UF FACULTY SENATE ORIENTATION – AUGUST 24, 2023

President
Ben Sasse

The organization and operation of the Faculty Senate is specified in the UF Constitution and Bylaws (linked on the general counsel and Senate websites)

The University of Florida has over 6,400 faculty members with distinguished records in teaching, research and service...

We're pleased to have you join us!

Faculty Senate – UF Constitution

150 senators elected from each college with proportional representation except Medicine, CALS and CLAS which are limited to 25 senators total. We represent the entire university faculty, unlike the Collective Bargaining Unit.

The Faculty Senate shall be the **legislative body of the University** thereby providing a forum for mutual exchange of ideas between senior officers and faculty. In this capacity, the Senate shall take cognizance of, and may legislate with respect to **matters that concern more than one college, school, or other major academic unit, or that are otherwise of general university interest**. In exercising its legislative function, the Senate shall make such rules, regulations, and Bylaws as it may deem advisable for the fulfillment of its duties.

Where, in this Constitution, power to act is recognized as vested in the Board of Trustees of the University of Florida, such power shall normally be exercised only after reasonable notice of such proposed action to the faculty, unit, department, school, or agency affected and an opportunity to be heard thereunto. **Governance shall be shared between the administration of the University and the faculty as represented in the Faculty Senate.**

Such shared governance is a system of dual authority and responsibility, constitutionally created, in which administrators and faculty participate in the decision and policy making process. **The purpose of shared governance is to provide avenues to University improvement and productivity through the creation of a partnership based on mutual respect and collaboration. Faculty and administrators at all organizational levels of the university shall facilitate the implementation of shared governance.**

Faculty Titles

- Eminent Scholar
- Graduate Research Professor
- Distinguished Service Professor, Distinguished Research Curator
- Distinguished Professor
- Professor, Associate Professor, or Assistant Professor
- Curator, Associate Curator, or Assistant Curator
- Research Scientist, Associate Research Scientist, or Assistant Research Scientist
- Scholar, Associate Scholar, or Assistant Scholar
- Engineer, Associate Engineer, or Assistant Engineer

- Extension Scientist, Associate Extension Scientist, or Assistant Extension Scientist
- University Librarian, Associate University Librarian, or Assistant University Librarian
- Master Lecturer, Senior Lecturer, or Lecturer
- PKY University Developmental Research School Professor, PKY Associate Professor, PKY Assistant Professor, or PKY Instructor
- County Extension Agent IV, County Extension Agent III, County Extension Agent II, County Extension Agent I
- Any of the above titles modified only by Clinical, Research, Extension, or Of Practice

FACULTY ROLES

Faculty members play a central role in shared governance at UF, in units at every level:

- University
- College
- Departments and Centers
- Statewide

FIVE PRINCIPLES OF SHARED GOVERNANCE

1. Mutuality, Collegiality and Collaboration

    Faculty and administration express support for responsibilities of one another

    Either faculty or administration can call meetings of unit

    Unit has a joint process for setting priorities for unit resources

2. Transparency

    Faculty and administration regularly report to one another

    Unit has processes that establish open meeting requirements

    Unit has readily available written guidelines & policies

FIVE PRINCIPLES OF SHARED GOVERNANCE

3. Representative Participation

   Faculty elect members and/or chairs for faculty committees

   The unit has an elected body with elected leadership that represents faculty views

4. Mutual Accountability

   Unit engages in regular evaluation of timeliness of responses to requests for information and consultation

   Unit regularly assesses effectiveness of shared governance and makes modifications where necessary

5. Clarity of Roles

   Unit has policy for areas of faculty and administration responsibilities for determination, recommendation, and consultation

   Unit has due process rules for resolution of differences between faculty and administrators

Indicators of Shared Governance

- Board of Trustees and President verbally acknowledge the importance of shared governance
- Faculty members can express dissenting views on governance without reprisal
- Campus climate supports a diversity of ideas
- Relationships between faculty, administrators, and governing board are cooperative
- Given reasonable time, the faculty, administrators, and board respond expeditiously to requests from each other

