FLORIDA GULF COAST UNIVERSITY

FACULTY GOVERNANCE STRUCTURE AND PROCESS

Mission

The purpose of faculty governance at Florida Gulf Coast University is to safeguard academic quality, promote effective and open communication, insist upon academic integrity, emphasize rights and shared responsibilities of students, staff, community, faculty, and administration, and sustain a dynamic learning environment. This mission is accomplished through a system of collegial faculty self-governance ensuring that the rights of faculty are supported and faculty responsibilities in fulfilling the mission of the university are properly executed.

Vision

The faculty governance process at Florida Gulf Coast University is dedicated to the principles, concepts, and objectives of the University mission and vision.

Guiding Principles

The Faculty Senate is an autonomous body representing the collective opinion of the FGCU faculty to the administration and community.

The faculty governance structure enhances representation for all faculty members in the governance of the University.

The Faculty Senate promotes the rights and responsibilities of faculty with respect to:

- quality teaching and learning;
- pursuing research and scholarly activity;
- providing service to our local, regional, national, and global communities; and,
- preserving and defending academic freedom.

Faculty governance requires coordinated faculty representation on university-wide committees and task forces to provide input and oversight in faculty affairs and recommendations concerning student, staff, campus, community, and administrative affairs.
The Faculty Senate engages in collegial dialog with the President of the University, the Provost/Vice President for Academic Affairs and others in positions of administrative leadership in order to pursue and refine the mission of the University. Collaborative and shared leadership among all university constituents is critical to creating a campus environment conducive to advancing student achievement. Fairness, mutual respect, continuous improvement, an informed faculty, and collegial decision-making are the hallmarks of the governance structure.

The faculty governance system encourages transparency and reasoned discourse. To accomplish these principles, the Faculty Senate shall authorize inquiry into and propose policy relevant to FGCU’s mission, vision, and guiding principles.

Article 1. Definition of Terms

The following terms, when used in this document only apply to faculty governance at FGCU and have the meanings as assigned:

Academic Unit: Any one of the following: College of Arts and Sciences, Lutgert College of Business, College of Health Professions and Social Work, College of Education, Whitaker College of Engineering, Library Services.

Faculty: Any full-time in-unit FGCU employee, including faculty in visiting status,
(1) whose job classification includes at least one of the following titles: Eminent Scholar, Endowed Chair, Professor, Associate Professor, Assistant Professor, Instructor (I, II, III), Lecturer, University Librarian, Associate University Librarian, Assistant University Librarian, Instructor University Librarian, Program Director, or Academic Advisor (I, II, III, within the Division of Academic Affairs), and
(2) whose annual assignment consists primarily of support for the instructional function of the University (greater than 50% of activities on Faculty Activity Report (FAR) must be directly related to teaching, scholarship, and service), and
(3) whose annual assignment does not include supervisory evaluation of other ranked faculty or having been defined by contract as administrative or managerial or confidential employees of the University.
Faculty Governance Team: The Faculty Senate, or any of the standing teams established in this document, or any sub-teams, task forces, or ad hoc groups formed by the senate or the standing teams.

Liaison: A Senate member whose responsibility it is to ensure effective and open communication between the Faculty Senate and one of the standing teams. Each standing team has a liaison.

Article 2. Eligibility

Any full-time faculty member is eligible to serve on the Faculty Senate and Senate Teams, except as noted in section 4.02 Any full-time faculty member is eligible to vote in all elections for faculty governance teams occurring during the term of his/her contract.

Article 3. Faculty Senate

Section 3.01 Role of the Senate

The Faculty Senate is the decision-making body for FGCU faculty governance. The standing teams make recommendations to the Senate, which has final authority. The Senate may enact resolutions on any matter affecting the academic mission of the University, and speaks for the faculty on matters of concern.

It is the responsibility of the senators to communicate with and get feedback from the constituents in their unit. The means of communication is determined by the senate representatives in each unit.

