

Article II
ADMINISTRATION OF THE UNIVERSITY

- Section 1.** THE PRESIDENT-The President shall be the chief executive officer of the University and shall exercise general supervision over all its activities. The President shall be appointed by the Board of Trustees. Upon the resignation, retirement, or death of the President, the Senate Steering Committee shall be available to the Board of Trustees for the purpose of consulting in the selection of a nominee for President. The President shall have a veto power over all actions of committees, college faculties and the councils of the Faculty Senate, which power shall be exercised by sending a written executive order to the body concerned. In all matters not otherwise provided for in the Constitution and Bylaws, the President shall, under the Board of Trustees, have plenary power.
- Section 2.** THE PROVOST-The Provost shall be the principal executive officer under the President and shall exercise the functions of the President in the President's absence. In the case of death or incapacitating illness of the President, the Provost shall exercise such functions until formal provisions are made by the Board of Trustees. The Provost shall assist the President in such ways as the latter may designate. The Provost shall be appointed by the President.
- Section 3.** OTHER ADMINISTRATIVE OFFICERS-There shall be such other administrative officers as the President may designate. They shall have such duties as the President may assign them. In the case of the absence, death, or incapacitating illness of the President and the Provost, the senior administrative officer, previously designated by the President and recorded with the office of the Board of Trustees, shall assume all the authority and responsibility of the President until formal provisions are made by the Board of Trustees.
- Section 4.** [PRESIDENTIAL DELEGATION. The President shall have the power to delegate any authority of the President as set forth in this Constitution to an appropriate administrative officer or officers of the University.](#)
- Section 54.** PRESIDENTIAL COMMITTEES-The President shall have the authority to appoint such committees and other groups as are deemed necessary to aid in the performance of presidential duties.
- Section 65.** ACADEMIC AND PROFESSIONAL ASSEMBLY-The Academic and Professional Assembly (APA) shall be the organizational representative of the University's academic and professional staff not represented in the Faculty Senate. The APA shall have the authority to define its membership, to approve its own bylaws, to appoint committees and other groups as are deemed necessary to aid in the performance of its mission, and to serve in an advisory capacity to the President and the Faculty Senate.

Article VI

ORGANIZATIONAL UNITS OF THE UNIVERSITY

Section 1. ACADEMIC ORGANIZATION OF THE UNIVERSITY-

- (A) There shall be established such academic and administrative units as are necessary for administering the educational programs of the University.
- (B) The basic degree-granting unit of the University shall be the college, in which there may be schools, departments, and such units as are necessary.
- (C) Colleges and schools may be established or abolished by the initiative of the Faculty Senate with the approval of the President of the University and the Board of Trustees. The initiative for establishment or abolition of such units may also be exercised by the Board of Trustees.
- (D) Organizational units may have bylaws (or similar governing documents) that implement the principles of shared governance. Such bylaws (or similar governing documents) shall be governed by and subordinate to the Florida law, the policies and directives of the Florida Board of Governors, and the University of Florida Board of Trustees, University of Florida Regulations, the provisions of this Constitution and the Senate Bylaws, and the Collective Bargaining Agreement for those faculty in the bargaining unit.
- (E) Faculty shall have a shared governance role in determining any changes to the structure and character, including but not limited to forming, consolidating, transferring, closing and renaming, of the colleges, schools and departments in which they are appointed. Such changes shall require the approval of the Faculty Senate. Procedures for this process are set forth in the Bylaws.

Section 2. THE COLLEGES AND SCHOOLS-

- (A) A college shall be a unit of the University organized to conduct curricula of study, research, and service, and to grant degrees.
 - 1. Subject to the approval of the Faculty Senate, the President and the Board of Trustees, the faculty of a college, or appropriate committees thereof, shall exercise control over the academic affairs of the college. The faculty of the college shall establish requirements of the college for entrance and for graduation, and

the form of degrees to be conferred. It shall determine the arrangement and content of the curricula.

2. The faculty of a college shall consist of (a) all faculty members in the departments and units that belong to the college; (b) the faculty paid by another college but teaching regularly in the college as part of their duties, when so appointed by specific action of the deans concerned; (c) the deans, associate deans and assistant deans of the college; and (d) the President of the University as an ex-officio members.

