

# **Governance of the *College of Marine Science***

## **University Of South Florida**

**Approved: 15 May 2002  
Amended 28 October 2002 and 4 April 2003**

### **Preamble**

The University of South Florida [USF], organized in 1952 and opened to students in 1960, is a tax-supported public university and an integral part of the State University System of Florida. Its founding authorities included the Governor, the Legislature, the Chancellor of the State University System, the Commissioner of Education, and the Board of Control. Presently, the USF Board of Trustees appoints the President of the University of South Florida, who, in turn, appoints all faculty and staff.

The College of Marine Science [CMS] was formed during 2000 from the previous Department of Marine Science, initiated in 1967 with three founding faculty members. The Florida Board of Regents declared it a University Center of Excellence in 1978 and approved the Marine Science Ph.D. program in 1982. Staff and faculty serve students on the Saint Petersburg campus, Tampa, and the other regional campuses together with their surrounding communities, espousing goals of both diversity and equal opportunity. The CMS at the University of South Florida is constituted as a graduate-level research program that forms the basis for educational opportunities at the Ph.D. and M.S. degree levels and for public service to the State of Florida. The College administratively reports to the Provost of USF.

### **Mission**

The primary mission of the College is to conduct basic and applied research in ocean science. Here, ocean science is defined by application of the traditional fields of science to both the biology, chemistry, geology, and physics of the marine environment and to

the interactions between the marine environment and the adjoining atmosphere and land systems - presently and throughout earth's history. Included in the primary ocean science mission is the development of new technologies and tools for exploring the coupled ocean-atmosphere-land systems. The College expects its faculty to develop research programs of outstanding caliber and to fully engage the national and international scientific communities, through the reporting of research results in the most respected oral and written venues, and by professional service.

Integral to the ocean science research mission is the education of graduate students. The College recruits, trains, and graduates productive, creative scientists at the Ph.D. and M.S. levels that are prepared to make independent contributions to ocean science. The faculty are expected to develop outstanding graduate education programs that will afford students the opportunity to participate in all aspects of research. The College recognizes that graduate education requires strong mentoring along with traditional classroom instruction. Faculty contact hours are largely determined by individual interactions in the laboratory, office, and during sea-going expeditions, in addition to traditional course offerings.

An ancillary but important mission of the College is educational outreach for students at all levels and for the public at large. Our outreach programs have significantly expanded our educational responsibilities, and they are intended to motivate all generations to become scientifically literate citizens and to understand the environment in which they live. The College pursues innovative avenues for educational outreach. Efforts are made to attract more junior and senior level undergraduates into both the ocean science core courses and into advanced courses for which they have pre-requisites. Historically, this is a way in which students have made career decisions to engage in ocean science. In this manner the College maintains close ties with the student body in other University of South Florida Colleges and campuses.

Fulfilling our primary and ancillary missions requires strong partnerships with international, federal, state, county, and local government agencies, and with the private sector. The College thus nurtures and strengthens existing partnerships, while developing new ones through a combination of increased public awareness, professional service, and excellence in our primary and ancillary missions.

A strong community involved in the activities of teaching, research, and service is central to the mission of the CMS. It is necessary that faculty governance be collegial and represent diverse points of view. At the same time, the governance process should be efficient and aim to achieve broad participation of tenured, tenure-earning, and non tenure-earning faculty and staff.

The fundamental premise of this document is that a relationship of mutual respect and trust exists among those faculty named as College administrators and other faculty and staff members whose activities are focused primarily on teaching, research, and other professional service. The College administration shall represent the interests of the CMS to the central administration of the USF and oversee and allocate the human, financial,

and material resources of the College among the various units comprising the CMS.

## **CONSTITUTION**

Governance in the CMS operates within four major structures:

### **I. Office of the Dean:**

The principal administrator of the CMS shall be the Dean, who shall also be a tenured Full Professor of the College. The Dean, in consultation with the Provost, may name Associate Deans and Directors to assist in the administration of the CMS.

