

**University of South Florida St. Petersburg  
College of Education  
Approved by the Faculty on April 25, 2014**

**CONSTITUTION**

**Article 1.0**

The name of this organization is the College of Education of the University of South Florida St. Petersburg (USFSP). Hereafter, this organization shall be referred to as the "College."

**Article 2.0**

**Preamble**

The College of Education of the University of South Florida St. Petersburg is committed to enhancing the quality of education through excellence in teaching, research, and service. The College fulfills this commitment to the preparation of educational professionals within a culture of research and inquiry. The College strives to promote innovation in its applied programs by creating effective partnerships within and outside of the College. In its endeavors, the College promotes equality of educational opportunity for all learners, adherence to the highest standards for ethical conduct, professional responsibility, and understanding of, respect for, and acceptance of diversity.

The fundamental principle underlying this Constitution is that the most effective system of governance is one in which all members of the College community are dedicated to the successful operation and advancement of the College and the pursuit of its mission. It is understood that the College is a community in its own right with different constituencies working toward common goals.

The remaining articles of this constitution shall describe the membership, organizational structure, and governance structure of the College. The operating or governing units of the College are identified, along with membership, responsibilities, and operating procedures. The structures and functions described herein are intended to support the College and its activities toward the attainment of its mission.

**Article 3.0**

**Mission and Goals**

The mission and goals of the College will be reviewed at least every five years and are established by a vote of the Faculty.

## **Article 4.0**

### **Membership of the College**

The College of Education faculty is a community of scholars who are responsible for decisions related to the academic programs of the College. The College Council is the elected representative of that body. The members of the College shall include the Faculty, Administration, Academic Staff, Non-academic staff, and the graduate and undergraduate student bodies.

#### **4.1 Faculty:**

##### **4.1.1. Definition:**

The Faculty of the College is composed of academic professionals whose primary responsibilities to the College and University community are in the areas of teaching, research, or other creative activity and service. The faculty of the college will include those who (1) are designated by the USF Board of Trustees (BOT) as continuing, ranked faculty, (2) hold the rank of Lecturer, Instructor, Assistant Professor, Associate Professor, Professor, or Distinguished Professor, (3) are tenured, are tenure-earning, or hold continuing contracts in the College.

##### **4.1.2. Responsibilities:**

The Faculty, collectively and through its representative bodies, is responsible for participating in the development, implementation, and quality of the College's academic programs. In addition, the Faculty participates in the development of internal College policies and procedures that are consistent with those of the BOT and the University and that facilitate the attainment of the College's mission.

#### **4.2 Dean:**

##### **4.2.1. Definition:**

The Dean is the Chief Executive Officer of the College and is appointed by the Regional Chancellor of USFSP and the President of the University according to Florida Board of Education and University policy and procedures. The College Council will submit to the Vice Chancellor of Academic Affairs, or his or her designee, a set of faculty-created criteria for the selection of the Dean and will also suggest names of members of the College Council to serve on the search committee that advises the Vice Chancellor or designee on the selection of a Dean.

##### **4.2.2. Responsibilities:**

The Dean is responsible for the academic and fiscal integrity of the College as it relates to the Florida Department of Education and University policy and procedures. The Dean will provide leadership in the planning and organizational activities essential to the accomplishment of the objectives of the College mission and the evaluation of efforts to attain those objectives. The Dean is also responsible for working closely with the Faculty and College Council in the aforementioned areas and implementing the appropriate

policies enacted by the College Council. Finally, the Dean is responsible for establishing relationships with College alumni; other colleges, universities, schools and school districts, and community agencies and organizations; state and federal agencies; and professional associations to support the College's mission and goals.

**4.2.3. Associate Dean:**

The Associate Dean serves at the discretion of the Dean and is responsible for carrying out those activities identified by the Dean and those policies established by the College Council that relate to the Florida Board of Education and USFSP and USF policy and procedures and to the College's mission and goals.

**4.3. Non-academic Staff:**

**4.3.1.** Non-academic staff shall include all members of the College who are designated as Administrative and Professional or University Support Personnel Services.

**4.3.2.** The responsibilities of the non-academic staff are delineated in the job descriptions for the specific positions and lines that they hold and include any responsibilities assigned by their immediate supervisor(s).