3. The chief executive and administrative officer of the Graduate School, and of each college shall be a dean, who may at the same time be a professor in one of the departments of the college. The dean shall be appointed by the President. In making this appointment, the President shall give consideration to the opinion of the faculty of the college concerned by consultation with a special committee of at least three faculty members elected by the faculty of the college. The dean shall be responsible to the President for the administration of the college and shall be the agent of the faculty for the execution of educational policy.

(B) A school, except for the Graduate School, shall be a unit subordinate to a college organized for a special program of studies. The administrative officer of a school shall be a director, who may at the same time be a professor in one of the departments of the school. The director shall be nominated by the dean of the college and approved by the President. In making this nomination, the dean shall give consideration to the opinion of the faculty of the school concerned by consultation with a special committee of at least three faculty members elected by the faculty of the school. The director shall be subject to the administrative supervision of the dean of the college in which the school is located. [A school may consist of two or more departments or may consist of no departments.](#)

(C) Because the college is the unit of the University organized to conduct curricula of study, research, and service, and to grant degrees, periodic evaluations of each college shall be conducted in accordance with procedures adopted by the Senate.

Section 3. THE DEPARTMENTS-The department shall be the fundamental unit of academic and administrative organization within the University. For purposes of organization, a department may be assigned to one or more colleges.

- (A) The department shall be a unit of the University organized to conduct curricula of study, research and service.
- (B) The members of a department shall consist of all faculty members in the departmental budget, and other persons who teach or do research in the department and are accepted by the vote of the departmental faculty.
- (C) The program of a department shall be conducted by the departmental faculty through a chair, who shall have general responsibility for the activities of the department.
- (D) The chair shall be nominated by the dean(s) of the college(s) after formal consultation with a committee of the department selected by its tenured members and after consultation with others in related fields outside the department. The nominations shall be forwarded to the President for approval. In those instances where the departmental committee does not concur in the nominee of the dean(s) of the college(s), the committee's report should be forwarded to the President along with the nomination made by the dean(s).
- (E) Because the department is the fundamental unit of academic and administrative organization within the University, periodic evaluations of each department shall be conducted.

(F) [A school that has no departments shall be governed as set forth in this Section 3 of Article VI, except that the director will act in the place of the chair.](#)

Section 4. GENERAL EDUCATION-The University shall require a program of general education for all students receiving bachelor's degrees, which program shall be under the supervision of the College of Liberal Arts and Sciences. The courses that constitute the general education portion of the baccalaureate degree must be approved by a General Education Council, which shall be composed of representatives from the majority of baccalaureate degree-granting colleges within the University.

Section 5. THE GRADUATE SCHOOL-

- (A) The Graduate School shall exercise general supervision over graduate programs within the University, including the establishment of minimum standards of admission and performance; the recommendation of approval by the Faculty Senate of new degree programs; the recommendation of candidates for graduate degrees to the President; the encouragement, financial and other support of graduate study and research where these functions are not otherwise assigned. Detailed applications of general policies announced in the Graduate Catalog shall have the approval of the Graduate Council. The responsibility for the operation of the graduate program shall be vested in the individual colleges, divisions, departments and institutes.
- (B) General policies and standards of the Graduate School shall be established by the Graduate Faculty.
- (C) The Graduate Council shall assist the dean in being the agent of the Graduate Faculty for execution of policy related to graduate study and associated research.
- (D) Appointment to the Graduate Faculty shall be made by the Dean of the Graduate School upon the approval by a two-thirds vote of all on campus Graduate Faculty in the appointing department and endorsement of the department chair and the dean of the college. Privileges regarding the level of involvement of Graduate Faculty in supervising students are granted by the dean of the college or other designated officials in consultation with the faculty member and in accordance with criteria established by that unit. New faculty may be appointed to the Graduate Faculty as a condition of their appointment to a tenure track position in a graduate degree-granting department upon approval of the appropriate departmental faculty, chair, dean of the college and the Dean of the Graduate School.

Section 6. INTER-COLLEGE AND INTER-DEPARTMENTAL INSTITUTES, AND CENTERS-For the purpose of research or teaching programs at the graduate or undergraduate level, there may be established under a college dean or other administrative official, an institute or center to administer such inter-disciplinary research or teaching programs. Such units may be established by the Board of Trustees upon the recommendation of the President or the Senate and the President. They may be abolished by the same procedure or upon the initiative of the Board of Trustees. Ordinarily, the academic staff of such an institute shall be regular members of a department and also members of an institute for its program. The program of an institute shall be administered as is the program of a department.

