

University of Florida College of Fine Arts – Constitution

PREAMBLE

The Faculty of The University of Florida's College of Fine Arts acknowledges the principle of shared governance and recognizes the responsibility of the Faculty in the internal affairs of this College. This Constitution establishes a framework whereby this responsibility shall be discharged. In order to ensure implementation of the Constitution, a policies and procedures manual shall be developed, maintained, and revised by the Faculty Council in consultation with the college administration and faculty.

I. Purpose

The provisions of this Constitution are governed by and subordinate to Florida law, the policies and directives of the Florida Board of Governors and the Florida Board of Trustees, University of Florida regulations, and the Collective Bargaining Agreement. The purpose of the College of Fine Arts Constitution is to promote the orderly conduct of business of the College through its powers to:

- A. establish rules of shared governance and approve or disapprove proposals for changes in the constitution;
- B. establish committees for the conduct of Faculty business, the election of their members, and assign functions and responsibilities to those committees;
- C. establish requirements for entrance into and graduation from the College and for the degrees to be conferred;
- D. establish the order and content of the College curricula;
- E. make recommendations to the Dean regarding academic policies; and
- F. consider other business brought before it by the Dean, the Standing committees, or the Faculty.

II. Membership

The Faculty of the College shall consist of those individuals holding an appointment of fifty percent or more in tenure eligible ranks (assistant professor, associate professor, full professor, distinguished professor, eminent scholar, endowed professor, curator) and tenure ineligible ranks (lecturer, senior lecturer, master lecturer, assistant-in, associate-in, senior associate-in). All members have full voting privileges.

III. Officers

The Chief executive and administrative officer of the College shall be the Dean, who may at the same time hold academic rank in one of the schools of the College. In consultation with the Provost, the President of the University shall appoint the Dean. Consideration shall be given to the opinion of the faculty of the College by consultation with a special committee of at least three tenured faculty members representing each of the three schools elected by the eligible faculty of the College. The Dean shall be responsible to the Provost for the administration of the College and shall be the agent of the faculty for the execution of educational

policy. The performance of the Dean shall be reviewed at least biennially by the faculty. The Dean may create ad hoc committees to achieve specific administrative tasks not designated to other committees by this Constitution.

The Chair of the Faculty represents the Faculty through the power of the Faculty Council and will be elected by the Faculty of the College before the end of the Spring Semester.

The Faculty Secretary shall be appointed annually by the Chair of the Faculty and take minutes of all meetings of the Faculty.

IV. Meetings

- A. At least two regular meetings of the College must be held each academic year, one in the Fall Semester and one in the Spring Semester. The Fall meeting will be moderated by the Dean and the Spring meeting will be moderated by the Chair of the Faculty. The Dean, the Executive Committee, or the Faculty Council may call additional meetings as the need arises.
- B. The Faculty shall receive written notice of the date, time, location and agenda of the two required meetings at least 21 days in advance of each meeting and the notice shall state a deadline at least 7 days later for receipt in the Dean's office of items to be placed on the Agenda. The Faculty shall then receive notice of additions to the agenda at least 7 days prior to the meeting.
- C. Emergency meetings may be called with not less than 24 hours notice to all members of the Faculty.
- D. The agenda and the order of business for a regular meeting shall be established by the Dean with the Executive Committee and the Chair of the Faculty.
- E. A quorum shall consist of a simple majority of the Faculty.
- F. The minutes of all meetings shall be distributed to all members of the Faculty.

V. Committees

- A. Faculty Council
 1. The Faculty Council consists of two elected faculty members from each School of the College and the elected Chair of the Faculty.
 2. The election process shall be conducted by secret written ballot by the individual Schools before the end of the Spring semester. Faculty who hold appointments in more than one School must select in which School they will vote. Members will be elected for staggered three-year terms and may not serve consecutive terms. The Chair of the Faculty will serve a one-year term, renewable, with a three-year limit.
 3. The Chair of the Faculty will preside over its meetings and will represent the Faculty Council and the faculty of the college on the Executive Committee. The Chair of the Faculty is not a voting member of the body, but will cast the deciding vote in case of a tie.