**4.4. Students:**

**4.4.1.** The student body of the College shall consist of those undergraduate and graduate students who have been admitted to a Program administered by the College, who have matriculated into the University, who have declared a major and/or completed a Program of Studies (where appropriate) in the College, and whose admission has been validated by enrollment in College course work.

**4.4.2.** Undergraduates and graduate students in the College shall be represented by Officers of student education organizations and honor societies as recognized by the College Council

**4.5. Operating Procedures:**

**4.5.1. Meetings:** The Faculty shall meet at least once per semester. Special meetings may be called at the request of the Dean, the College Council, or by petition of 50% of the faculty members. Appropriate notice of all meetings, including an agenda, must be distributed to the Faculty (electronic distribution is acceptable) by the individual(s) calling the meeting no less than one week prior to all meetings.

**4.5.2. Operating Procedures for Faculty Meetings:** Meetings of the faculty shall be in accordance with the following operating procedures:

- (1) The Chair of the College Council, or his/her designee, will preside at all regular and special meetings of the faculty.
- (2) The Chair of the College Council will call the regular meetings of the faculty. At the beginning of each academic year, the schedule for these meetings shall be announced to the faculty.

- (3) The regular meetings of the faculty shall be scheduled at a time that is not in conflict with other official College meetings.
- (4) Special meetings will be requested by notifying in writing the Chair of the College Council. Such requests shall include the subject or purpose of the requested meeting and a list of the petitioning faculty, including their names, signatures, and dates of signatures. Special meetings will be scheduled within 30 days of receipt of the request.
- (5) Fifty percent of the eligible voting faculty of the College shall constitute a quorum.

**4.5.3. Voting Eligibility:**

- (1) All Faculty members, as defined above, are eligible to vote on motions presented during faculty meetings or elections open to the College community. In consideration of motions, a Faculty member may assign his/her proxy to another eligible faculty member by communicating this, in writing, to the Chair of the College Council prior to any official vote. A proxy may not be assigned for the purposes of voting in elections or in the consideration of Constitution or Bylaw changes.
- (2) Each Faculty member shall have only one vote on issues related to the College.
- (3) At-large elections and referendums shall be considered valid only if a minimum of fifty-percent of eligible faculty vote.
- (4) All voting matters shall be in keeping with the provisions of the Collective Bargaining Agreement, as well as USFSP, USF, BOT, and the Florida Board of Governors policies and procedures.

**4.5.4. Passing of Motions:** All motions made and seconded at faculty meetings shall be approved by a simple majority of the voting members present. Official records of the motions passed at each faculty meeting shall be maintained by the college secretary.

## **Article 5.0**

### **Governance Structure of the College**

The College Council is the elected representative body of the College of Education. Standing committees of the College Council comprise an integral part of the governance of the College. Members of these committees provide input to the College Council and the College's administration working toward achievement of the College's mission and goals.

## 5.1 The College Council

**5.1.1. Definition:** The College Council serves as the legislative body of the College and makes decisions in collaboration with the administration concerning academic programs and recommendations to the Dean in the areas described in 5.1.4.

### 5.1.2. Membership:

- (1) Two representatives shall be elected from Social/Psychological Foundations/Measurement/Technology/Educational Leadership programs, two representatives from Special Education and Secondary Education programs, two representatives from Childhood Education programs.
- (2) Three ex officio members shall also be non-voting members of the Council: one from Advising, one College representative from the Faculty Senate, as well as the Dean.

**5.1.2.1. Eligibility:** Members of the Council may be tenured, tenure-earning, or on full-time Lecturer/Instructor lines. The faculty member must remain full time throughout his/her term.

**5.1.2.2. Terms of Membership:** All elected members shall serve a two-year term. The membership of this council shall be reviewed every five years and changes made based on any significant changes in the configuration of the College Faculty. Members shall not serve more than two consecutive terms.

### 5.1.2.3. Membership Election Procedures:

- (1) Any faculty member eligible to serve may also nominate representatives. Self-nominations are also acceptable.
- (2) Elections shall occur annually at the end of the Spring semester.
- (3) Elections will be announced, secret ballots counted, and results published by a faculty committee assigned by the College Council.
- (4) Newly elected members shall assume their office at the beginning of the subsequent Fall semester.