Section 7. SPECIALIZED UNITS-Special units, such as the Experiment Stations, Research and Education Centers and the Cooperative Extension Service of the Institute of Food and Agricultural Sciences, shall be administered as approved by the President.

Section 8. ALL-UNIVERSITY UNITS—Academic units serving the entire University, such as the University Libraries, the Florida Museum of Natural History and other all-university agencies, shall be administered directly under the President or through such officers of the University as the President may designate.

SENATE BYLAW 4

The Senate: Organization and Procedure

(Senate Bylaw 4, January 21, 1965; Amended 9/71, 4/84, 6/95, 12/95, 4/2001, 4/2002, 3/2003, 2/2004, 4/2004, 1/2006, 2/09)

(A) Senate Organization and Procedure: Senate Function

As the legislative body of the University, the Senate is directed by the University Constitution to take cognizance of matters which concern more than one college, school, or other major academic unit, or which are otherwise of general University interest; and it is empowered by the University Constitution to legislate with respect to such matters, subject to the approval of the President and in appropriate instances the Board of Trustees and subject to the regulation procedures of the Florida Board of Governors, if applicable. Among such matters are:

- (1) The educational policies of the University
- (2) The creation of new degree programs
- (3) The abolition of degree programs
- (4) Curricula matters affecting more than one college
- (5) Criteria for faculty appointment, promotion and tenure
- (6) Matters of general professional importance
- (7) Recommendations of candidates for honorary degrees
- (8) The University calendar
- (9) Academic regulations affecting students

(B) Senate Organization and Procedure: Notice of Proposed Bylaws

The constitutional requirement that the proposal for a Bylaw shall be submitted to the Senate at least two weeks prior to action upon it, shall ordinarily be met by including the proposal on the agenda of two successive meetings of the Senate. In cases of emergency, however, the Secretary of the Senate may either issue the regular agenda two weeks, rather than the customary one week, in advance of a meeting of the Senate or may make a special advanced mailing of the proposed Bylaw to the members of the Senate.

(C) Senate Organization and Procedure: Senate Agenda

- (1) The Senate Agenda, prepared by the Senate Steering Committee, shall consist of three parts:

- (a) Reports of the President, Provost, and Chair of the Senate;
 - (b) An Information Agenda consisting of information items, such as reports of committees, and
 - (c) An Action Agenda, consisting of action items, containing matters to be decided at the current meeting.
- (2) Placing items on the Agenda:
- (a) Items to be included on the Senate Agenda shall be submitted to the Secretary of the Senate.
 - 1. Items to be included on the Agenda may be submitted by any member of the Senate, by the chairperson of any committee or council, by a member of the faculty, or by an administrative officer of the University.
 - 2. Items to be included on the Agenda shall be submitted in writing, in the manner prescribed by the Senate Steering Committee.
 - 3. The Senate Steering Committee shall post the process for submitting items to the agenda on its website.
 - (b) The Senate Steering Committee shall determine whether items should be:
 - 1. Referred to a Senate Council or Committee,
 - 2. Placed on the Information Agenda of the Senate
 - 3. Placed on the Action Agenda of the Senate,
 - 4. Deferred, or
 - 5. Declined.
 - (c) Ordinarily, the Senate Steering Committee shall refer matters brought to its attention to the appropriate Senate Council or Committee for consideration and report.
 - 1. Upon receipt of the report or before, the Steering Committee normally places the item on the Information Agenda prior to its placement on the Action Agenda.

2. The Steering Committee may place an item immediately on the Information Agenda if it feels that no committee consideration or report is necessary, or on the Action Agenda in unusual, special or emergency circumstances.
 - (d) The Steering Committee shall within 48 hours inform the person who submitted the item as to its disposition.
- (3) Distribution of the Agenda: The Secretary of the Senate shall distribute the Agenda, and all materials related to items on the Agenda, to each member of the Senate seven days before the meeting of the Senate.
- (4) The Information Agenda
 - (a) Matters appearing on the Information Agenda shall appear in the Agenda and on the Senate website as a brief written report summarizing any longer report.
 - (b) Matters appearing on the Information Agenda may be elaborated orally before the Senate.
 - (c) After the presentation of an information item, the presiding officer shall inquire whether the Senate wishes to discuss the materials presented in the information item. Upon an affirmative indication by ten Senators, the matter shall be opened for discussion.
 - (d) After presentation of the scheduled information items, any Senator may ask the Senate to add to the Information Agenda of the meeting any item previously submitted to the Steering Committee by the specified deadline that has been deferred or declined by the Steering Committee. Upon majority vote by the Senators present, the item shall be added to the Information Agenda of the meeting.
- (5) The Action Agenda
 - (a) Matters appearing on Action Agenda shall be debated and voted on at that meeting of the Senate.
 - (b) Any Senator may ask the Senate to add to the Action Agenda of the meeting any item on the Information Agenda of the meeting. Upon two-thirds vote by the Senators present, the item shall be added to the Action Agenda of the meeting.
 - (c) The Senate shall not vote or take other action on any item not on the Action Agenda.