4. The Faculty Council shall:
 - a. advise the Dean on and consent to policy, budget, long-range planning, and the College strategic plan, and on matters brought to it by the Dean or independently initiated by the Council;
 - b. represent the faculty on the Administrative Committee;
 - c. communicate regularly to the faculty/staff of each School on the business of the Faculty Council as deemed appropriate;
 - d. review Centers, Institutes, and other affiliates annually (see section VIII). Review creation and continuance of Centers, Institutes, and other affiliates.
5. The Faculty Council shall meet monthly during the academic year. Additional meetings may be called by the Dean or by three members of the Faculty Council at a time determined in consultation with members
6. In the event that a committee member cannot attend a meeting of the Faculty Council, the committee member should designate a representative. The designee shall have voice and vote in the meeting.
7. Officers of Faculty Council
 - a. The Chair of the Faculty shall preside at all meetings.
 - b. The Faculty Council shall elect a vice-chair from among its membership who shall preside in the Chair's absence.

B. The Dean shall establish an administrative council(s) to assist in the administration of the College. The Chair of the Faculty shall serve on any such administrative councils.

C. Standing Committees

1. Curriculum Committee

It is the responsibility of this committee to evaluate, revise, and recommend policies to implement the curriculum of the three schools: the School of Art and Art History; the School of Music; and the School of Theatre and Dance. The committee shall consider all requests for new degree programs, for changes in undergraduate and graduate curricula or catalog listings, and for the addition of new courses of instruction in any of the schools. The three schools shall maintain their own curriculum committees and the chair of each of those committees will serve as voting members of the Fine Arts Curriculum Committee. The Associate Dean for Academic and Student Affairs will chair the meetings. The Dean of Fine Arts may appoint additional members. The committees will meet regularly and report appropriately to the faculty at the school and college levels.

2. Tenure and Promotion Committee

University rules require that the Dean and a college-level fact-finding committee, called the College Tenure and Promotion Committee, comprised of tenured faculty members of the

College holding the rank of full professor or above shall review the nomination, and that one-half of the members of the college-level fact-finding committee shall be elected by tenured faculty members of the College.

The Tenure and Promotion Committee will be comprised of six members: 2 each from the Schools (Art & Art History, Music, Theatre & Dance). Eligible faculty will elect one representative from each School (3 total), and the Administrative Council will appoint one representative from each School (3 total).

Elections for one (1) school representative each will be held at a school faculty meeting. Appointments made by the Dean in consultation with the administrative council(s) following these elections should provide balance and diversity on the Committee. The Committee shall elect a chair from its membership. The Director of a School is not eligible to serve on the Committee.

The Tenure and Promotion Committee serves in an advisory capacity to the Dean. The Committee shall review all promotion and tenure application packets from the Schools of the College and recommend changes should they be necessary. After opportunity for resubmission, the Committee shall make recommendations on the merit of each candidate and forward any written comments it deems appropriate to the Dean. Schools within the College shall maintain their promotion and tenure requirements and procedures.

The College is also required each year to provide to the University Academic Personnel Board the criteria used by each unit, and College criteria in general for Tenure and Promotion.

3. Technology Committee

The Technology Committee, appointed by the Dean, shall recommend, review, and consent to policies regarding the purchase and use of technology for instructional and operational purposes. The Committee shall be composed of one representative from each School, the Director of Information Technology, and a representative from Digital Worlds Institute.

4. Recruitment Committee

The Recruitment Committee organizes and plans for the recruitment of the best students for the programs of the College of Fine Arts. The Committee shall keep abreast of the latest methods of recruiting, recruiting fairs, and other means through which the process of recruitment is carried out, assist the recruiting efforts of each of the Schools within the College, and recruit for the College as a whole.

The committee, appointed by the Dean, shall consist of at least six members: at least two faculty members from at least two Schools and undergraduate advisors from each School, and an Assistant or Associate in Graduate Studies.

