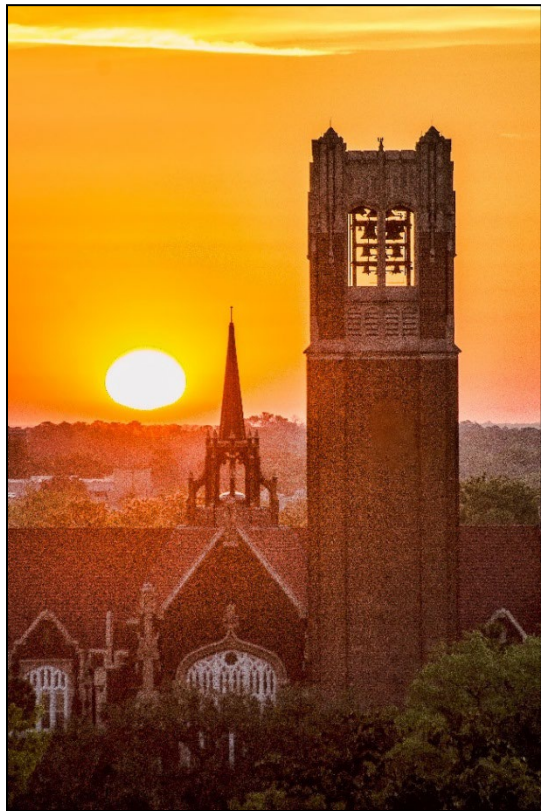




## UF FACULTY SENATE ORIENTATION – AUGUST 22, 2024

Interim President Kent Fuchs

## FACULTY SENATE AND SHARED GOVERNANCE



Presenter:

Sarah D. Lynne, Ph.D.

Chair, UF Faculty Senate

Member, UF Board of Trustees

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, service, and extension...

*We're pleased to have you join us!*

# 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 a voting, 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 in the Chair meetings for the 6 months prior to their Chair term (i.e. spring semester)

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

Parliamentarian – appointed by the Chair

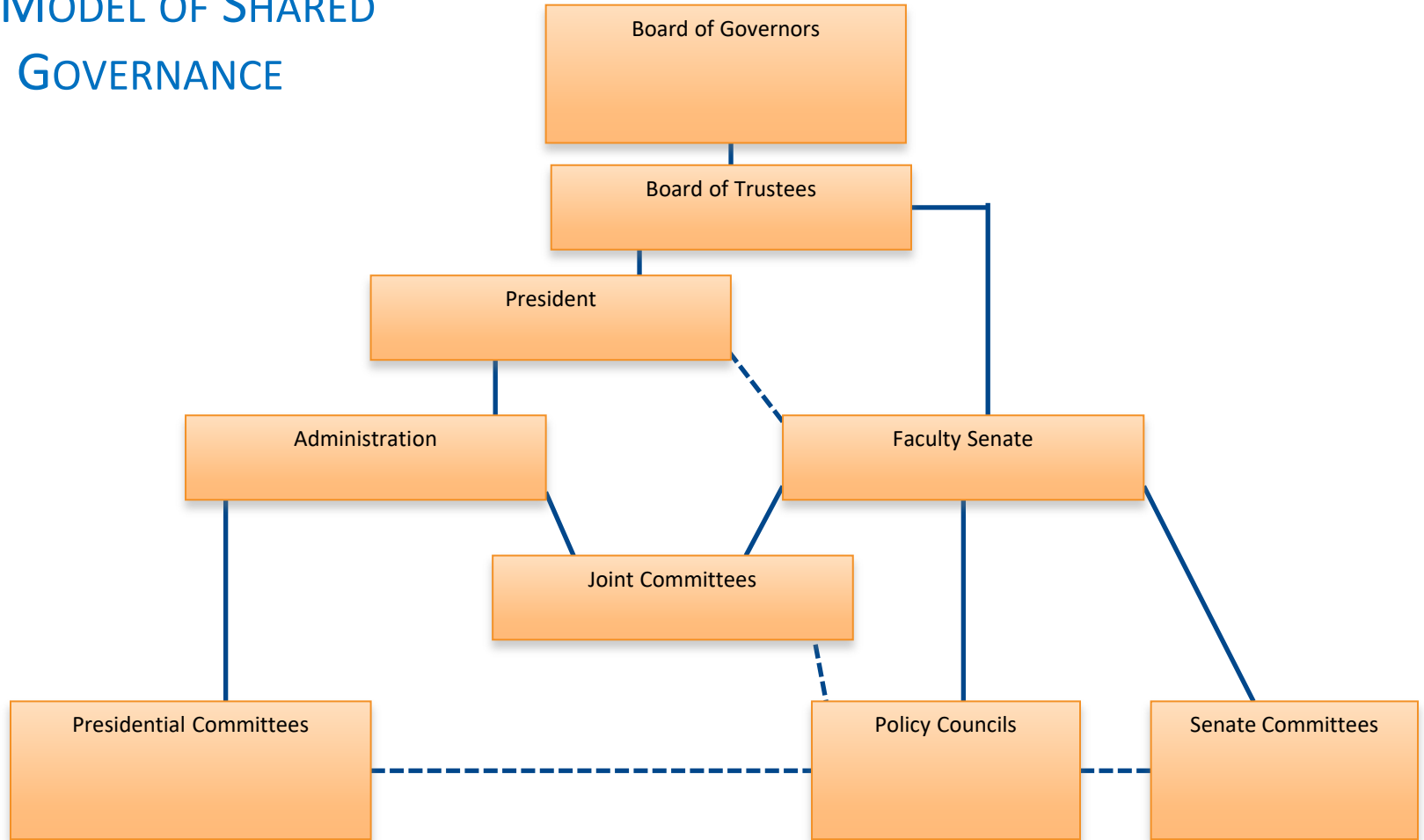
Secretary – appointed by the Steering Committee