### **II. The College Assembly:**

The College Assembly shall consist of all staff, students, tenured, tenure-earning, and non-tenured faculty, shall meet at least once each fall and spring semester, and shall be convened and presided over by the Chair of the Dean's Advisory Council [DAC]. The voting membership of the Assembly shall consist of all full-time (e.g., 9 and 12-month), tenured and tenure-earning faculty. The restricted composition of the electorate follows from the recognition that the accreditation and reputation of an academic institution is based on, and is ultimately the responsibility of, the tenured faculty.

### **III. The Dean's Advisory Council:**

The DAC is the primary interface between the members of the CMS and the Office of the Dean. The composition of the DAC consists of seven voting members and *ex officio*, non-voting members - the Dean, all Associate Deans, and the Directors of Academic Affairs and Administrative Services. The seven voting members have staggered two-year terms, except for a one-year term for the representative of the graduate students. They are elected each term by their constituents to represent their concerns to the Dean and other administrators, as well as to be advised by the Dean on the evolving status of the College.

The voting members of the DAC are: four tenured faculty - one from each of the biological, chemical, geological, and physical disciplines; one representative from the Center for Ocean Technology (COT); one from the other staff; and one graduate student. The chairperson of the DAC is elected by the voting members at the first meeting of each year. The voting members cannot serve consecutive terms. The DAC shall meet monthly with the Dean to facilitate information exchange during the fall and spring semesters. However, special meetings of the DAC may be called by the Dean, the Chairperson of the DAC, or three or more of its voting members.

### **IV. The CMS Standing Committees:**

The Standing Committees shall include: Admissions; Annual Evaluation; Curriculum;

Honors and Awards; Human Resources; Information Technology; Non tenure-earning Faculty Promotion; Safety; Seminar; Space and Planning; Student Recruitment; Tenure and Promotion. Normally, membership of the committees will consist of tenured, tenure-earning, non tenure-earning faculty, staff, and student members of CMS where appropriate. Qualified individuals from associated outside groups, such as the Florida Marine Research Institute-FWCC or the USGS Coastal Geology Division, may also be appointed.

## **THE BYLAWS**

### **Article I. The Office of the Dean:**

- a. As chief academic and financial officer for the College, the Dean has oversight and responsibility for all activities within the College. The duties and responsibilities of the Dean and the Dean's administrative officers are subject to approval by the President of the University of South Florida.
- b. The Dean and the Dean's administrative officers shall solicit the opinions and advice of appropriate individuals within CMS on major decisions affecting its academic, financial, and material resources.
- c. The office of the Dean shall provide requisite administrative support to the College Assembly, the DAC, and the Standing Committees.
- d. The Dean shall select the members and chairs for all Standing Committees and shall solicit the advice of the DAC concerning these selections.
- e. The issues of privileges and responsibilities regarding nontenure-earning faculty seeking outside funding are within the purview of the Office of the Dean. The Dean may delegate the handling of these issues to the CMS administrative staff (e.g. an Associate Dean). When assignment of space is involved, the Dean (or the Dean's designate) shall consult the Space and Planning committee and the immediate supervisor, if any, of the nontenure-earning faculty member.

### **Article II. The College Assembly:**

- a. Membership - see above Constitution part II.
- b. Powers and Functions:
  - 1. The College Assembly shall receive and consider reports from the Dean, the DAC, and the Standing Committees. It shall receive and address petitions and requests from all members of the CMS.

2. The Dean and the Dean's administrative associates may be censured by a two-thirds majority vote of the entire voting CMS faculty. Secret balloting shall be conducted by the DAC, and the results and a recommended course of action shall be presented by the DAC to the Provost.

c. Meetings:

1. The College Assembly shall meet at least once by the end of the fall semester, if practical by the end of the second week and, in addition, at least once by the close of the spring semester.

