

INITIAL **R**EPORT

**OF THE
COLLEGE OF FINE ARTS FACULTY COUNCIL**

**ON
PROGRESS TOWARD IMPLEMENTATION OF SHARED
GOVERNANCE**

**UNIVERSITY OF FLORIDA
APRIL 30, 2007**

The College of Fine Arts has made considerable progress toward the implementation of shared governance. When reviewing the report of the Faculty Senate-Presidential Task Force on the implementation of shared governance structure it was disconcerting to notice that in *Appendix B: Evidence for Shared Governance*, our College structure and documents were not apparent. In August of 2006 our College Constitution was adopted, and we have since established and elected a Faculty Council, Chair of the Council, and continued with numerous college committees. We are in the process of gathering and updating School Policy Manuals and Handbooks, and creating a College-wide resource that is clearly accessible. We are also gathering existing School bylaws and governing documents, and will continue next year to charge and shepherd shared governance policies at School and unit levels. This year has been the beginning of a dynamic process that is clearly going to evolve. There is still a lot to learn and discover about how to integrate the opportunity and responsibility effectively into faculty lives, but I am confident that the College of Fine Arts faculty will continue to work with the College administrative councils to integrate faculty into the governance process efficiently and productively for the betterment of the University of Florida community.

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Evidence of College of Fine Arts existing structures and progress toward:

A. Critical Elements for the Implementation of Shared Governance

1. Respectful collaborative process that seeks consensus in the development of shared governance structures and processes:

- Constitution Committee
- Shared Governance Committee

2. Elected Representative Bodies:

- College of Fine Arts Faculty Council; a representative faculty body with leadership elected by the faculty that acts on behalf of the faculty and is charged with developing, implementing, and overseeing shared governance in collaboration with administration.

Meetings: once per month throughout the 2006-2007 academic year

3. Written Guidelines for that delineate responsibilities and roles for implementing shared governance:

- College of Fine Arts Constitution

4. Written Guidelines for Implementing principles of shared governance:

- College of Fine Arts Constitution:
Adopted: August 2006
Amended: January 2007
- Policy Manuals:
School of Theatre & Dance Faculty Policy Manual (available online)
School of Theatre & Dance Production Policy Manual
School of Art & Art History Faculty Policy Manual
(Given to faculty at Annual Meetings and available in School Office)
- Handbooks:
School of Theatre & Dance Handbook (available online)
School of Music Handbook (available online)
- By-laws
- Memoranda of operation

5. Approval of guidelines by majority vote:

Meetings:

- Bi-Annual College Meetings: Enable reports and evaluation of the effectiveness of shared governance in the academic units, and voting on amendments to the constitution and other governing documents

6. Elected Faculty Committees:

- All College committees and members posted on the College Website, Required annual reports to the Executive Council and Faculty Council.
- School committees are listed in handbooks and manuals.

- Standing Committees:
 - Faculty Council
 - Administrative Council
 - Curriculum Committee
 - Tenure & Promotion Committee
 - Technology Committee
 - Recruitment Committee
 - Diversity Committee
 - International Committee

7. Procedures to insure faculty input in strategic planning, resource allocation, and budget priorities

- Addressed by Faculty Council in market equity implementation process
- School Merit Pay Committees
- Agenda items for Art & Art History Advisory Committee
- College Strategic Plan is soon to be available online and will be discussed with faculty at the Fall 2007 College Meeting.
- In past years there have been college committees on Response to the President Work Plan, & Futures Committee.

8. Procedures for resolving differences between faculty and administrators

- Currently under review with Associate Dean and Faculty Council

9. Procedures for periodic review and evaluation of shared governance

- Addressed at Faculty Council Meetings

10. A means of communicating shared governance processes and outcomes to all members of the college

- Always Something weekly email
- Minutes from all Standing committees and councils available on the web
- Bi-annual College meetings
- School Meetings: Reports from Faculty Council, Committees, Senators
- Required annual reports from all standing committees, Centers, Institutes and Affiliates presented to the Executive Council and Faculty Council.
- Faculty allowed to call meetings and to set agenda items

Evidence of College of Fine Arts existing structures and progress toward:

B. Minimum Criteria for Evaluating Implementation of Shared Governance

1. Mutuality, Collegiality, & Collaboration

- Administration publicly voices support for shared governance
- College provided administrative support to Faculty Council
- Either faculty or administration can call meetings
- Faculty Council and Administrative Council collaborate on setting agenda for meetings

2. Transparency

- College has regular information / opinion seeking processes; task forces, focus groups, Dean/ Faculty Gatherings
- Faculty and Administration regularly report to each other at School Bi-Monthly Meetings, and annual reports to the Administrative and Faculty Councils.
- Readily available written guidelines and policies: see website appendix B.