Section 3.02 Membership

(a) Membership of the Faculty Senate is allocated as follows:

(i) Each Academic Unit is allocated a minimum of two Senators

(ii) Additional membership will be allocated as follows:

1. On March 1, the total number of full-time faculty employed at the university, and the number of eligible faculty in each academic unit will be determined by the officers of the Senate.

2. The number of additional Senators per unit is determined by the formula:
3. The result of the formula is rounded off to the nearest whole number.
(b) The Vice President of the Student Government Association (SGA) or his/her designee is an *ex officio* member of the Senate.

(c) The term of membership for Senators is two years; Senators may be re-elected by their units. In the case of contract expiration and non-renewal, the academic unit replaces its Senate and team members as discussed in section 3.02(h).

(d) Approximately half of the Senate seats for each unit will be elected each year. If the provisions of section 3.02(c) above cause a significant imbalance in the number of seats elected each year, the Senate is authorized to take temporary measures to redress the situation without amending this faculty governance document.

(e) Each academic unit may elect one or more Alternate Senators. No unit may have more alternates than regular Senators, unless it has only one regular Senator. An alternate cannot represent more than one Senator from her/his unit at a meeting, and is expected to indicate whom (s)he is representing when (s)he signs in for each Senate meeting.

Alternate Senators will have voting rights in place of the Senators they are representing.

(f) Senators may arrange for a proxy to represent them at a Senate meeting. A proxy shall be defined as a present senator (or alternate) who is authorized to vote for an absent senator on a specific issue. The absent Senator seeking a Proxy to represent his or her vote on eligible matters shall be considered present by proxy. A proxy does not necessarily have to be in the same college as the absent senator. To designate a fellow senator as a proxy, the absent senator shall send an email to the senate secretary and the substituting member to confirm proxy status and identify proxy status to the leadership team. The substituting Senator shall vote as the absent Senator directs him or her to vote. A proxy cannot represent more than one other Senator at a meeting and is expected to indicate whom s/he is representing when s/he signs in for each Senate meeting.

(g) Senators who have not arranged for their Alternate Senator (or proxy) to represent them at a Senate meeting are considered absent from that meeting. A Senator who is absent from or who designates a proxy for three or more Senate meetings in any one semester is considered to have resigned.

(h) In the event of the resignation of a Senator or Team member from his/her seat, the faculty of the respective academic unit will name a replacement Senator or team member to fill the seat until the next regular election for that seat. The faculty of the respective academic unit decides the method for replacement.
Regular elections will be held in the Spring (no later than April 15) of each year. New Senators and team members start their term the first day of the contract the following Fall semester.

Section 3.03 Officers of the Senate

(a) Each spring, the Senate elects a President, a Vice President, a Secretary, and a Parliamentarian for one-year terms which begin the following Fall semester. The President-elect will share duties with the outgoing President over the summer to facilitate the transition process. If any officer is unable to fulfill his or her term, a new election process must be scheduled for the next Senate Meeting, following the procedures in 3.03 (f).

(b) The President facilitates Senate and Leadership Team meetings, represents the Senate at the State organization, the Advisory Council of Faculty Senates and the Dean’s Council. The Senate President is responsible for implementing the communication process between the Faculty Senate, standing teams, and the administration.

(c) The Vice President facilitates Senate meetings in the absence of the President and assists the President in drafting resolutions, leads selected Faculty Senate special initiatives, and as the designated liaison, is responsible for communicating substantive results of Senate deliberations to the FGCU Board of Trustees. Relevant work products of the Senate, which may include minutes, resolutions and statements, should be provided to the Board the Wednesday following their approval by the Senate, with an indication of the manner and results of voting. The Senate, by majority vote, may also direct the Vice-President to transmit information items presented during a Senate meeting to the Board of Trustees.

(d) The Secretary ensures the publication of Senate agendas and minutes in a timely manner and acts as official Senate archivist.

(e) The Parliamentarian ensures that meetings are conducted, and Senate actions are taken in accordance with the FGCU Faculty Governance Document.