2. Meetings of the College Assembly shall be called and presided over by the Chairperson of the DAC or the Chairperson's delegate.

d. Agenda:

1. The fall semester agenda for the College Assembly shall be prepared by the Dean in consultation with the DAC. The agenda shall include a report from the Dean on CMS achievements of the past year and recognition of faculty, staff, and student honors and awards, with an open period for questions, discussions, and referrals from the floor.

2. The spring semester agenda for the College Assembly shall be prepared by the Dean in consultation with the DAC. The agenda shall include a state of the College address by the Dean, with a written prospectus and budget summary for distribution, a report of the DAC, reports of the activities of the Standing Committees, a roster of the membership of the Standing Committees of the CMS, and an open period for questions, discussions, and referrals from the floor.

**Article III. The Dean's Advisory Council:**

The DAC shall be the primary interface between the members of the CMS and the Office of the Dean. The DAC shall include the Dean, other administrators, and those voting faculty, students, and staff members elected to represent their colleagues within the College. The composition of the DAC, its functions, and its meeting schedule are defined in the Constitution section of this document. Elections shall be held in the summer semester, prior to the first fall meeting. The outgoing members of the DAC shall conduct the election by providing ballots to each voting constituency of the CMS and shall tally the votes. Each of the seven representatives who receive the greatest numbers of votes shall serve on the DAC. At the first fall meeting of the DAC, continuing, incoming, and outgoing members shall attend. In the event of a resignation, the DAC chairperson shall appoint the runner up of the most recent election, until the term has expired.

Powers and Functions:

1. The DAC advises the Dean on any matter of concern to the CMS including budget and policy. It addresses issues brought to it by the Dean and the Dean's representatives and raises issues for the Dean's consideration. It also receives petitions from all members of CMS and encourages their suggestions via the elected members. It may also advise the

Standing Committees of the CMS, other Committees within any of the administrative structures of the CMS, and the assembly on any matter of concern to the CMS.

2. The DAC shall advise the Dean concerning the selection of members and chairpersons for each of the Standing Committees. The DAC shall also receive reports from the Dean in a timely fashion regarding the creation, composition, charge, and recommendations of ad hoc Committees in the CMS.

3. The DAC shall prepare and administer the ballots for amendments to the Constitution and Bylaws. Proposed amendments will be submitted to the DAC, whose members will discuss the proposed changes. If a proposed amendment is approved by five of the seven voting DAC members, it will be sent to the CMS Dean who will distribute information about the proposed amendment to the voting faculty. Proposed amendments will be posed to these faculty as a question that requires a yes or no answer. For an amendment to the governance document to be finally adopted, it must have the approval of at least 2/3 of these voting members of the College Assembly.

4. The DAC shall form an ad hoc committee to hear and make recommendations regarding grievances of faculty when those grievances involve issues that are not dealt with in the USF/UFF Collective Bargaining Agreement.

5. The DAC may call a meeting of the College Assembly for the purpose of proposing censure of the Dean and/or the Dean's administrative associates.

6. A quorum of the DAC shall consist of four voting members.

7. The agenda for the meetings of the DAC shall be prepared by its Chairperson. It shall include items requested by the voting members of the DAC and from the College Assembly at large. Minutes of the DAC meetings shall be kept on file in the Dean's Office.

#### **Article IV. The CMS Standing Committees:**

The Standing Committees shall include: Admissions; Annual Evaluation; Curriculum; Honors and Awards; Human Resources; Information Technology; Non Tenure-earning Faculty Promotion; Safety; Seminar; Space and Planning; Student Recruitment; Tenure and Promotion.

##### **a. Membership:**

1. During summer of each year, vacancies on the various CMS Standing Committees and associated subcommittees shall be filled by the Dean, in consultation with the DAC. Membership of the CMS committees will consist of tenured, tenured-earning, non tenure-earning faculty; staff; students; and outside members (e.g. representatives of USGS and FMRI), where appropriate.