**5.1.3. Council Leadership:** The College Council shall be led by a Chair elected from the representatives. This Chair will serve a one-year term, which runs from August to July. A Vice Chair/Secretary shall also be elected from the membership of the Council at the first regularly scheduled meeting of the Fall semester. The Vice Chair must be in the first year of his or her term and will assume the role of Chair the following year.

**5.1.3.1. Council Leadership Responsibilities:** The Chair of the Council shall:

- (1) Call and preside at all Council/Faculty meetings.
- (2) Oversee management of Council's business in accordance with approved policies.

- (3) Assure members and chairpersons of standing committee are in place  
Publish notices and agendas of all College Council meetings (may be accomplished electronically).
- (4) Represent the faculty regarding policies related to (a) faculty development, (b) academic programs, (c) academic support and support services, and (d) curriculum design and revision, and (e) in all matters of concern to the faculty.

**5.1.3.2. Vice Chair Responsibilities:**

The Vice Chair of the Council shall:

- (1) Assume the role of the Chair in his/her absence.
- (2) Convene the chairs of the standing committees of the Council on a regular basis for the purpose of exchanging information in regard to committee activities.
- (3) Keep accurate records of all Council functions including but not limited to: Council minutes, election records, membership rolls (may be accomplished electronically).
- (4) Serve as chair of Elections Commission.
- (5) Perform other duties as designated by the Chair and/or Council membership.

**5.1.4. Council Responsibilities:** The College Council is the legislative body of the College and in collaboration with the Dean shall make decisions involving the academic programs of the College. The College Council shall also make recommendations to the Dean in all matters of concern to faculty.

The Council shall:

- (1) Establish Bylaws as needed for operational procedures.
- (2) Establish policies and procedures for adjudicating student academic grievances.
- (3) Establish Standing Committees, including but not limited to the Curriculum and Program Committee, Annual Review Committee, Tenure and Promotion Committee, and School-Community Partnerships Committee.
- (4) Take appropriate action on reports and recommendations from standing and other committees.
- (5) Establish Ad Hoc Committees as necessary.
- (6) Establish times for standing committees to report to the Council.
- (7) Maintain an official record of its proceedings and meetings and distribute it to Council members and to all other College faculty members as requested.

**5.1.5. Committees.**

**5.1.5.1. Standing Committees:** The College shall have Standing Committees. These committees serve as study, review, and recommendation bodies to the College Council and the Dean. Beyond the Standing Committees established in this Constitution, the Council may create and define additional Standing Committees as needed. The Standing Committees of the Council are as follows:

**1. Curriculum and Program Committee.** The purpose of this committee is to oversee the review and development of undergraduate and graduate academic programs, approve new and/or revised courses, and submit recommendations for approval to the College Council. Five faculty members will constitute this committee, along with two ex officio members, one from ESOL and one from academic advising.

**2. Annual Review Committee.** The purpose of this committee is to review the yearly faculty reports of College faculty and submit these evaluations in writing to the College Dean according to university guidelines. This committee is also responsible for recommending standards for numerical ratings in the areas of Teaching, Research, and Service, which are part of the annual and merit review. Six faculty members representing different program areas in the College and appointed by the College Council shall comprise this committee.

**3. Tenure and Promotion Committee.** The purpose of this committee is to establish College criteria for promotion and tenure in compliance with University guidelines and the provisions of the Collective Bargaining Agreement and to review and vote on all applicants for promotion and tenure. Recommendations on tenure and promotion shall be made directly to the College Dean. Five tenured faculty comprise this standing committee. When a non-tenure track faculty member is considered for promotion, the committee should include a senior non-tenure track member.

**4. School-Community Partnerships Committee.** The purpose of this committee is to develop policy and guidelines for faculty and/or program participation in schools and communities in the interest of coordinating collaborative efforts with schools and community agencies consistent with the College mission of commitment to building meaningful professional partnerships. This committee will review proposals involving the commitment of faculty time and/or College resources and criteria for working with schools and/or community agencies and serve as an oversight and review committee for formal and informal agreements between the College and aforementioned agencies. Five faculty members comprise this standing committee, along

with faculty who are directly responsible for coordinating the programs at specific schools.