(f) Elections for Senate offices will be held at the last meeting of the spring term. Current senators will be eligible to vote. Candidates for President will be nominated at the penultimate meeting of the spring term. Candidates for President will have the option of presenting a statement of no more than two minutes to the Senate at the last meeting. Senators may make a statement of no more than one minute regarding a candidate.
At the final meeting, following the presentations by candidates for President, the election for President will be held. Nominations for Vice President, Secretary, and Parliamentarian will be taken and elections held for offices in that order. The election process will be managed by the Parliamentarian. In the event that the Parliamentarian is a candidate for an office, the election process for that office will be managed by the highest-ranking officer who is not a nominee for that office.

(g) Any instructor, assistant, associate or full professor or librarian with at least one year’s experience as a faculty member at FGCU can be elected to the office of faculty senate secretary or parliamentarian. Any assistant, associate or full professor or librarian with at least three years experience as a faculty member at FGCU, including at least one year experience in the FGCU faculty senate, at the beginning of the term in question, can be elected to the office of faculty senate vice president or president.
Section 3.04  Operation

(a) Two-thirds (sixty-six percent) of the voting members of the Faculty Senate must be present to constitute a quorum at any meeting.

(b) The Senate may deliberate, make recommendations to the university and take actions when appropriate on any matter impacting the academic mission of the University.

(c) Proxy votes will be allowed by a formal written designation to the Senate secretary. Proxy votes will count toward determination of a quorum for the purpose of conducting the business item(s) named in the proxy.

(d) The Faculty Senate communicates directly with the University administration through the elected Senate President in a collegial manner.

(e) Faculty Senate meetings are open to all. The non-Senate faculty members attending a Senate meeting constitute a gallery. Faculty members in the gallery may participate in Senate discussions, and may be recognized by the facilitator in the same manner as Senators.

(f) Discussion of business items by the Faculty Senate is limited to fifteen (15) minutes. Reports delivered during meetings of the Faculty Senate are also limited to 15 minutes. The time allotted for such discussion and reporting may be extended by affirmation of two-thirds of the voting Senators present.

(g) The Faculty Senate may not vote on new business items at the first meeting at which the items are introduced. All such business items are placed on the agenda of the next meeting for formal vote.

(h) Operation during Summer Term

(i) In the event that a formal response by the Faculty Senate is required during the summer hiatus, the following rules of operation shall apply.

(ii) Definitions specific to this subsection:

(a) The Summer Senate Term shall be the period of time between the last regularly scheduled Senate meeting of the spring term extending to the first regularly scheduled Senate meeting of the subsequent fall term.

(b) The Summer Senate shall consist of those senators (i) whose term of incumbency shall extend throughout the Summer Senate Term per Section 3.02 hereof, and (ii) who declare on or before the last regularly scheduled session of the Faculty Senate prior to such Summer Senate Term that they agree to serve in the capacity described below in Section 3.04(h)(iv), such declaration to be made.
in writing to the Faculty Senate Secretary. All Faculty Senators who elect not to participate in the Summer Senate by so doing affirm their agreement with and support of the actions taken by the Summer Senate.

(c) The Summer Senate Quorum shall be one-half of the quorum required for the last regularly scheduled Faculty Senate session prior to the Summer Senate Term.

(d) The Summer Senate Leadership Team (SSLT) shall consist of the incumbent Senate officers, who shall be considered to have made the declaration required in Section 3.04(h)(ii)(b). In the event that an incumbent officer resigns from the Senate without replacement, the SSLT Team shall nevertheless be considered fully constituted.

(iii) For the purposes of this Subsection, electronic communications shall be deemed equivalent to written communications.

(iv) Summer Operation:

(a) Authority for all matters relating to the operation of the Summer Senate shall be vested in the SSLT.

(b) All official actions of the Summer Senate shall be binding upon the full Faculty Senate.

(c) Any matter which is accepted by the SSLT for consideration and/or action by the Summer Senate may be resolved by the SSLT without prior consultation of the Summer Senate provided the SSLT is unanimous in so doing.

(d) Any matter which is accepted by the SSLT for consideration and/or action by the Summer Senate and which cannot be resolved unanimously by the SSLT, or which the SSLT wishes to refer to the Summer Senate, shall be put before the Summer Senate in the manner prescribed by Subsection 3.04(h)(iv)(e).