2. Each faculty and staff member appointed to a CMS Standing Committee shall serve a two-year term. Members from the graduate student constituency shall serve a one-year

term and are eligible to serve a successive term. If a member is unable to complete his/her term, the Dean will consult with the DAC about selecting another person to complete that term. Normally, a tenured or tenure-earning faculty member will chair each of the CMS Standing Committees.

b. Powers and Functions:

1. Each CMS Standing Committee shall advise the Dean and the DAC in the area of activity it represents. Each committee shall establish its own written operating procedures. All operating procedures, policies, evaluative criteria, and governance documents developed by Standing Committees shall be submitted to the Dean through the DAC for approval. At least once during the fall and spring semesters in advance of the College Assembly meetings, each CMS Standing Committee chairperson shall submit to the DAC a written summary of the Committee's actions.

2. The objectives and minimum composition of each Committee are:

**Admissions:** This committee is constituted to oversee the admission process for applications to CMS and to coordinate the awarding of graduate student assistantships. The Committee shall make recommendations to the tenured and tenure-earning faculty regarding admission requirements for the College as well as recommendations regarding admission of applicants. The Committee shall make available to those same faculty all application materials of students applying to the College, and shall make recommendations on assistantships to be offered to incoming and current CMS students. The Committee is chaired by the Director of Academic Affairs and is comprised of four tenure-earning or tenured faculty members, including the Director, with one member representing each marine science discipline (biological, chemical, geological and physical oceanography).

**Annual Evaluation:** The charge of this committee is to oversee annual performance reviews for all faculty and staff. The committee will be appointed for two-year staggered terms to provide consistency from year to year. Subcommittees of one year duration will be appointed each year for the specific responsibility of conducting evaluations, with one subcommittee each for tenured and tenure-earning faculty, non tenure-earning faculty, A&P staff, and USPS staff. The last three subcommittees shall work in consultation with the employee's immediate supervisor (s).

**Curriculum:** This committee shall make recommendations to the tenured and tenure-earning faculty regarding curriculum issues facing the College. These recommendations shall be based on the goal of enhancing the educational and intellectual experience of CMS graduate students and faculty. Membership will include one tenured or tenure-earning faculty from each discipline, one non tenure-earning faculty, and one student. Specific issues that fall under the purview of the Curriculum Committee include, but are not limited to: developing standards for academic performance; evaluating student performance; enhancing the long-range educational mission of CMS by introduction of

new programs, or by the expansion and integration of existing ones; and reviewing proposals for new graduate and undergraduate courses and programs, as well as proposals for substantive changes to existing courses and programs. This committee also recommends to the Dean persons who should be appointed as courtesy or adjunct professors for the CMS. Offering of special topics courses and service on thesis and dissertation committees [including as Co-Chair] by non tenure-earning faculty should be considered on a case-by-case basis by the Director of Academic Affairs, in consultation with this Committee.

**Honors and Awards:** This committee shall make recommendations regarding any honors or awards that the College shall grant either to its faculty, staff or students. One major charge for this committee is to oversee the voting process for students applying for the CMS fellowships. It may also, when appropriate, make recommendations to the University Honors and Awards Council. Membership will be comprised of one tenure-earning or tenured faculty member from each discipline, one non tenure-earning faculty or staff member, and two non-voting student members who are Knight Fellowship recipients. Subcommittees for special awards may include temporary members who are specially appointed to reflect expertise relating to the award.

**Human Resources:** This committee is charged with reviewing the College's human resources policies and procedures for all faculty, staff and students. The committee will consider ideas on human resources issues as they develop and make recommendations to the DAC and the Dean. Issues considered by this committee may include, but are not limited to, career advancement opportunities, performance evaluation standards, overall equity among salaries within job classes, and equal opportunity issues. Faculty search committees are subcommittees of this parent committee - see Article V. This committee will be split between a permanent membership group, comprised of the Associate Deans, Director of Administration, Director of Academic Affairs, Coordinator of Budgets, and Coordinator of Administrative services, and rotating members, which will include one tenure-earning or tenured faculty member, one non tenure-earning faculty member, one staff representative, and one student representative.