INDICATORS OF SHARED GOVERNANCE

- Faculty committees determine educational policy, curriculum design, curriculum review, and standards for evaluating teaching and scholarship
- Faculty committees largely determine standards for hiring, retention and promotion of faculty
- Faculty sets agendas, chooses representatives and leadership, and establishes procedures for committees that oversee those areas in which the faculty has primacy
- Faculty has an influential role in developing the institutional budget

Faculty Senate Leadership

Chair – runs meetings, is Chair of the Steering Committee, serves as an ex-officio member of the UF Board of Trustees, serves as a member of the Advisory Council of Faculty Senates

Chair-Elect – runs meetings in absence of Chair, serves on the Steering Committee, shadows the Chair for last 6 months (spring semester)

Past-Chair – serves as a voting member of the Advisory Council of Faculty Senates and on the Steering Committee

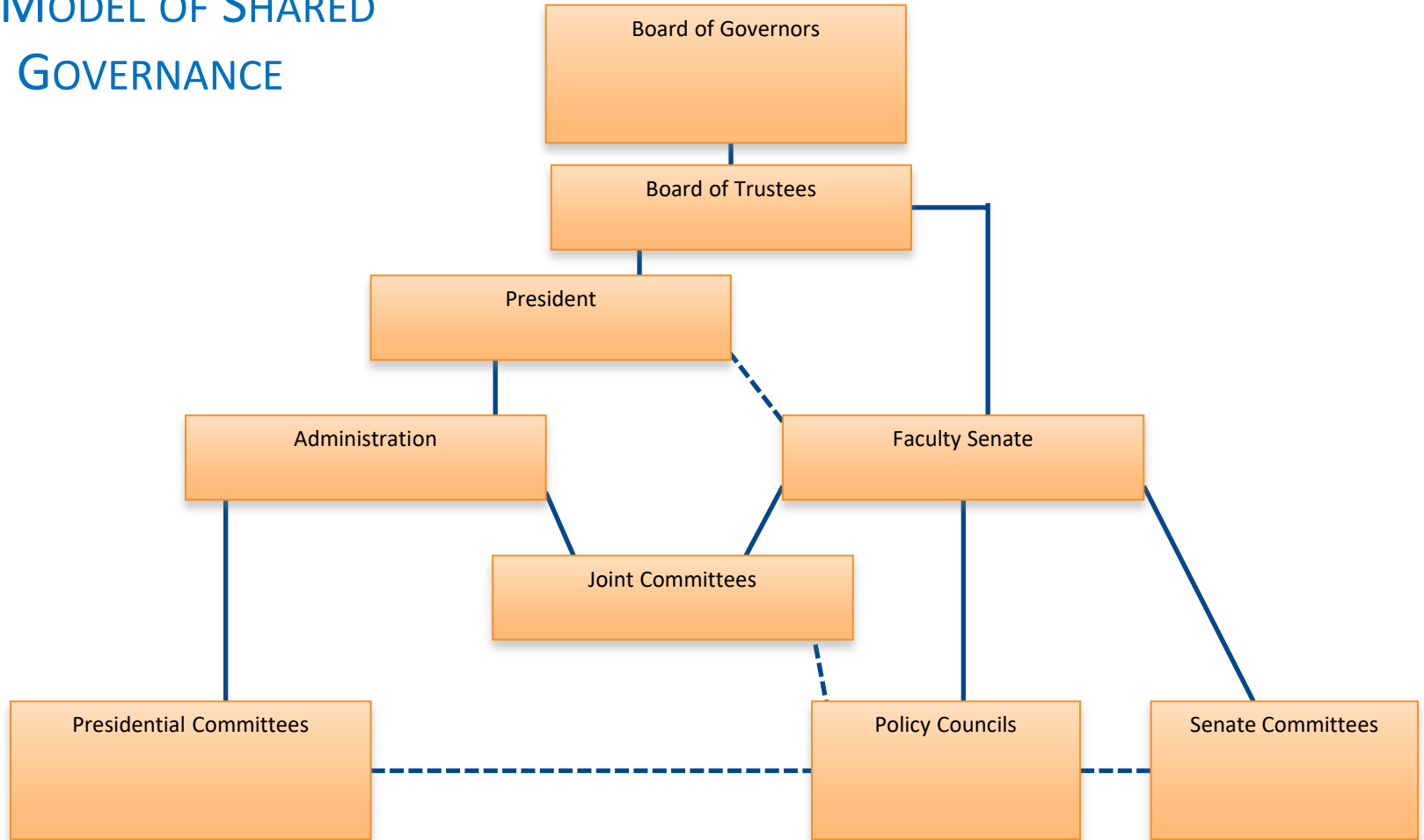Parliamentarian – appointed by the Chair

Secretary – appointed by the Steering Committee

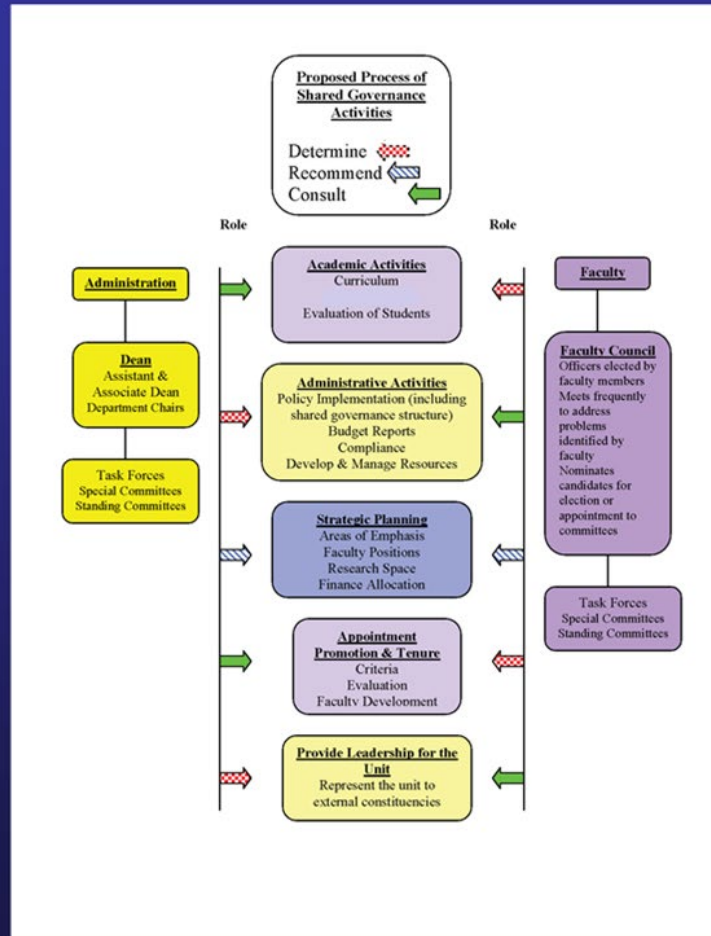# Senate Membership and Principles

- Senate members are elected proportionally according to the number of faculty in each college (with a maximum of 25), for a total of 150 Senators

- The Faculty Senate is designed to be a deliberative body in which active and evolving discussion with colleagues shapes policy

- Accordingly, no proxy or absentee votes are allowed

- Absence from three consecutive meetings without notice constitutes resignation from the Senate