(e) The Faculty Senate Secretary, or, if unavailable, the Faculty Senate President's designee, shall contact or attempt to contact all members of the Summer Senate by e-mail for the purpose of communicating the matter to be resolved, together with all relevant materials which may be electronically sent, and establish a deadline for the response of the Summer Senate. All such communication by the Secretary or designee shall be uniform to the members of the Summer Senate. The format for response shall be determined by the SSLT and shall permit only a vote of preference among options to resolve the matter(s) at hand, and shall not be deemed to require debate or discussion.
(f) Each member of the Summer Senate shall provide the SSLT on or before the
established deadline an e-mailed vote regarding the matter(s) at hand. The form
of this response shall be acceptable to the SSLT, and any vote received after the
deadline is subject to disqualification.

(g) Any voting for which the number of votes equals or exceeds the number
required for a Summer Senate Quorum shall be deemed binding on the Faculty
Senate as a whole, and carry the authority of the Faculty Senate.

(h) Any voting for which the number of votes is less than the number required for
a Summer Senate Quorum shall cause the relevant matter to be referred back to
the SSLT for resolution in its sole discretion.

(i) The results of all voting and subsequent actions taken by the SSLT shall be
communicated to the entire Faculty Senate in a timely manner by the SSLT, such
communication deemed to have been completed upon sending an e-mail with any
relevant supporting information.
Article 4. Standing Teams

Section 4.01 General Principles

(a) Membership in standing teams allows representation from all academic units.

(b) All faculty standing teams initiate proposals and actions concerning their areas of responsibility and institutional effectiveness whenever they feel that such proposals and actions are needed and appropriate. No standing team may assume responsibilities beyond those designated in the Faculty Governance Document without prior approval from the Faculty Senate.

(c) The faculty of the academic units elects members to all standing teams except the Leadership Team. It is the option of any academic unit to forgo participation on any faculty team.

(d) Representatives to standing teams are elected at the same time as Senate members.

(e) Teams may establish task forces and ad hoc teams, which will be chaired by a member of the standing team. Establishment of any sub-teams with duties expected to require more than one semester to complete requires approval of the Senate.

(f) The VPAA or a designee thereof has the opportunity to serve in an ex officio capacity to each faculty standing team.

(g) In order to assure direct, effective communication among the Senate and the standing teams, each faculty team shall have a liaison, who is a member of the Senate. Liaisons may be elected team members, provided they are also in the Senate; the Senate officers shall select the liaisons for each team, subject to approval by majority vote of the Senate. Liaisons are non-voting members of their respective teams if they are not elected members.

(h) Each standing team elects a facilitator to lead the work of the team by calling team meetings, developing agendas, and assisting the team’s work in other appropriate areas. Facilitators are expected to attend Senate meetings where items originating from their teams are on the agenda; or, if that is not possible, to arrange for some other team member to attend as a representative of the team. The facilitator must hold at least one face-to-face meeting with a quorum of the team each semester. The facilitator serves as a member of the Leadership Team. No faculty member may concurrently serve as the facilitator of more than one standing team.
(i) The terms of service for standing team members shall be three (3) years, with elections for seats to be held according to the schedule published and approved by the IAT and Senate Executive Team.

(j) If the need arises for replacement of a standing team member, the team facilitator of that team is responsible for contacting the faculty leadership of the respective unit for possible replacement of that team member until the end of the original term.
Section 4.02 Composition, Responsibilities and Duties of Faculty Standing Teams

(a) Leadership Team

(i) Composition

The Leadership Team consists of the following members of the Faculty Senate: the President, the Vice President, the Secretary, and the current facilitators of the other standing teams and the President of the UFF chapter. The immediate Past President of the Senate shall be an *ex officio* member.

