

Bylaws of the Faculty Senate
The Faculty Senate Bylaws Relating to the Organization
and Operation of the Senate

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The Bylaws include amendments adopted by the Faculty Senate through May 2, 2024.

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BYLAWS OF THE FACULTY SENATE

SENATE BYLAW 20

University Committees

(Senate Bylaw 20, April 11, 2002, 1/2006, 4/2006; Amended 12/2017, 5/2018, 5/2019, 2/2020, 4/2021, 4/2022, 5/2023, 5/2024)

(A) Senate Organization and Procedure: University Committees

(1) Establishment of Committees

- (a) Senate standing committees must be established by action of the Senate.
- (b) Special Senate committees may be established either by action of the Senate, or by the Steering Committee acting in consultation with the President.
- (c) The Committee on Committees shall annually review one-third of the Senate Committees, and shall recommend to the Senate which Senate committees shall be continued, reclassified, dissolved, or added. It shall provide an annual report to the Faculty Senate Steering Committee.
- (d) When in the study of matters before a committee, it is advisable to bring in special assistance from persons outside the committee, a subcommittee, including such persons, may be named by the committee. Such a subcommittee shall be temporary in nature. It shall be responsible to, and make its report to the committee which appointed it, and it shall not be designated as a Senate committee.

(2) Description of Committees

- (a) Certain committees shall be designated Senate Operations or Senate Standing Committees and their duties and responsibilities shall be as set forth in the Constitution. These shall include:
 - 1. Academic Freedom, Tenure, Professional Relations and Standards Committee.
 - 2. Committee on Committees.
 - 3. Compensation and Equity Committee.
 - 4. University Constitution and Regulations Committee.

5. Honorary Degrees and Distinguished Awards Committee.
 6. University Information Technology Committee.
 7. University Libraries Committee.
 8. Senate Nominating Committee.
 9. Senate Steering Committee.
- (b) Certain committees shall be designated as Joint Committees. These shall include:
1. Academic Assessment Committee. The President or the President's designee shall appoint six members to this committee, and the Senate shall elect six members from the faculty at large. Preference should be given to members with previous experience in assessment, curriculum development and evaluation and/or program accreditation. The student government shall select one non-voting student member. The President or the President's designee appoints the chair. A co-chair will be elected from and by the four Senate-elected members. The Academic Assessment Committee reviews Academic Learning Compacts (ALCs) for all undergraduate programs, and all Student Learning Outcomes (SLOs) and program goals for each undergraduate, graduate, professional and certificate academic program at the University. The committee reviews and recommends the Institutional Assessment Plans for General Education and Quality Enhancement Plan. The committee will provide an annual report of its work, findings, and recommendations to the Senate and the President or the President's designee.
 2. Academic Personnel Board. The President or the President's designee will appoint ten members, five of whom will be selected from a slate of nominees elected by the Faculty Senate from the faculty at large. All faculty nominees must be senior-ranked faculty members with strong teaching and research records, selected from a variety of disciplines. Eligible faculty members are those who have attained the highest promotional rank in the faculty title series to which they are appointed and who do not also have an academic administrative appointment. Three times as many nominees as openings will be provided annually. The Chair is appointed by the President or the President's designee. The Academic Personnel Board advises the President or the President's designee with respect to promotion and tenure nominations, serving in a fact-finding and consultative role. The President or the President's designee may

divide the Academic Personnel Board into more than one working group to expedite the review of nominations.