UF Model of Shared Governance

Graphic Representation of an Example of Shared Governance

Liaisons to the Senate

- President and Provost
- Vice Presidents of the University
- Deans of academic units
- Registrar
- Members of the Senate Steering Committee
- Chairs of committees and councils (if not elected members of the Senate)
- Five undergraduate students
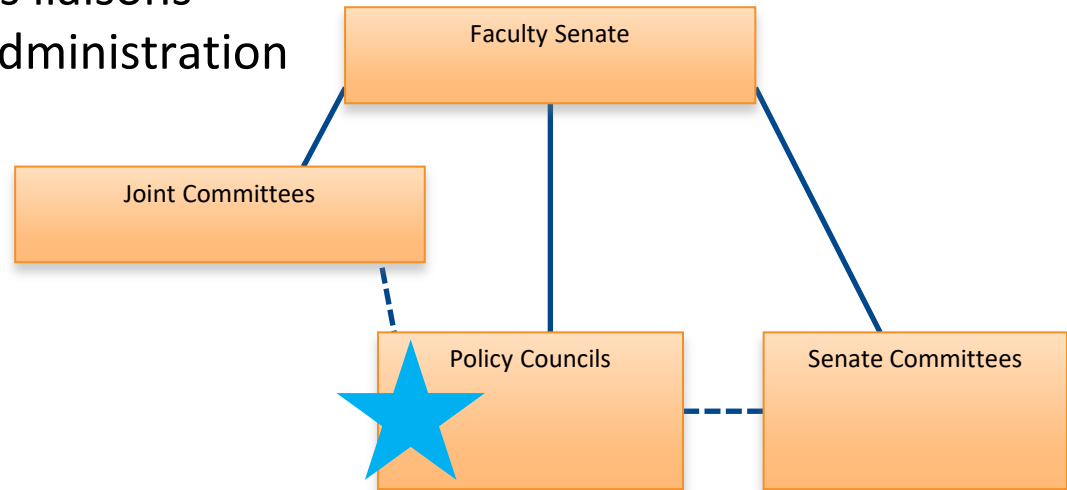- Seven graduate students

FIVE POLICY COUNCILS

Senators elected by the Senate are members of the Policy Councils. They are charged with making policy recommendations and serve as liaisons between the Senate and the administration within their areas:

- [Academic Policy](#)
- [Budget](#)
- [Academic Infrastructure](#)
- [Research and Scholarship](#)
- [Faculty Welfare](#)

Faculty Senate

Joint Committees

Policy Councils

Senate Committees

Academic Policy Council

- Admission and graduation requirements, majors, departments, colleges, other academic units, and other academic programs of study

- Evaluates any proposed changes in academic organization that are not contained within a single college

- Student life as it affects student academic performance

Budget Council

- Recommends budget priorities involving academics and research
- Monitors past budget allocations
- Makes recommendations regarding long range allocations and costs of strategic plans

Budget Tools

(Open to all who have access to Enterprise Reporting. Access that is needed: *UF_FI_UNIVERSAL_INQUIRY.*

UF (Central Support Units) Financial Transparency Portal

UF (Colleges) Financial Transparency Portal

*** **Video tutorial** to using the UF(Colleges) financial transparency portal

*** **Text guide** to the UF (Colleges) Financial Transparency Portal

Dept-Major mapping

Course number to Department mapping

Current Fiscal Year

Budget & Expenditures by Support Unit
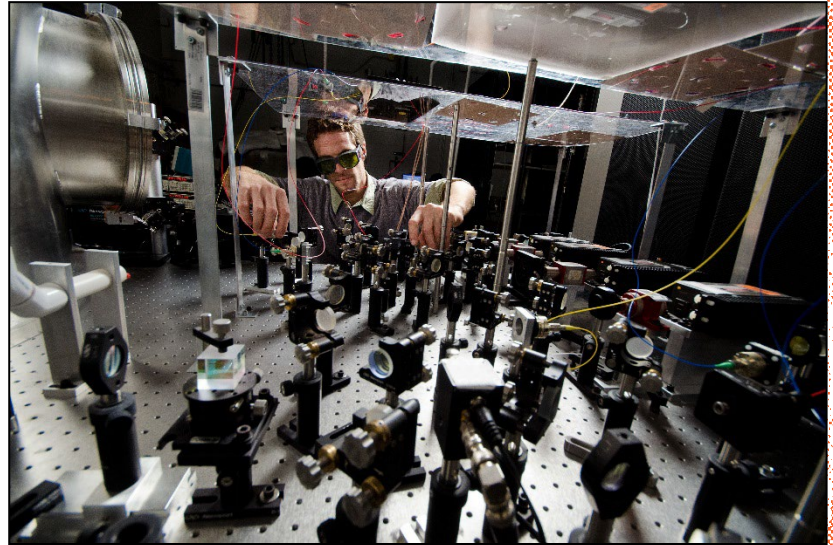
Budget & Expenditures by College