(D) Senate Organization and Procedure: Senate Membership

The membership of the Senate shall include the following:

- (1) Elected Members who shall be apportioned among the academic units in proportion to the number of faculty members in each unit, except that no unit is to have fewer than two senate seats, and no unit is to have more than twenty-five seats (one-sixth of the total number of seats). Apportionment shall be determined as follows:

- Step 1. Determine the percentage of faculty members in each unit by dividing the number of faculty members in that unit by the total number of faculty members. Multiply that fraction times the total number of seats in the Senate (150) and round to determine the number of seats each unit is proportionally entitled to. In rounding, standard conventions should be applied, so fractions of .5 or more are rounded up, and fractions less than .5 are rounded down.
- Step 2. If any unit receives more than one-sixth (25) of the total seats available in the Senate, that unit is assigned 25 seats.
- Step 3. If any unit receives fewer than two seats in step one, that unit is assigned two seats.
- Step 4. If the total number of seats assigned in steps 1-3 is less than 150, determine the total number of faculty members in the units which have not been assigned their number of seats in Steps 2 and 3, and determine the remaining number of seats to be assigned.
- Step 5. Determine the proportionate share of each of these units by dividing the number of faculty members in that unit by the number from step 4. Multiply that fraction times the number of seats remaining to be assigned after step 3 and round to determine the number of seats each unit is proportionally entitled to, as in Step 1. If any unit would be assigned more than 25 seats, then it is assigned 25 seats and if any unit would be assigned fewer than 2 seats, it is assigned 2 seats. Steps 4 and 5 are now repeated with the additional units removed.
- Step 6. If, owing to the necessary rounding off procedure, more or less than 150 seats have been awarded in the previous steps, adjust as follows. If more, reduce the number by subtracting one seat from as many units receiving seats through the rounding-off process as necessary, beginning with the smallest fraction that had led to an additional seat, until the total number of seats assigned is 150. If

less, increase the number by adding one seat from as many units receiving seats through the rounding-off process as necessary, beginning with the largest fraction that had not led to an additional seat, until the total number of seats assigned is 150.

- (2) Non-voting Members. Non-voting members shall be as set forth in Article IV, Section 2(B) of the Constitution. Non-voting members shall have the right of the floor and the privilege of introducing motions.
- (3) Administrative liaison personnel. Administrative liaison personnel shall be as set forth in Article IV, Section 2 (C) of the Constitution.

(E) Senate Organization and Procedure: Senate Elections

- (1) Quotas for Elected Members
 - (a) Colleges, schools and independent academic units shall be considered in the assigning of quotas for elected members of the Senate. These quotas shall be computed annually by the Secretary of the Senate and the Steering Committee or its designate based on information from the Office of Academic Affairs and distributed to academic units by the end of the fall term.
 - (b) The Secretary of the Senate shall maintain a publicly available list of those faculty ineligible for election to the Senate by virtue of two successive terms, and the point at which they return to eligibility.
- (2) Procedures for Election of Senators
 - (a) As soon as possible after receiving notification of the quota for the unit, the administrative officer of each college, school or independent academic unit shall constitute a nominating committee of faculty. If the unit has several elected Senate members, the administrative officer shall see that the nominating committee shall be representative of the faculty in each major area of academic interest within that unit. Proportionate representation of such academic areas shall be considered by the committee in making nominations for the elective Senate seats to be filled that year. The nominating committee shall name twice as many nominees as there are seats to be filled. Upon completion of two consecutive three-year terms in the Senate a faculty member shall be ineligible to serve again for a period of three years.
 - (b) Before March 15 of each year, the administrative officer shall circulate the list of nominees and summon all faculty members to a meeting at which nominations shall be called for from the floor.