## SENATE MEMBERSHIP AND PRINCIPLES

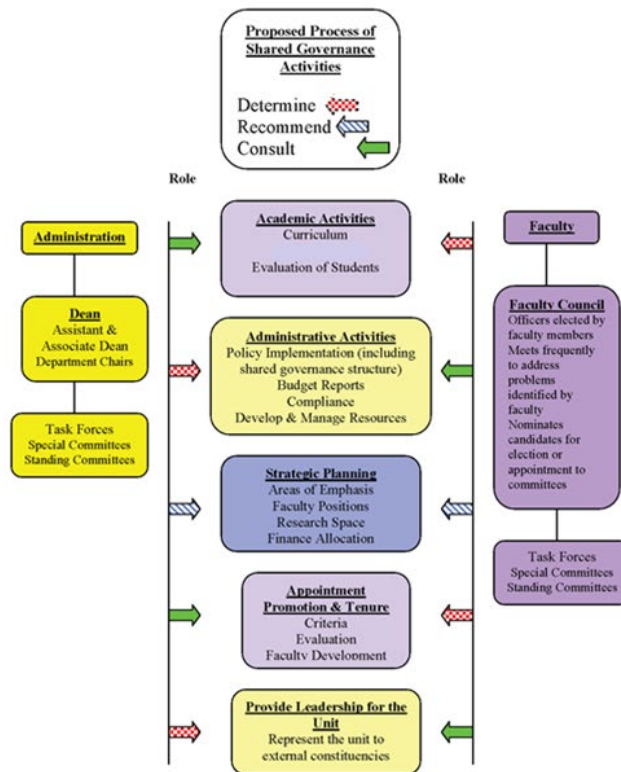
- Senate members are elected proportionally according to the number of faculty in each college (with a maximum of 25 and a minimum of 2), for a total of 150 Senators
- The Faculty Senate is designed to be a deliberative body in which active and evolving discussion with colleagues shapes policy
- Accordingly, 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
- Three graduate students
- Four professional school students:

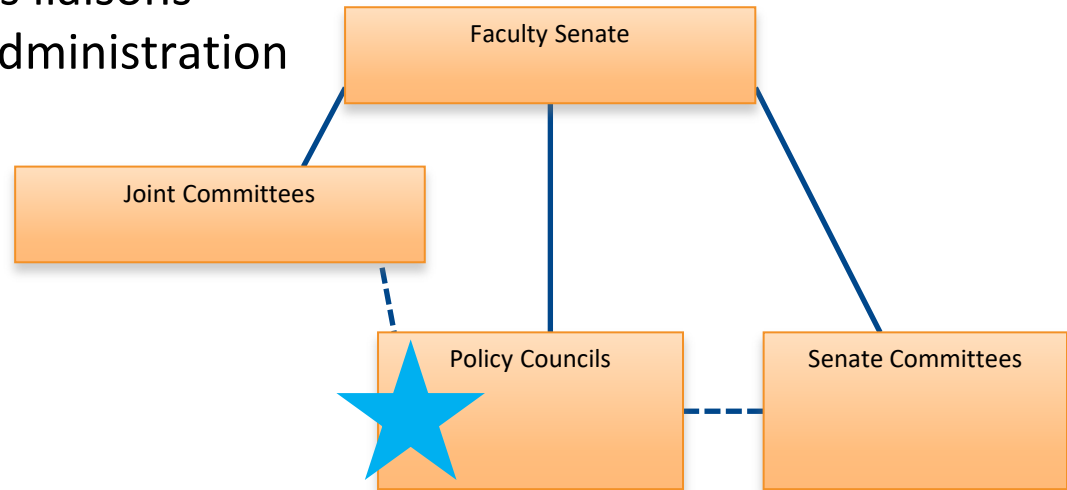
[1- DENT 1- LAW 1-MED 1-VET MED]



# 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](#)



## 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_FL_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

# INFRASTRUCTURE COUNCIL

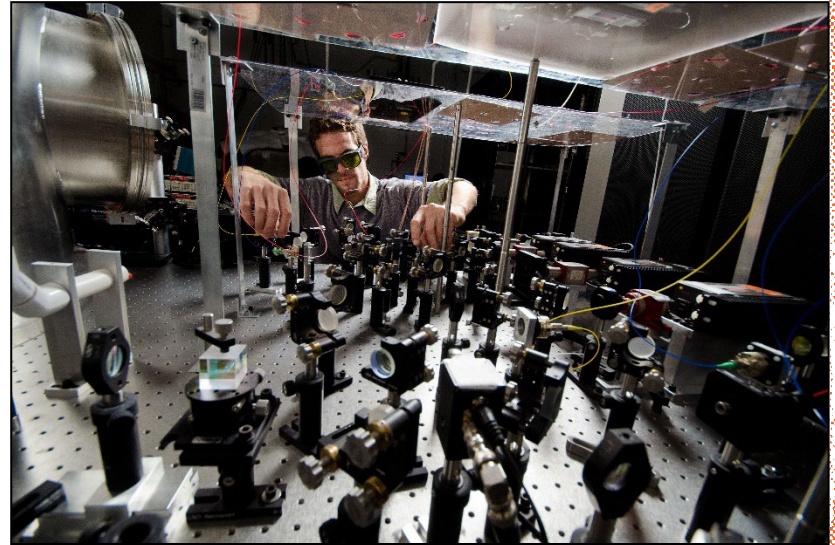
- Facilities and services necessary for academic excellence
- Libraries, computing, sustainability, historical preservation, parking, physical plant and maintenance, campus master plan





