice from the Dean and the Provost after it has been adopted by a two-thirds vote of the Faculty attending a regular or special meeting at which it has been considered.