- (c) All nominations shall be incorporated in a ballot which shall be mailed to all faculty members in each unit by the administrative officer by April 1 of each year. Care shall be taken to ensure secrecy as to the identity of each eligible voter. Voting may be accomplished through electronic means as long as such secrecy is ensured. All ballots must be returned by April 15 in order to be counted. Tellers, composed of faculty, may be appointed to record the vote. A plurality shall be sufficient to elect, and tie votes shall be decided by lot.
- (d) The three-year terms of elective Senators shall begin the first day of the fall term following their election.
- (e) When a vacancy in the Senate shall occur because an elected member takes a leave of absence, or because of a temporary but unavoidable professional conflict, or because of the extended illness or death or resignation of any elected member before the expiration of the term as an elected member, the vacancy shall be filled by a temporary Senator. The temporary Senator shall be selected as the candidate on the most recent ballot who received the second most votes or by special election. The temporary Senator shall serve during the absence of the regularly elected member, except if the regularly elected Senator shall be absent for more than one year, the temporary Senator shall serve until the next Senate election.
- (f) The Provost shall publish annually a list of all Senate, Joint and Presidential Committees, Boards and Councils indicating the membership and responsibilities of each.

(F) Senate Organization and Procedures: Chair Elect Nomination and Election Procedures

In February of each year the Senators will be notified that a complete roster of Senate members can be found at the Faculty Senate website. Each will be asked to submit from 1-150 nominations for Chair Elect at a date at least two weeks from the date of the notice to the Chair. All nominees will be notified that they have been nominated and, if they wish to be on the ballot, that they must notify the Chair by submitting a 250-word (maximum) summary of their qualifications and goals by the deadline stated in the Chair's notice. Senators will be notified of the list of the final nominees, and the election by means of a written ballot will be held at the last meeting of the Faculty Senate for the academic year. A majority of those Senators voting shall be necessary for election. The nominee having the greatest number of votes shall be the Chair Elect if such number represents a majority of the Senators voting. If no nominee receives a majority of votes, the Senate shall choose the Chair Elect by means of run-off ballots among nominees with the two highest numbers of votes, until one nominee receives a majority.

(G) Senate Organization and Procedure: Senate Meeting Procedures

(1) Meetings

- (a) The Faculty Senate shall normally meet at least once during each calendar month of the academic year or as specified elsewhere in the Bylaws of the Senate.
- (b) Special meetings of the Senate may be called upon due notice at such times as the Chair or President may designate, or upon petition to the Chair of at least 25 voting members of the Senate.

(2) Conduct of Senate Business

- (a) In the conduct of its business, the Senate shall be guided by the customary rules of parliamentary procedure, insofar as these are not modified by the provisions of the Constitution of the University of Florida or the Bylaws of the Senate. In cases of dispute recourse shall be to Robert's Rules of Order.
- (b) Decisions in the Senate shall be taken by majority vote of the members present and voting, except as provided in the Constitution and Bylaws.

(3) Voting in the Senate

- (a) Except in elections, voting in the Senate shall ordinarily be by voice; but, at the discretion of the presiding officer or upon the request of any member, a vote shall be taken by show of hands; or at the request of 20 members a vote shall be taken by signed written ballot.
- (b) In the selection of the elective members of Senate councils and committees, voting shall be by ballots distributed to all voting members of the Senate by the Secretary of the Senate. Such elections may be accomplished through electronic means.

(4) Quorum

A quorum for any meeting of the Senate shall consist of those elected members who are present. In order to facilitate voting, members should sit in seats designated for members by the Senate Steering Committee.

(5) Proxies

No proxies shall be recognized.

(H) Senate Organization and Procedure: Public Appearances Before the Senate or a Senate Committee.

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Individuals or representatives of groups who desire to appear before the Senate or a Senate Committee regarding any item being considered on the meeting agenda of the Senate or of the Senate Committee must submit their requests to the Secretary of the Senate specifying the agenda item about which they wish to speak. Such a request, along with the requestor's name and contact information, any group represented, and any supporting documentation, must be submitted at least two (2) days prior to the start of the meeting. Consistent with law, the Faculty Senate Chair or the Chair of the Senate Committee will determine whether the item will be heard and when (at what meeting and when on the agenda) it will be heard, and may require a representative for a group if many members request to be heard on the same topic. The Faculty Senate Chair or the Chair of the Senate Committee may set time limits on requestors' presentations. The time limit on any presentation shall not exceed 5 minutes. The Faculty Senate Chair or the Chair of the Senate Committee may limit the aggregate time for public comments at a meeting to 15 minutes.