Faculty Welfare Council

- Academic criteria for appointment to the faculty and for promotion and tenure

- Faculty diversity

- Matters important to the quality of faculty life

- Academic freedom

Research & Scholarship Council

- Appropriate policies and priorities to support the quality, stature, and relevance of the University's research initiatives

- Existing, expanded and new interdisciplinary research initiatives based on the expertise of the faculty

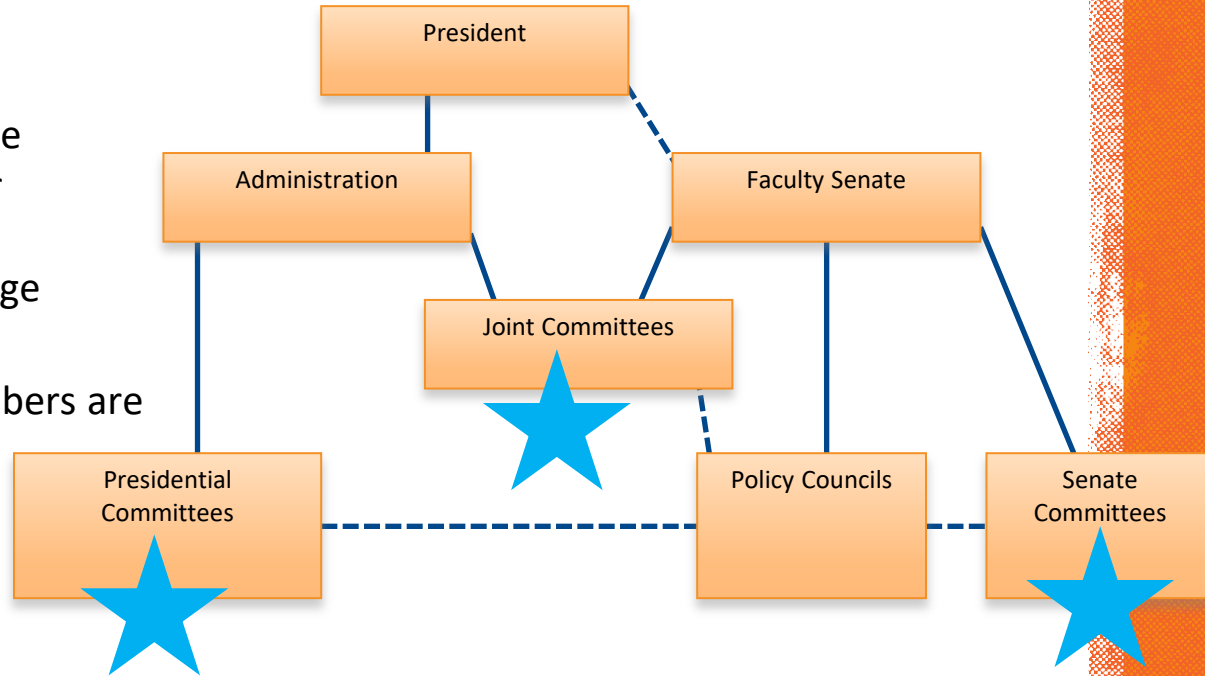- Matters concerning graduate and undergraduate research experience

Infrastructure Council

- Facilities and services necessary for academic excellence

- Libraries, computing, sustainability, historical preservation, parking, physical plant and maintenance, campus master plan

UNIVERSITY COMMITTEES

- Senate Standing Committees – members are elected by the Senate from the faculty at large

- Joint Committees – members are elected by the Senate and other members are appointed by the President from the faculty at large