(ii) Responsibilities and Duties

The President of the Senate acts as the facilitator for the Leadership Team. The Leadership Team’s duties include the following: (a) set the agenda for Senate meetings, (b) coordinate operation of the standing teams (c) recommend to the Senate a means of resolution if conflicts over areas of responsibility of team assignments occur, and (d) appoint faculty to *ad hoc* teams as required. (All requests for faculty membership on University teams should include the approximate time commitment per week required of the member and the length of time that the team will be in operation.) The Leadership Team represents the faculty to the Provost/Vice President for Academic Affairs and the Deans’ (Academic) Council, or their designated representatives, as appropriate.

(b) Faculty Affairs Team

(i) Composition

The Faculty Affairs Team consists of two (2) faculty members representing each academic unit, with the exception of Library Services, which may choose to have only one. At least one member from each unit must be at the rank of Associate Professor or higher, with the exception of Library Services. Members must have at least four years full-time experience in higher education to be eligible for service on the Faculty Affairs Team.

(ii) Responsibilities and Duties

The Faculty Affairs Team is a standing committee of the collegial faculty governance system, reporting to the Faculty Senate. It provides a direct faculty voice regarding all personnel-related matters pertaining to faculty that are not subject to collective bargaining, as well as the traditional professional expectations and responsibilities of faculty. The team, at the direction of the Senate leadership, reviews and recommends
policies, consistent with the Collective Bargaining Agreement, concerning matters relating to:

(a) general faculty status of university employees, in situations where faculty or non-faculty status is not delineated by the Collective Bargaining Agreement;
(b) annual review, promotion, and reappointment issues across academic units;
(c) assessment of faculty teaching, research, and service;
(d) merit criteria;
(e) the availability and allocation of summer support opportunities;
(f) sabbaticals and leaves of absence;
(g) professional development and resource support;
(h) the ownership and use of intellectual property;
(i) academic freedom and integrity issues;
(j) criteria for honorary faculty status, including Emeritus status; and
(k) other issues of traditional academic concern related to faculty expectations and responsibilities.

The Faculty Affairs Team does not negotiate or otherwise determine terms and conditions of employment. Any recommendations related to terms and conditions of employment will be forwarded to the UFF chapter leadership for consideration.

(c) Student Affairs Team

(i) Composition

The Student Affairs Team consists of one faculty member representing each unit/college, one voting student member representing the SGA, one \textit{ex officio} member appointed by the Vice President of Student Affairs, and one \textit{ex officio} member appointed by the Provost and Vice President of Academic Affairs.

(ii) Responsibilities and Duties

The Student Affairs Team collaborates with Student Affairs on behalf of the faculty to develop policies affecting the quality of educational programs. The team will review and recommend policies concerning matters relating to student affairs. These include, but are not limited to, (a) admission and readmission of students to the University, suspension of students, (b) withdrawal from courses and from the university, (c) academic status, (d) award of credit, (e) award of academic honors, (f) award of Student of the Year (SOTY), (g) student grievances, (h) educational equity, rights and responsibilities (including...
student code of conduct), and (i) maintenance of academic integrity. The team will work with Student Affairs to assure appropriate faculty representation on Student Services Committees.

(d) Undergraduate Curriculum Team

(i) Composition

The Undergraduate Curriculum Team consists of one faculty member representing each academic unit, a representative(s) from the Office of Curriculum and Instruction (ex officio) and the General Education Director (ex officio).

(ii) Responsibilities and Duties

The members of the UCT serve as a unified university entity to review and coordinate among the academic programs, schools, and colleges so as to (a) preserve and maintain the integrity of curriculum and course offerings, (b) review and resolve curricular issues, (c) assure public accountability to the university, (d) report to the Faculty Senate, and (e) collaborate with the General Education Council, Graduate Affairs Team, and Graduate Curriculum Team as appropriate. When the college representative to the Undergraduate Curriculum Team is not qualified or chooses not to present changes to the curriculum from other disciplines in the college they represent, the team may invite representatives from that discipline to present the changes and answer questions from the curriculum team.