## 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





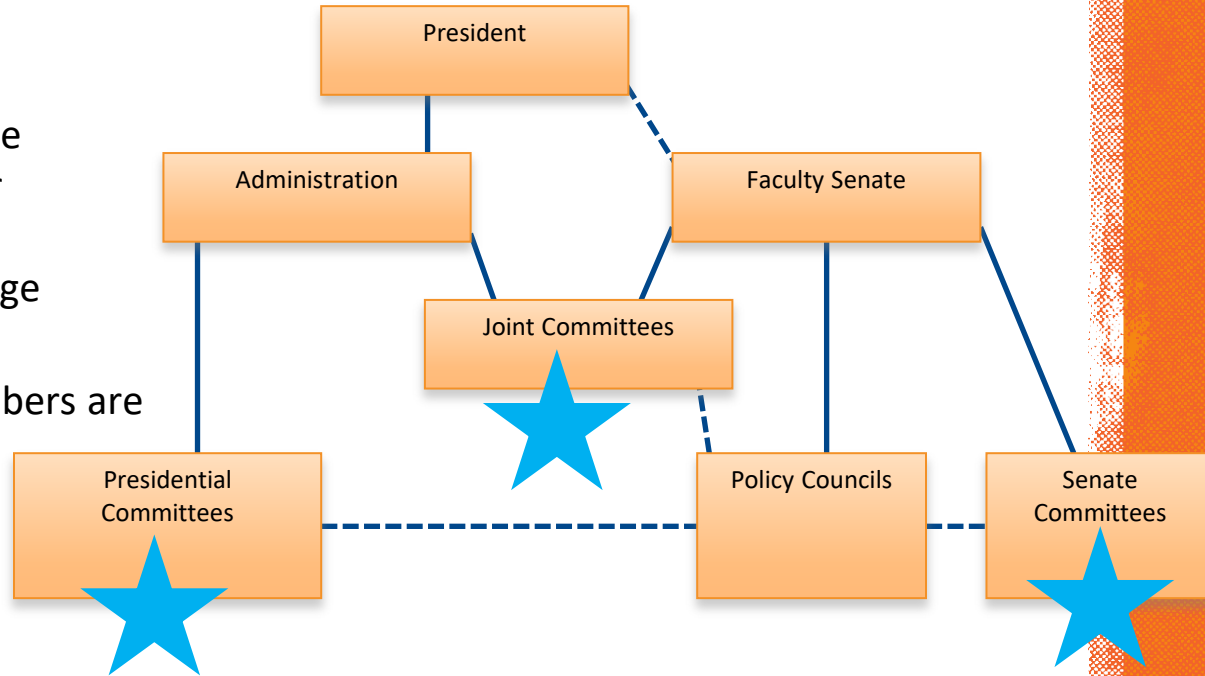
# FACULTY WELFARE COUNCIL

- Academic criteria for appointment to the faculty and for promotion and tenure
- Faculty diversity
- Matters important to the quality of faculty life
- Academic freedom



# 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



Name	Faculty membership consists of:	Seat filled by:	Reports to:
<b>Faculty Senate Committees</b>	UF Faculty	Nominated by UF Faculty & elected by UF Faculty Senators	UF Faculty Senate
<b>Joint Committees</b>	UF Faculty	Nominated by UF Faculty; Typically 50% elected by UF Faculty Senators and 50% Appointed by UF President/President's Designee	UF President & UF Faculty Senate
<b>Presidential Committees</b>	UF Faculty	Nominated by UF Faculty & appointed by UF President	UF President
<b>(5) Senate Policy Councils</b>	<b>*Current</b> (at the time of the election) <b>Faculty Senators</b>	Nominated by UF Faculty & elected by UF Faculty Senators	UF Faculty Senate

Of special note:

[Honorary Degrees and Distinguished Awards Committee](#)

-Entertains FACULTY suggestions as to individuals to whom honorary degrees shall be granted

[Academic Personnel Board](#)

- Advises the President with respect to promotion and tenure nominations, serving in a fact-finding and consultative role

## **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, Sarah D. Lynne, AG
- Chair-Elect, Amelia Dempere, ENG
- Past-Chair, Danaya Wright, LAW

## **Council Chairs:**

- Budget, John Kraft
- Infrastructure, Selman Hershfield
- Research & Scholarship, Ashley Ghiaseddin
- Welfare, Breann Garbas
- Academic Policy, Karen Whalen

## **Members at Large:**

- Jeremiah Blanchard, ENG
- Ruth Steiner, DCP
- Catherine Striley, GROUP 1

## **Liaisons:**

- President, Kent Fuchs
- Provost, Scott Angle
- Sr. Counsel, Taylor Rose

## **Staff:**

- Parliamentarian, Taylor Rose
- 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



## SENATE CONTACTS

- Chair: Sarah D. Lynne  
[FacultySenateChair@ufl.edu](mailto:FacultySenateChair@ufl.edu)  
(352) 392-9019
- Senate Secretary: Laurie Bialosky  
[lbialosky@aa.ufl.edu](mailto:lbialosky@aa.ufl.edu)  
(352) 392-9019
- Senate Office: 134 Tigert