5. Diversity Committee

The Diversity Committee provides advice to the College of Fine Arts on policies and programs that advance faculty and student diversity to safeguard equal access to faculty positions and enrollment at the University of Florida's College of Fine Arts.

The Diversity Committee, appointed by the Dean, is to be made up of at least three College of Fine Arts faculty members, one from each school, who are familiar with and/or representative of culturally diverse groups.

6. International Committee

The International Committee promotes international research and educational programs. The Committee will encourage the internationalization of the curriculum, forge international links with other universities and other organizations in the US and abroad, support interaction with international colleagues, facilitate the development of new programs initiated by the faculty, and provide a liaison with international centers on campus.

In view of the importance of internationalization for the University at large and the long-range plans of the University, the Committee shall develop and maintain high visibility of the College's international programs on the College and University web sites. The Committee shall assist in seeking the financial resources to support the international mission.

The Committee shall consist of two representatives appointed from each School in the College, one representative from Digital Worlds Institute, one representative from the Center for World Arts, and one Associate Dean from the College. The appointed representatives should reflect balance and diversity in terms of modes of research and geographical areas of representation. The term shall be for two years with the option of reappointment for successive two-year appointments. Appointment is made by the Dean in consultation with each School's Director. Each year committee members shall elect a chair.

D. Ad Hoc Committees

The Dean, in consultation with the administrative council(s) and the Faculty Advisory Council, may create ad hoc committees to achieve specific tasks not assigned to other committees by this constitution.

VI. Review of Administrators

A. Rationale

1. The administrative review provides a formal, systematic way for the faculty to have input into assessment of Deans, Assistant and Associate Deans, and Directors.
2. The administrative review provides a structured mechanism for assessment, feedback, and advice for the improvement of College of Fine Arts administration and for the maintenance of superior administrative performance. Results will be available to the Faculty upon request at the office of the Dean.
3. The administrative review encourages both the administration generally and the individual administrator to set appropriate goals and to assess one's progress in reaching those goals.
4. The administrative review extends beyond the review of the individual administrator, because
 - a. It stimulates internal review of the areas for which the administrator is responsible, a process that may be most beneficial to the College of Fine Arts as a whole, and
 - b. It allows those most directly affected (i.e., the faculty, students, and staff) to compare performance records with stated goals and responsibilities of said administrators.

B. Administrators

1. The Dean

The performance of the Dean shall be reviewed biennially by the faculty through an administrative review committee elected by the faculty.

2. Assistant and Associate Deans

The Dean of the College, as the President's designee, shall appoint such Assistant and Associate Deans and other administrative officers of the College as deemed necessary after seeking faculty input on each position. The duties and responsibilities of such Assistant and Associate Deans shall be determined by the Dean to provide for the execution of College policy. The service of the Assistant and Associate Deans shall be reviewed every two years by the faculty.

3. Directors

The faculty is organized into schools for purposes of program development and implementation. Each School has a Director. Selection of the Director shall be in accord with the University Constitution. The Dean and the Chair of the Faculty shall convene the review process for Directors, who shall be reviewed annually by the Dean in consultation with the faculty.

VII. Review of Centers, Institutes, and Other Affiliates

Centers, Institutes, and other affiliates will provide the Dean and the Faculty Council with an annual report. The individual Directors of each

Center, Institute, and other affiliates will then meet with the Faculty Council annually to present their activities, budget justification, and relevance to the current policy and goals of the College of Fine Arts. The Faculty Council will forward assessments on each of the Centers, Institutes, and other affiliates to the Dean.

VIII. Amendments

These articles may be amended by a two-thirds vote of the Faculty present at any regular or special meeting, provided that written notice and the text of the proposed amendments are sent to the faculty at least one month prior to the meeting at which action is to be taken. Amendments shall be effective when written notice of the adopted changes is sent to the Faculty. Such notice must be given within two weeks of the date the amendments have been adopted.

IX. Effective Date

This constitution shall become effective upon written notice from the office of the Dean after it has been adopted by a two-thirds vote of the Faculty attending a regular or special meeting at which it has been considered. Such notice must be given within two weeks after the date the Constitution has been adopted.