- Presidential Committees – members are appointed by and report to the President

Joint Committees

Academic Assessment Committee
Academic Personnel Board
University Curriculum Committee
Professional Curriculum Committee
General Education Committee
Graduate Council
Lakes, Vegetation and Landscape Committee
Land Use and Facilities Planning Committee
Parking and Transportation Committee
Preservation of Historic Buildings and Sites
Committee
Research Policy Committee
Student Petitions Committee
Sustainability Committee

Senate Committees

Steering Committee
Committee on Committees
University Constitution and Regulations
    Committee
Senate Nominating Committee
Academic Freedom, Tenure, Professional
    Relations & Standards
Honorary Degrees
University Libraries
Compensation and Equity
Information Technology Committee

Faculty Senate Steering Committee (Monthly meeting Aug-May)

Officers:

- Chair, Danaya Wright, LAW
- Chair-Elect, Sarah Lynne, CALS
- Past-Chair, Amanda Phalin, BUS

Council Chairs:

- Budget, Jorg Peters
- Infrastructure, Walter O'Dell
- Research & Scholarship, Ashley Ghiaseddin
- Welfare, Stephanie Bogart
- Academic Policy, Nancy Clark

Members at Large:

- Jeremiah Blanchard, ENG
- Richard Stepp, CLAS
- Catherine Striley, GROUP 1

Liaisons:

- President, Ben Sasse
- Provost, Scott Angle
- Sr. Counsel, Taylor Rose

Staff:

- Parliamentarian, Joseph W. Little
- Secretary, Laurie Bialosky

Why Serve in Shared Governance?

- Help set policy that contributes to academic excellence
- Meet other faculty outside your own program
- Explore interdisciplinary potential of work at UF
- Develop an institutional memory
- Network with other leaders

Faculty (and Senate) Role in Shared Governance

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.

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.

Periodic evaluations of academic units shall be conducted in accordance with procedures adopted by the Senate.

Faculty Involvement in Academic Affairs and Selection of Administrators

The faculty of a college, or appropriate committees thereof, shall exercise control over the academic affairs of the college subject to the approval of the Faculty Senate, the President and the Board of Trustees. **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.**

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 **director** [of a school] 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 **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).

ACADEMIC FREEDOM

The policy of academic freedom and responsibilities governing the University of Florida is as set forth in the University's policy statement reprinted in full in University of Florida regulations. The following principles are quoted therefrom: "**The University believes that academic freedom and responsibility are essential to the full development of a true university and apply to teaching, research and creativity**. In the development of knowledge, research endeavors and creative activities, a university faculty and student body must be free to cultivate a spirit of inquiry and scholarly criticism and to examine ideas in an atmosphere of freedom and confidence. A similar atmosphere is required for university teaching. Consistent with the exercise of academic responsibility, a teacher must have freedom in the classroom in discussing academic subjects, selecting instructional materials and determining grades. The university student must likewise have the opportunity to study a full spectrum of ideas, opinions and beliefs, so that the student may acquire maturity for analysis and judgment. Objective and skillful exposition of such matters is the duty of every instructor."

"**The established policy of the University continues to be that the faculty member must fulfill his/her responsibility to society and to his/her profession by manifesting academic competence, scholarly discretion and good citizenship.** The university instructor is a citizen, a member of a learned profession and an academic officer of an educational institution. The instructor should be constantly mindful that these roles may be inseparable in the public view, and should therefore at all times exercise appropriate restraint and good judgment."

A faculty member who believes that he/she does not enjoy the academic freedom that it is the policy of the University to maintain and encourage shall be entitled on written request to a hearing before the Academic Freedom, Tenure, Professional Relations and Standards Committee or utilize other procedures available

Shared Governance, aka C³: Collaboration, Community, and Cohesiveness

Faculty Governance at the University of Florida: A Brief Summary, 1906-2003 - https://senate.ufl.edu/media/senateufledu/site-files/facultygovernance.pdf.