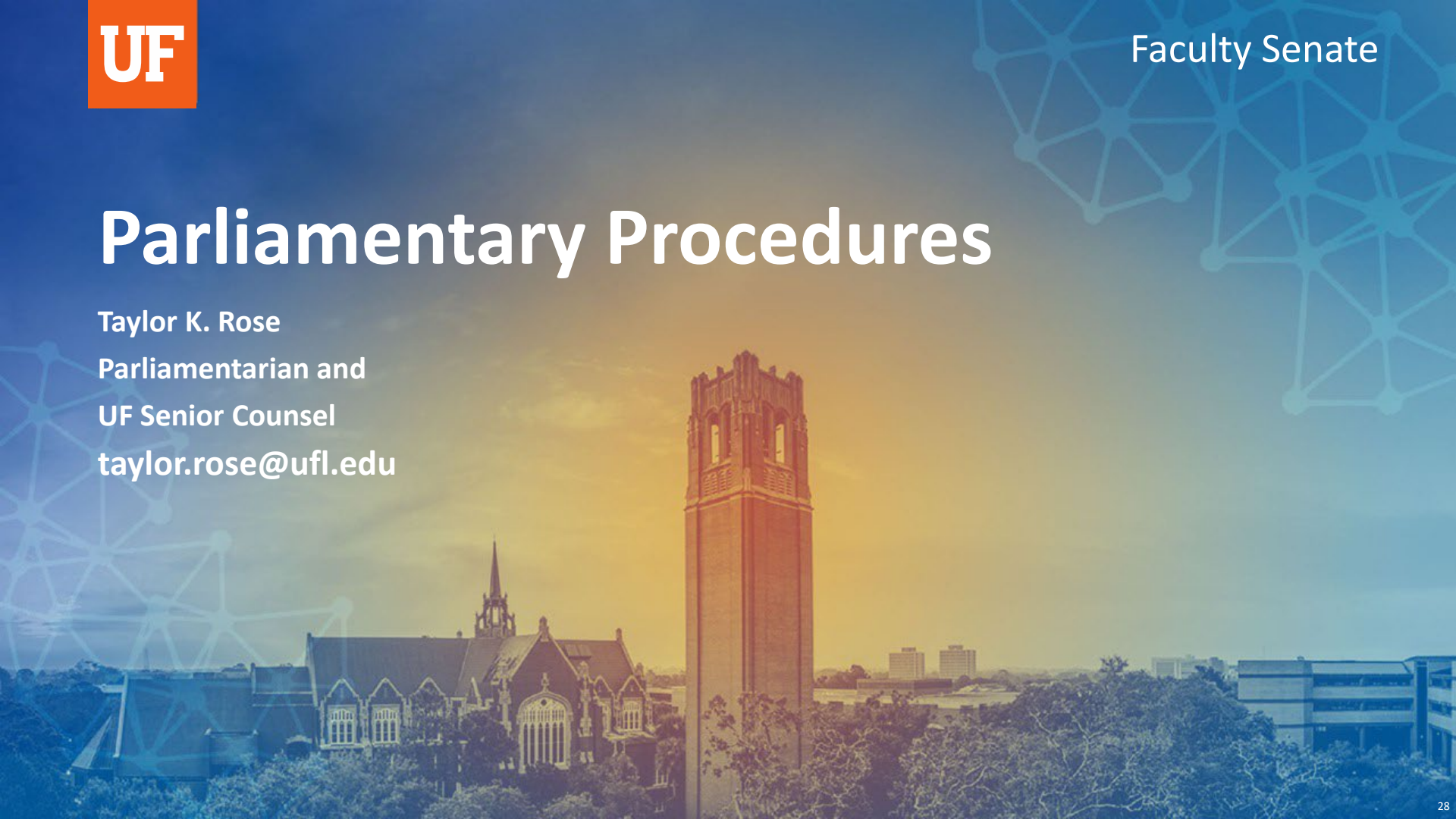
# Parliamentary Procedures

Taylor K. Rose

Parliamentarian and

UF Senior Counsel

[taylor.rose@ufl.edu](mailto:taylor.rose@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





- 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
- Abstentions are not recognized



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

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- To bring a motion, an elected member must first 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



# Government In The Sunshine

Public Records and Open Meetings



# Florida's Sunshine Laws

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- Chapter 286, Florida Statutes “Government-in-the-Sunshine”: **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.
- 3 Basic Requirements

**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.

# 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 it 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**.





**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](mailto:pr-request@ufl.edu)

## Requests for Public Records

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Public Records Portal: [publicrecords.ufl.edu](https://publicrecords.ufl.edu)

Public Records Mailbox: [pr-request@ufl.edu](mailto:pr-request@ufl.edu)





[senate.ufl.edu](https://senate.ufl.edu)