The Undergraduate Curriculum Team is responsible for developing policies and procedures associated with the creation, maintenance and revision of undergraduate curriculum, academic policies and standards, and accreditation issues. The Undergraduate Curriculum Team will review proposed changes in, additions to, and deletions from the undergraduate curriculum, course descriptions and catalog information, and will forward recommendations to the Office of Academic Affairs.

(e) Graduate Affairs Team

(i) Composition

The Graduate Affairs Team (GAT) consists of one faculty member with graduate faculty Member or Associate Member status representing each College; one faculty member representing Library Services who is the liaison to a graduate program; the Director of
Graduate Studies and one representative from the Office of Curriculum and Instruction as ex-officio members; one graduate student representative and one graduate student alternate (both of whom may attend any meeting) appointed by the Student Government President (1-year term) to serve as ex-officio members.

(ii) Responsibilities and Duties

The Graduate Affairs Team will review and recommend action to the Faculty Senate on all matters pertaining to university-level policies concerning graduate academic programs. These include, but are not limited to, (a) minimum requirements for graduate faculty eligibility, (b) admission to and completion of graduate programs, (c) final submissions of theses and dissertations, (d) the graduate grading system, (e) graduate research committees, (f) the distribution of graduate student assistantships and tuition waivers, and (g) the review of proposed changes to program-level policies to ensure compliance with university-level graduate policies. The GAT will review petitions from faculty members and graduate students appealing decisions based on university graduate academic policies and procedures as well as from applicants appealing for reconsideration of admission, and will forward recommendations to the Director of Graduate Studies. The GAT is not responsible for considering student appeals covered by other university or college committees including, but not limited to, grade appeals, appeals for reinstatement, appeals for residency reclassification, tuition and fee appeals, and withdrawal policy appeals.

(f) Graduate Curriculum Team

(i) Composition

The Graduate Curriculum Team (GCT) shall consist of one faculty member with graduate faculty Member or Associate Member status representing each College; and one faculty member representing Library Services who is the liaison to a graduate program. Ex-officio members include the Director of Graduate Studies, one representative from the Office of Curriculum and Instruction, and one graduate student representative (1-year term) appointed by the Student Government President. Other ex-officio members (1-year term) may be appointed by the Team’s facilitator as appropriate to the Team’s task.
(ii) Responsibilities and Duties

The members of the GCT serve as a unified university entity to review and coordinate among the academic programs, schools and colleges so as to (a) preserve and maintain the integrity of curriculum and course offerings, (b) review and resolve curricular issues, (c) assure public accountability by the university, (d) report to the Faculty Senate and (e) collaborate with the GAT and UCT as appropriate. The GCT may invite representatives from programs proposing curriculum changes to present the proposed changes and answer questions from the GCT. The GCT is responsible for developing policies and procedures associated with the creation, maintenance and revision of graduate curriculum. The Graduate Curriculum Team will review proposed changes in, additions to, and deletions from the graduate curriculum, course descriptions, and catalog information and will forward recommendations to the Office of Academic Affairs.

(g) Institutional Affairs Team

(i) Composition

The Institutional Affairs Team consists of one faculty member representing each academic unit and one student appointed by the SGA. Up to five (5) ex officio members are to be appointed by the President of FGCU.

(ii) Responsibilities and Duties

The Institutional Affairs Team functions as an advisory group and coordinating body with University administration, other nonacademic units, and the community on policy matters affecting the mission of the institution. The team will review and recommend policies concerning all matters relating to, but not limited to, campus planning and environmental concerns, institutional effectiveness and academic assessment; coordination of intern programs and community service activities; support of faculty research, scholarship, and service; academic calendar; and boundary-spanning activities and gifts.

(h) Library Team

(i) Composition

The Library Team consists of one member representing each academic unit and the Dean of Library Services serving as an ex officio member.
(ii) Responsibilities and Duties

The University Library Committee functions as an advisory group to the Dean of Library Services. The team will review and recommend policies concerning all matters relating to such matters as library instruction, service policies, collection development, and library technology development.

(i) Grants and Research Team

(i) Composition

The Grants and Research Team consists of one faculty member representing each academic unit and the Associate Vice President for Research as a non-voting, *ex officio* member and as the VPAA designee. The Team facilitator is elected by the Grant and Research Team and must be at the rank of Associate Professor or higher and have served at least one year on the Grants and Research Team.