Report of the Presidential-Faculty Senate Joint Task Force on Shared Governance, 2003 - https://archive.senate.ufl.edu/publications/reports/shared_governance/Final_Joint_T_F_Shared_Gov_Report.pdf

Report of the Facult Senate-Presidential Joint Task Force on the Implementation of Shared Governance Structure, 2006 - https://archive.senate.ufl.edu/archives/committees/governanceTaskForce/report13.pdf

Report of the Ad Hoc Faculty Senate Task Force on the Status of Shared Governance, 2023 - https://fora.aa.ufl.edu/docs//78///2023-2024//Report%20of%20the%20Ad%20Hoc%20Task%20Force%20on%20Shared%20Governance%20draft%20with%20survey%20results-Final.pdf

SENATE CONTACTS

- Chair: Danaya Wright
  FacultySenateChair@ufl.edu
  (352) 392-9019

- Senate Secretary: Laurie Bialosky
  lbialosky@aa.ufl.edu
  (352) 392-9019

- Senate Office: 134 Tigert

Parliamentary Procedures

Joseph W. Little

Parliamentarian

little@law.ufl.edu

Governing Documents

- University of Florida Constitution
- Faculty Senate Bylaws
- Florida Law:
  - Public Records Law (F.S. Chapter 119) ;
  - Government in the Sunshine (F.S. Chapter 286);
  - Florida Constitution (Article I, Section 24)

Conducting Senate Business

Robert's Rules of Order

NON SEQUITUR By Wiley

- Decisions are made by majority vote of the members present and voting
- Quorum = those elected members present (designated seating for in-person meetings)
- No proxy votes are recognized

Motions — a formal proposal for action requiring a group decision by vote

- To bring a motion, an elected member must fist be recognized by the Chair

- Requires a second

- If seconded, moves to an open discussion

- Action should be clear, concise, and affirmative

- Outcome recorded as the official decision of the senate in the meeting minutes

Requests for Public Records

Public Records Portal: http://publicrecords.ufl.edu/.

Public Records Mailbox: pr-request@ufl.edu

UF

Government in the Sunshine

Taylor Rose

Senior Counsel

taylor.rose@ufl.edu

Government In The Sunshine

Public Records and Open Meetings

Florida's Sunshine Laws

Chapter 119, Florida Statutes: **Public Records Law**

- **Any records** made or received by any **public agency** during its **official business** are available for copying and inspection, unless specifically exempted by the Florida Legislature.

- Over the years has come to include not just traditional written documents but also **emails, texts**, photographs, audio and video recordings, and other digital media wherever and **however created**.

Florida's Sunshine Laws

- <u>Chapter 286, Florida Statutes "Government-in-the-Sunshine"</u>: **Public Meetings**
  - Provides a **right of access** to governmental proceedings of **public boards** and commissions at the state and local levels.
  - Applies to any gathering of **two or more members** of the same board to discuss a matter that will foreseeably come before that board for action.
  - Key: The open meetings law only applies to **decision-making boards;** it does not apply to mere information gathering or fact-finding bodies.

- <u>3 Basic Requirements</u>
  Meetings of public boards or commissions **must:**
  1) be **open to the public**;
  2) provide **reasonable notice** of the meetings; and
  3) Have **meeting minutes** recorded and made available to the public.

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Public Records Menu

🏠 Home
🔍 FAQs
✏️ Submit a Request
👤 My Request Center

FAQs

See All FAQs 🔍

How can I obtain student records?

What is a public record?

What is the cost?

How long does it take to fulfill a public records request?

How can I get additional assistance?

✏️

Submit a Records Request
Submit a public records request to the University of Florida

👤

My Records Center
Track the status of requests, manage account information, and download your records by logging into your account.

🔍

View FAQs
Search for an answer to a specific question
Browse frequently asked questions

Please note, public record requests made to the University are subject to disclosure under the Florida Public Records Act.

UF Public Records http://publicrecords.ufl.edu/
Contact: John Hines, Records Custodian (FS 119.12) Email: pr-request@ufl.edu

Requests for Public Records

Public Records Portal: publicrecords.ufl.edu

Public Records Mailbox: pr-request@ufl.edu

UF UNIVERSITY of FLORIDA

Faculty Senate

senate.ufl.edu