**5.1.5.2. Ad Hoc Committees:** Ad Hoc Committees may be created by the College Council to address a narrow and specific focus of interest. In creating an Ad Hoc Committee, the council will specify (a) the goals, scope, objectives and desired outcomes of the Ad Hoc Committee; (b) its Chair and members; (c) the time period within which it is to complete its charge; and (d) any other pertinent parameters required.

## **Article 6.0**

### **Ratification and Amendments to the Constitution**

#### **6.1. Initial Ratification of the Constitution**

**6.1.1.** After deliberation and discussion, this Constitution will be submitted to the Faculty of the College who are eligible to vote for approval, at least 20 working days before the deadline for the submission of ballots. This Constitution shall be considered ratified when approved by a majority of those faculty voting on a secret ballot, contingent on at least 50% of eligible faculty voting.

**6.1.2.** This Constitution shall not be construed as violating any of the established policies of the University of South Florida St. Petersburg, the University of South Florida or the Florida Board of Governors or the Department of Education.

**6.1.3** If there are changes in established policies that conflict with our Constitution, a review will take place within 60 days of the change in policy.

#### **6.2. Amendments to the Constitution**

**6.2.1.** Amendments to this Constitution may be proposed by the College Council, or by a petition of at least 25% of the College Faculty. Notice of the proposed amendment shall be sent to all members of the College Faculty at least 20 working days prior to the deadline for the submission of ballots. At the request and designation of the College Council, the proposed amendment may be accompanied by statements, not to exceed 500 words that both support and contest the amendment.

**6.2.2.** Amendments shall be adopted when approved by a simple majority of those members voting, contingent on at least 50% of the eligible faculty voting. Voting shall be by paper secret ballot and supervised by the Vice Chair of the College Council. Ballots will be tabulated, recorded, and the vote reported by the Chair and Vice Chair of the Council within one week of the voting date.

**6.2.3.** Amendments shall become effective immediately upon approval unless otherwise stated in the amendment.

**6.2.4.** In addition to the stipulations stated above in this Constitution, adoptions shall adhere to the following procedures:

- (1) Proposed amendments to the Constitution shall be submitted to College Council for reporting to the full faculty.
- (2) To be reported to the full faculty, a proposed amendment must be approved by a majority of the membership of the council or have the support of at least 25% of the College faculty members via a signed petition.
- (3) To be reported to the full faculty with the Council's recommendation for adoption, a proposed amendment must be approved by at least 50% of the College Council.
- (4) The Vice Chair shall (a) oversee the preparation, dissemination, collection and counting of ballots, and (b) report results of voting to the College Council and the faculty. This process shall not exceed 30 calendar days.

## **Article 7.0**

### **Interpretation of Constitution**

**7.1.** Interpretation of this Constitution rests with the Faculty.

## BYLAWS

**1.1. College Council Operating Procedures:****1.1.1. Meetings:**

- (1) Regular meetings of the Council shall be held once each month from August to April, with special meetings called as needed. The calendar for regular meetings shall be prepared by the Chair at the beginning of each academic year. Meetings shall be scheduled for a day and time not in conflict with other official College business. The date of any subsequent Council meeting(s) may be changed by a majority vote of the members present at any meeting.
- (2) Prior to each meeting the agenda for the meeting and any other pertinent documents shall be circulated to all Council members (may be accomplished electronically). Requests by Council members to add items to the agenda should be made to the Chair in writing at least one week before the scheduled meeting.
- (3) All meetings will be conducted according to the latest edition of *Robert's Rules of Order*.
- (4) Each Council member, when unable to attend a Council meeting, shall be responsible for notifying the chair of his/her absence and finding an alternate who has voting privileges to replace him/her at the meeting.
- (5) All meetings of the Council and its committees, with the exception of the Tenure & Promotion committee and the Annual Review committee shall be open to all members of the faculty, staff and students of the College.
- (6) After approval, minutes of the College Council meetings will be posted on the College website. The minutes of the first meeting of each academic year shall include a list of the Council membership, including the area represented, and a list of the officers and committee members of the Council.

**1.1.2. Passing Motions:** All voting on motions shall be made by voice vote, unless Council membership specifies a different process. Motions shall be passed with a majority vote, except where otherwise noted.