3. Representative Participation

- Faculty elect half or more members and/or chairs for some faculty committees
- The Faculty Council with elected chair represents faculty views and weekly Administrative Council meetings.
- Faculty elect members for institutional committees from a provided list

4. Mutual Accountability

- The Faculty Council with elected chair represents faculty views and reports on the progress towards shared governance at weekly Administrative Council meetings.

5. Clarity of Roles

- Constitution ratified and amended by faculty
- Constitution specifies committee membership and states committee purpose

C. Other Information & Future Agendas

Currently Under Review:

- College of Fine Arts Constitution
- Faculty work loads & effort reporting
- Market equity assessments
- Promotion & Tenure process & support
- Faculty Mentoring
- Interdisciplinary Programs
- Student Recruitment and Retention Affairs
- Arts in Education Task Force
- The Creative Campus
- College Procedure Manual

Future Agendas:

- Written provisions for faculty to call meetings of the unit
- Written requirements for administrators to give regular state-of-unit reports
- Joint/collaborative processes for setting priorities for resource allocation
- Budget committees with elected faculty membership
- Long-range planning committees with elected faculty membership
- Representation of administration members, non-voting or no admin members and CIA members
- Procedures for resolving differences between College faculty and administrators

APPENDIX A: Membership of Faculty Council

Associate Professor Kelly Drummond Cawthon; chair	School of Theatre & Dance
Professor Jerry Cutler; secretary	School of Art & Art History
Professor Richard Heipp	School of Art & Art History
Assistant Professor Laura Ellis; vice-chair	School of Music
Associate Professor Kevin Orr	School of Music
Associate Professor Ralf Remshardt	School of Theatre & Dance
Associate Professor Richard Rose	School of Theatre & Dance

APPENDIX B: College Faculty Resource Website

MY URL 

FACULTY RESOURCES

- people + places
- news + events
- schools + affiliates
- faculty resources
- student resources
- alumni + friends
- contact us

- galleries ·
- libraries ·
- job openings ·
- faculty resources ·
- intranet ·



home > faculty resources > faculty resources

[UF directory](#) / [UF websites](#) / [libraries](#) / [CFA faculty & staff listings](#) / [UF events](#) / [harn](#) / [university galleries](#) / [visual resources center](#) / [natural history](#) / [local news](#) / [weather](#)

[[CFA Tech Helpdesk](#)]

Faculty Programs

- [Cumulative Faculty Record \(CFR\) \(UFID & password required\)](#)
- [Sabbatical Policy](#)
- [Sabbatical Application](#)
- [University Tenure & Promotion Guidelines](#)
- [UF Faculty Handbook](#)
- [Employee Benefits](#)
- [Faculty Online Bio Update \(UFID & password required\)](#)
- [Doctoral/MFA Mentor Award](#)
- [Teacher/Advisor of the Year Awards](#)
- [Faculty Development](#)

Shared Governance & Professional Responsibility

- [CFA Constitution \(.doc\)](#)
- [CFA Faculty Council Meeting Minutes](#)
- [CFA College-wide Committees \(.doc\)](#)
- [2005 Faculty Survey Summary \(.pdf\)](#)
- [Directors' Meeting Minutes 2006-2007](#)
- [UF Sexual Harassment](#)
- [Faculty Meeting Time Availability Form](#)

Faculty Projects & Research Opportunities

- [Beijing 2008: Cultural Olympiad Concept Proposal](#)
- [Interdisciplinary Studies, Grants and Contracts](#)
- [UF Research Programs](#)
- [University Scholars Programs](#)
- [Fine Arts Scholarship Enhancement Fund](#)
- [Center for World Arts Fellowship Program](#)

International Programs & Opportunities

- [International Program Development](#)
- [International Agreements](#)
- [CFA International Program Approval and Eval Form](#)
- [CFA International Programs](#)

Student Affairs

- [Commencement Regalia Form](#)
- [GA - Teaching Evaluation Form](#)
- [GA - Non-teaching Evaluation Form](#)
- [SoTD TA Evaluation Form](#)
- [Incomplete Grade Contract](#)
- [Office Hours Form](#)
- [Grade-a-Gator](#)
- [Faculty Teaching Policies](#)
- [Class Section List Request \(gatorlink login required for services\)](#)
- [Faculty & Staff Registrar Services](#)