3. University Curriculum Committee. The President or the President's designee shall appoint 12 voting members to this committee from the majority of baccalaureate degree-granting colleges within the University. The Senate shall elect twelve voting members from the faculty at large. Student Government shall select three non-voting members. The non-voting chair shall be appointed by the President or the President's designee. A co-chair who shall have the right to vote shall be elected by and from the Committee Senate representatives. This Committee shall consider all requests for changes in undergraduate curricula or catalog listings, and for the addition of new undergraduate courses of instruction in any of the colleges, divisions and schools of the University, except the Graduate School. When the question under consideration pertains to a course or courses at the "5000" level, available for graduate major credit, the Committee shall act jointly with the Graduate School. The Committee shall endeavor to eliminate unnecessary proliferation of courses and duplication of subject matter among courses. Ordinarily, the Committee's decisions on proposals to add courses to the curriculum or to delete courses from the curriculum shall be final, but the department that is offering the course or proposing to offer it, may appeal the Committee's decision to the Senate. Such an appeal shall be addressed to the Committee, which shall either reverse its earlier decision or ask the Steering Committee to schedule Senate consideration of the appeal. The Committee's decision on proposals to add, delete, or make changes in programs of instruction leading to undergraduate degrees shall not be a final decision, but shall be submitted to the Senate for final action. When the Committee begins to consider items requiring Senate approval, the Committee's co-chair shall inform the Chair of the Academic Policy Council.
4. Professional Curriculum Committee. The President or the President's designee shall appoint six voting members to this committee, preferably from professional degree-granting colleges or programs within the University. The Senate shall elect six voting members from the faculty at large. Student Government shall select one non-voting member. The non-voting chair shall be appointed by the President or the President's designee. A co-chair who shall have the right to vote shall be elected by and from the Committee Senate representatives. This Committee shall consider all requests for changes in professional curricula, and for the addition of new professional courses of instruction in any of the colleges, divisions, and schools of the University, except the Graduate School. The

Committee shall endeavor to eliminate unnecessary proliferation of courses and duplication of subject matter among courses. Ordinarily, the Committee's decisions on proposals to add courses to the curriculum or to delete courses from the curriculum shall be final, but the department that is offering the course or proposing to offer it, may appeal the Committee's decision to the Senate. Such an appeal shall be addressed to the Committee, which shall either reverse its earlier decision or ask the Steering Committee to schedule Senate consideration of the appeal. The Committee's decision on proposals to add, delete, or make changes in programs of instruction leading to professional degrees shall not be a final decision, but shall be submitted to the Senate for final action. When the Committee begins to consider items requiring Senate approval, the Committee's co-chair shall inform the Chair of the Academic Policy Council.

5. General Education Committee. The President or the President's designee shall appoint twelve voting members to this committee from the majority of baccalaureate degree-granting colleges within the University. The Senate shall elect twelve voting members from the faculty at large. Student Government shall select two non-voting members. The non-voting chair shall be appointed by the President or the President's designee. A co-chair who shall have the right to vote shall be elected by and from the Committee's Senate representatives. The General Education Committee establishes a philosophy of what constitutes the general education component for baccalaureate degrees offered by the University. It reviews, in accordance with established criteria, all courses proposed to fulfill General Education and University Writing and Math requirements. It makes recommendations to the Curriculum Committee regarding the continued effectiveness of the general education program.
6. Graduate Council. The Graduate Council shall assist the dean in executing the policies of the Graduate Faculty in matters related to graduate study and associated research. It shall be composed of twelve members of the Graduate Faculty, a graduate student elected by the Graduate Student Council, and the Dean of the Graduate School who shall serve as Chairperson. In the Dean's absence, an Associate Dean shall be designated as the Dean's representative. Six of the twelve faculty members of the Graduate Council shall be elected by the Graduate Faculty for overlapping terms of three years. Each year, the Dean of the Graduate School will appoint a Nominating Committee of no fewer than three members of the Graduate Council. The Nominating Committee will provide a slate of six or more candidates which will be discussed by the members of the Graduate Council who will determine the final slate to be put

forth to the Graduate Faculty for a vote. This process will take place before the end of the Spring semester. The entire slate indicating the individuals elected will be presented to the Provost for consideration in making appointments for the other members of the Graduate Council. The graduate student member of the Graduate Council, who must be a doctoral student, serves a two-year term. During the first year, the student serves as a non-voting alternate member who is expected to attend all meetings and participate in the deliberations. During the second year, the student assumes voting privileges, and a new alternate member is elected by the Graduate Student Council to a two-year term. The Graduate Council shall establish sub-committees as needed and shall prepare a report for Graduate Faculty meetings. Agenda items to be acted upon at Graduate Faculty meetings shall be reported on by the subcommittee responsible. Other motions from the floor shall be referred to the appropriate subcommittee.