**1.1.3. Reports to Council and to Faculty and Documentation of Work:**

- (1) At the first Council meeting in the fall, the Dean will report on the state of the College, including the College budget and goals for the academic year.
- (2) The Chair of the College Council shall report to the Faculty at the end of every semester, excluding summer (may be accomplished electronically).
- (3) Standing committees shall report to the Council as needed.

- (4) Copies of the minutes of Council meetings, reports by and for the Council, and other documents of official business of the Council shall be available to the faculty for review throughout the academic year (may be accomplished electronically).

**1.1.4. Procedures for Special Meetings:**

- (1) Upon the request of the Dean of the College, the Chair shall convene the Council for the purpose of receiving information about the state of the College, special requests for advice, and/or recommendations for Council action. This meeting shall occur as early as possible, but shall not exceed 60 days from the original request.
- (2) The Chair of the Council may at any time convene other special meetings of the Council for such purposes as are deemed necessary for the effective discharge of the business of the Council.

**1.2. Standing Committee Operating Procedures:**

**1.2.1. Membership of Committees:** The structure and composition of all Standing Committees shall be determined by the Council.

- (1) Nominations, including self-nominations shall be made to the Chair of the Council and brought to the Council membership for subsequent approval.
- (2) Terms of appointment shall be two year staggered terms. In the first year of operation for any committee, the appointments shall include half of the members on one-year terms and half of the members on two-year terms in order to establish the continuity of membership. Thereafter, all terms shall be two-year terms.
- (3) If a vacancy occurs on any committee, the appointee shall complete the term of the prior member.
- (4) All Standing Committees shall elect from their membership a Chair, who shall serve a one-year term. The committee shall also elect a Vice Chair from among those members who are newly appointed. This person shall also serve as secretary and the following year assume the position of Chair.

**1.2.2. Responsibilities of Standing Committees:** All Standing Committees shall generally conduct their business only during the academic year from August through April, unless a special meeting is called by the Chair of the College Council. The Standing Committees shall

- (1) Make recommendations to the Council. All official decisions of these committees shall be construed as recommendations to the Council, and all official actions must be submitted to the Council for approval.

- (2) Standing Committees may invite testimony or advice as may be judged useful.
- (3) Special meetings of Standing Committees shall be called according to procedures established by the College Council.
- (4) Chairs of Standing Committees, or other designated representatives, shall maintain a record of minutes of each meeting by posting minutes to the committee's website, if applicable.
- (5) Chairs of standing committees or other designated representatives (liaison) shall report at Council meetings or to the faculty at the request of the Council Chair.
- (6) All members of Standing Committees who are not members of the Council shall have nonvoting privileges of the floor at Council meetings when the subject pertains to work specifically done by their committee.

### **1.3. Ad Hoc Committee Operating Procedures:**

#### **1.3.1. Creation of Ad Hoc Committees:**

- (1) The College Council may appoint Ad Hoc Committees as deemed necessary to consider matters not already assigned to Standing Committees.
- (2) The Charge for an Ad Hoc committee shall include the specific mandate to be carried out, the time frame for the conclusion of the service, and the requirements for reporting to the Council.
- (3) The Council Chair, with the approval of Council members, shall determine the size and leadership of each Ad Hoc Committee.
- (4) The Dean of the College may request the appointment of a Council Ad Hoc Committee. Such requests shall be written statements submitted to the Council Chair and shall be subject to approval by a majority of the Council.
- (5) The membership of all Ad Hoc Committees shall be listed in the minutes of the Council meeting during which the Ad Hoc Committee was formed. Subsequent changes in membership of these committees shall be noted in the appropriate meeting minutes.

#### **1.3.2. Responsibilities of Ad Hoc Committees:**

- (1) Ad Hoc Committees shall hold regularly scheduled meetings throughout the academic year, but will not conduct business in the summer term.
- (2) Ad Hoc Committees will make recommendations to the Council. All official decisions shall be construed as recommendations to the Council, and all official actions must be approved by the Council.
- (3) Chairs of Ad Hoc Committees or other appropriate representatives shall report at council meetings or to the faculty as requested by the Council Chair.