(ii) Responsibilities and Duties

The Grants and Research Team is a standing committee of the collegial faculty governance system, reporting to the Faculty Senate. It provides a direct faculty voice regarding all matters pertaining to the Office of Research and Sponsored Programs. The team, at the direction of the Senate leadership, reviews and recommends policies, concerning matters relating to research and sponsored programs at the University. The Grants and Research Team has specific responsibility for:

(a) Reviewing proposals for Center and Institute establishment and making recommendations;

(b) Reviewing annual reports for Centers and Institutes and making recommendations regarding their performance and sustainability;

(c) Reviewing Internal Grant proposals and making recommendations for funding;

(d) Reviewing Graduate Research Assistantship proposals and making recommendations for funding;

(e) Reviewing and selecting from multiple grant proposals where grantor imposes institutional submission limits;

(f) Reviewing guidelines and providing support to university-wide research activities, such as FGCU’s Research Day;

(g) Advising the Office of Research and Sponsor Programs on all policies, procedures, and matters related to research and sponsored programs, including
items such as appropriation of return overhead funds and recommendations regarding support services to stimulate successful generation of sponsored research.

(j) Technology Team

(i) Composition

The Technology Team consists of one faculty member representing each academic unit and an ex officio member from academic computing.

(ii) Responsibilities and Duties

The Technology Team functions as an advisory group to academic computing and other University computing bodies. The team will review and recommend policies concerning all matters relating to University computing, including distance learning needs and requirements.

(k) General Education Council

(i) Composition

The General Education Council (GEC) consists of three faculty members from the College of Arts and Sciences; one faculty member from each of the other academic units; Director of General Education (ex officio); a representative of the Academic Advising Council (non-voting); and a Student Government representative. Faculty must teach at least one undergraduate course per year or be a Librarian liaison to an undergraduate program, to be eligible to serve on the Council.

(ii) Responsibilities and Duties

Members of the GEC serve as a unified university entity to (a) preserve and maintain academic integrity of general education curriculum and course offerings, (b) review and resolve curricular issues, (c) assure public accountability by the University, (d) report to the Faculty Senate, and (e) collaborate with the UCT when appropriate.

The Council will have primary responsibility for all curricular aspects of the General Education Program and is the unit-level review body for curricular proposals affecting general education and related university requirements.
The Council will collaborate with the Director of General Education on policy matters related to administration of the program.

When the college representative to the General Education Council is not qualified or chooses not to present changes to the curriculum from other disciplines in the college they represent, the team may invite representatives from that discipline to present the changes and answer questions from the General Education Council team.

(i) Program Review Team

(i) Composition

The composition of the Program Review Team shall be as follows: Each academic unit will be represented by two elected faculty members, with the exception of Library Services, which may choose to have only one, or to serve on an as-needed basis. Elected members from academic units will serve staggered 2-year terms. These members will be nominated and elected by the in-unit faculty members of their respective units. Ex officio members: Associate Vice President of Planning and Institutional Performance and/or designee.

(ii) Responsibilities and Duties

a. Provide recommendations to Faculty Senate for the development, periodic review, and revision of standards, policies, and procedures for university-level management of program review, creation and elimination of all degree and certificate programs and the seven-year University Program Review Plan.

b. Based on information received from the Office of Curriculum and Instruction, the Undergraduate Curriculum Team (UGCT) and the Graduate Curriculum Team (GCT), provide recommendations to Faculty Senate for the development, periodic review, and revision of standards, policies, and procedures for establishing new degree programs.

c. Review the process of program review of all degree and certificate programs, inform and make recommendations to Faculty Senate regarding the outcomes of that process; specifically:

i. Review guidelines for the selection of, and charges to external reviewers for each program under review.
FGCU FACULTY GOVERNANCE DOCUMENT

Adopted May 3, 1998

ii. Review self-studies and make recommendations on their suitability for program review.