7. Lakes, Vegetation and Landscape Committee. The Lakes Vegetation and Landscape Committee consists of ten faculty members, five appointed by the President or the President's designee and five elected by the Senate from the faculty at large, plus one student member. The Chair is elected. This Committee is responsible for items that affect the use of University lakes, including guidelines for use of such lakes in order to preserve their ecological integrity and research capabilities, and the management and well-being of natural areas containing non-domesticated plants and animals. It provides recommendations concerning enforcement of policies regarding the removal of trees and other vegetation. It provides input to the University Land Use and Facilities Planning Committee regarding planning of major landscape elements such as green space, open space, and significant architectural features to ensure their compatibility with existing and planned landscaping and master planning. It provides recommendations to the Vice President for ~~Construction, Facilities and Real Estate~~ ~~Finance and Administration~~ about construction on campus, specifically concerning: programming, including general site suitability having an impact on trees, landscape, natural areas and lakes; schematic design, including tree removal, plans for transplants, replacements and/or mitigation based on building footprint, utility corridors and other construction activities; and design development including new landscaping, appropriateness and inclusion of any mitigation for tree removal.
8. Land Use and Facilities Planning Committee. The Land Use and Facilities Planning (LUFPP) Committee consists of 20 faculty members, ten appointed by the President or his/her designee and ten

elected by the Senate from the faculty at large, plus three student members. The Chair is elected. In conjunction with the Lakes Vegetation and Landscaping Committee, the Preservation of Historic Buildings and Sites Committee, and the Parking and Transportation Committee, this committee will be responsible for providing recommendations on the overall appearance and development of the campus to the Vice President for Construction, Facilities and Real Estate of Finance and Administration. This committee shall also provide recommendations regarding the enforcement of the University of Florida Master Plan policies and guidelines. Its responsibilities are to participate in the development and updating of the University of Florida Master Plan, to recommend policies for land use and facilities development, and to review and recommend approval/denial of all requests for land use changes. The committee will monitor the execution of the University of Florida Master Plan by reviewing and recommending approval/denial of all project sites during the Programming and Schematic Design phases; review and recommend approval/denial of architectural design of buildings and landscaping, building additions/renovations, and utility projects during the design development phase; provide input on minor projects (\$1 M and less) that impact the footprint building exterior of potential historic building's interior; and assist in upholding the policies, procedures and standards set by the University of Florida Master Plan. The committee will work with other committees referenced above in an integrated and holistic approach to campus planning and development.

9. Parking & Transportation Committee. The Parking & Transportation Committee consists of 19 members, four faculty and three staff appointed by the President or the President's designee, seven elected by the Senate from the faculty at large, and five student members. The Chair is elected annually from the membership. This committee reviews and recommends rules and regulations of a non-financial nature governing traffic, parking and registration of vehicles, bicycles, scooters and motorcycles and public transportation to and on the campus. It reviews and recommends programs to meet and enhance the parking and transportation on the campus. It reviews and recommends site locations for new parking facilities and parking lot enhancements on the campus. It reviews and recommends special parking requests from University departments, students, staff and faculty. It reviews and recommends any significant findings regarding all parking and transportation matters. It reports significant findings on all considered parking and transportation matters to the President or President's designee.

10. Preservation of Historic Buildings & Sites Committee. The Preservation of Historic Buildings and Sites Committee consists of fourteen faculty members, five appointed by the President or the President's his/her designee the University Historian and the Director of Preservation Programs as voting ex-officio members, and seven elected by the Senate from the faculty at large, plus two student members. The Chair is elected. The committee is assisted in its efforts by four university liaisons, the Assistant Director of Architecture and Engineering in the Physical Plant Division, the Director of Facilities Planning and Construction, the Assistant Director for Planning, and the Assistant Housing Director for Facilities Management. This committee assists the University in implementing its Policy on Historic Preservation, filed with the Florida Secretary of State, as a Programmatic Memorandum of Agreement for Protection of Historical Resources. In support of this Memorandum, it assists the University in fulfilling federal and state obligations with respect to its historic and archeological resources. It reports to the Vice President for Construction, Facilities and Real Estate Finance and Administration the significant findings on all matters considered by the Committee.
11. Research Policy Committee. The Research Policy Committee shall be composed of fourteen members: ten deans or vice presidents appointed by the Vice President for Research, one ex-officio faculty member (the chair of the Faculty Senate Policy Council on Research and Scholarship), and three faculty members elected by the Senate from the faculty at large. All nominees for election by the Senate should have strong research and scholarly records and they must all be from different colleges or academic units. The Chair shall be the Vice President for Research. The Research Policy Committee shall advise the Vice President for Research on matters of University-wide policies related to the promotion and development of the University's research program. One of the three faculty members elected by the Senate shall be chosen to serve on the Senate Policy Council on Research and Scholarship.
12. Student Petitions Committee. The Student Petitions Committee shall be composed of six members appointed by the President or the President's designee members, three members elected by the Faculty Senate members and two students members. The Chair is appointed. This committee shall act for the Senate on the petitions of students requesting waivers of University academic regulations except petitions requesting (1) late registration, (2) exceptions to minimum-maximum load regulations, (3) changes of schedule after the date authorized for such changes, and (4) adding of courses after

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the date set in the University Calendar as the last time for adding courses. These four kinds of petitions shall be acted on by the school or college in which the student is enrolled. Petitions approved by the school or college must be reported to the Registrar's Office before the action becomes official.

13. Sustainability Committee. The Sustainability Committee is an advisory body to encourage application of sustainability principles in all university policies, practices and operations. The Sustainability Committee consists of nineteen members, including eight faculty members elected by the Senate from the faculty at large, seven faculty or staff appointed by the President or the President's designee, and two student members selected by the student government. The director of the Office of Sustainability and an academic officer appointed by the provost serve as nonvoting *ex officio* members. The Chair is elected by the committee. Sustainability is defined as meeting the needs of the present without compromising the ability of future generations to provide for themselves. Sustainability embraces three interdependent areas of concern: environmental preservation, economic viability, and social justice. A sustainable practice preserves rather than destroys its ecological base, ensures rather than undermines long-term economic benefits, and advances rather than retards matters of equity and diversity. The Sustainability Committee also promotes sustainability within the University and in the University's relations with the larger community and seeks to enhance the University's standing as a global leader in sustainability. It assesses the progress of the University of Florida's sustainability efforts as compared to national and international best practices and pursues their implementation when appropriate. It aids in the development of policy with the Office of Sustainability and participates in the annual evaluations of that Office, its director and academic officer.

(3) Committee Reports

- (a) Committees shall report to the Senate or to the Senate Steering Committee, orally or in writing, at the request of the Senate or the Steering Committee. Generally such reports will be brief and will be made to inform the Senate concerning committee policies and procedures.
- (b) Brief summaries of committee reports may be submitted to the Steering Committee in time for inclusion in the information agenda.
- (c) At the request of 10 or more Senators, any committee report which has been submitted to the Senate shall be opened for discussion and for possible transfer to the action agenda.

- (d) The Graduate Council, the University Curriculum Committee, or the Professional Curriculum Committee shall be required to inform the Senate about the creation of new degree programs or abolishment of degree programs to facilitate the exercise of the authority provided in Bylaw 4(a).

(4) Council and Committee Membership

- (a) All Senate Policy Council and Senate Standing and Joint Committee members elected by the Senate shall be elected by ballots mailed to all voting members of the Senate by the Secretary of the Senate. Ties in the voting shall be settled by lot.
- (b) If two or more council or committee members are to be elected for terms of different lengths, the longest term of office shall go to the candidate receiving the most votes, the next longest term shall go to the candidate receiving the second highest number of votes, etc. until all the council or committee vacancies are filled.
- (c) Unless otherwise provided, membership in the Senate is not prerequisite for election to Senate or Joint committees. Membership in the Senate is a prerequisite for election to Senate Policy Councils.
- (d) Unless otherwise provided, the members of Senate Policy Councils and Senate and Joint committees shall serve for terms of three years, except that the first time a council or committee is elected there will be as nearly as possible an equal distribution of the members with terms of one, two and three years. The terms of members of special committees may be similarly staggered, and they shall not be for more than three years.
- (e) As opportunity offers, changes should be made in the elected personnel of every Senate and Joint committee.
- (f) In January of each year, the chair of each Senate Policy Council and Senate and Joint committee shall advise the President or the President's designee and the Nominating Committee of the names of elected council and committee members whose terms are about to expire and may suggest suitable nominees for the vacancies. Wherever a vacancy occurs other than by expiration of term in the case of members elected to serve, the council or committee chair shall notify the Senate Chair, who, in consultation with the Senate Steering Committee, shall select a replacement until the next annual election of members at which time an individual will be elected to fill the remainder of the term.

(5) Committee Chairperson

- (a) Unless otherwise provided, each Senate committee shall annually elect its own chairperson at the end of the academic year. In the absence of an elected chair, the Committee on Committees shall designate an acting chair to convene the first meeting for the purpose of electing a chair who shall conduct such other business as may be appropriate.
- (b) It shall be the duty of every committee chair to inform the Steering Committee of committee actions and matters under consideration.