iii. Review the reports of the external reviewers and make recommendations on the adequacy of the report for program review.

iv. Review the response to the report from the program and the college leadership.

v. Provide comments/recommendations in addition to those of the external reviewer as appropriate.

vi. Track program review response meetings, their results, and one-year follow-up actions.

d. Create additional working groups as deemed appropriate or necessary by the PRT members. The PRT facilitator can extend invitations for membership on working groups to FGCU faculty members, administrators, and/or staff members otherwise unaffiliated with the PRT.

e. In consultation with the Office of Planning and Institutional Performance (PIP), provide recommendations to Faculty Senate on future needs and directions in program review.

f. Provide information to Faculty Senate on how well FGCU program review procedures and products conform to current and future Florida Department of Education's Division of Colleges and Universities’ directives (e.g. Academic Learning Compacts).

(m) University Committee Appointments Team

(i) Composition

The Appointments Team shall consist of one faculty member representing each academic unit.

(ii) Responsibilities

The Appointments Team functions as the group responsible for generating nominees to fill faculty slots on all university-wide committees with faculty representation. For each such committee, the Appointments Team shall be responsible for:

- Soliciting names of qualified faculty candidates, ensuring that all qualified faculty have equitable opportunity to volunteer for service;
Selecting nominees from among the volunteers in the number requested for the committee slot(s). In the event the nominees for a particular committee are to be chosen by election, the team is responsible for compiling results of the election;

- Communicating the list of nominees to the appropriate authority responsible for the respective committee.

**Senate Planning and Budget Advisory Committee (SPBAC)**

**(i) Composition**

The SPBAC is an affiliated committee of the Faculty Senate. The membership of the SPBAC consists of all in-unit faculty appointed by the President to represent faculty on the Planning and Budget Council (PBC) and its affiliated committees. The facilitator of the SPBAC will be elected by members at the committee’s first meeting of the academic year and serves as a member of the Senate Leadership Team.

**(ii) Responsibilities and Duties**

The membership of the SPBAC represents the voice and interests of the faculty in institutional planning and budgeting as carried out by the Planning and Budget Council and its affiliated committees (Budget; Safety and Facilities; Enrollment/Retention Management; Environmental Sustainability; Strategic Planning and Institutional Effectiveness). The primary charge of the SPBAC is to provide input to the PBC process that will help ensure budgets and processes that support the mission and focus of the University and ensure the preservation of quality instruction. The SPBAC shall be responsible for:

- Coordinating regular communication and consultation between its members and the Faculty Senate and Faculty Senate Leadership Team;
- Contacting and consulting with relevant Standing Teams of the Faculty Senate for input, feedback, or other comment when deemed necessary or prudent on issues associated with the University planning and budgeting processes.
- Identifying from within its membership alternates for fellow members when they are unable to attend requisite meetings of the PBC and/or its affiliated committees.
Article 5. Amendments

Section 5.01 Initiation of Amendments

Amendments to the Faculty Governance Document may be proposed by submitting in writing the proposed change to the Leadership Team. The proposed amendment must be endorsed by at least three sponsors in the Senate. The Leadership Team promulgates the proposal to the full Senate and shall bring the proposed change to the Senate floor by the second meeting after the proposal has been received.

Section 5.02 Approval of Amendments

(a) Amendments to the Faculty Governance Document may not be voted on in the same Senate meeting in which they are introduced.

(b) Proposed amendments require approval by 60% of the full membership of the Senate in order to pass.

(c) Unless otherwise stated in the proposal, amendments will take effect at the beginning of the Fall or Spring semester subsequent to approval.

Article 6. Ratification

Adoption of this document will be decided upon by secret ballot of the full time faculty of Florida Gulf Coast University, to be held in April 1998. Approval by a simple majority of ballots cast is sufficient for adoption. This document takes effect the beginning of the Fall semester 1998, should the ratification receive sufficient votes. A special election will be held in September 1998 to elect the initial members of the standing teams. Half the seats of each team will go up for election in April 2000, the other half in April 2001. The teams will determine which seats go up early.