**Information Technology:** This committee ensures that the CMS stays at the forefront of information technology (IT) and that faculty, students, and staff have the IT resources needed to perform their work with maximum efficiency. The Committee assesses new and emerging information technologies and positions the College to take advantage of these technologies as opportunities arise. It prioritizes the IT needs of the College so that limited financial resources can be used to optimum benefit. The committee also sets and enforces policies for proper use of the College IT resources. This committee will also ensure that the CMS stays up-to-date with periodicals, books and other teaching/learning/research materials such that faculty, students, and staff have an adequate access to library resources needed to perform their work with maximum efficiency. The committee oversees various aspects of interaction between CMS and USF libraries, particularly Nelson Poynter Library on the USF St. Petersburg campus. Membership will include faculty, staff, and students with expertise in IT from all disciplines.



**Non tenure-earning Faculty Promotion:** This committee shall make recommendations to the Dean regarding all candidates for promotion of non tenure-earning faculty. It shall be convened by the Dean for its initial meeting at a time early enough for it to complete its work prior to the Dean's recommendations to the Provost's Office. It shall review candidates' vitae and references, annual evaluations, and all other relevant materials. Recommendations shall be made on the basis of the College's criteria for promotion of these individuals. This committee shall develop its own policies and procedures. Membership will include tenured and senior non tenure-earning faculty.

**Safety:** This committee will consider the state of safety in the facilities and research activities of the CMS, to regularly schedule specialized safety training, to evaluate incidents involving a lapse in safety, and to suggest improvements. It shall consist of all CMS faculty, staff, and student members who are also College representatives to USF Research Compliance boards (e.g., Radiation Safety, Diving Safety, etc.), as well as the Associate Deans, the Director of Administration, and other representatives as appropriate to bring membership to at least one tenure-earning or tenured faculty member from each discipline, two non tenure-earning faculty or staff members, and two student members.

**Seminar:** This committee oversees the weekly CMS Seminar Series, the Eminent Scholar Lecture Series, which is conducted 1-2 times per year, and the Graduate Research Symposium, which is convened in the late spring of every year. These series are considered to be a vital part of the intellectual life of the CMS. The committee is responsible for maintaining the quality and accessibility of the professional series, as well as the professional development opportunity that the Graduate Research Symposium provides to the students. Annual review of attendance, assessing reasons for less than optimal attendance, and implementing policies as necessary to improve the series address these goals. Membership will include one tenure-earning or tenured faculty member from each discipline, two non tenure-earning faculty or staff members, two student members, and may also include outside members (e.g. from USGS and FMRI).

**Space and Planning:** This committee is charged with coordinating the allocation and usage of office, laboratory, and storage space in and around the MSL, KORC, and other CMS buildings. The committee typically makes recommendation to the Dean on student office space, faculty office and laboratory space, and assists in planning for space allocations for new faculty hires. Membership will include tenure-earning or tenured faculty members from each discipline, one non tenure-earning faculty member, one staff (A&P or USPS) member, and two student members.

**Student Recruitment:** The committee oversees and actively implements all graduate student recruiting practices for the CMS. These recruiting practices shall include updating and maintaining hard copy and electronic sources of recruiting materials (Graduate Catalog, Peterson's Guide, Internet links, etc.) This committee shall work in cooperation with the CMS Information Technology Committee to update and maintain the CMS website. Membership will include one tenure-earning or tenured faculty and student from each discipline, and one non tenure-earning faculty or staff.

**Tenure and Promotion:** This committee shall make recommendations to the Dean regarding tenure and promotion for all candidates who are tenured or tenure-earning. It shall be convened by the Chairperson for its initial meeting at a time early enough for it to complete its work prior to the Dean's recommendations to the Provost. It shall review the tenure and promotion package(s). Recommendations shall be made on the basis of the College's criteria for tenure and promotion. All tenured faculty are members.

c. Meetings:

1. The outgoing chairperson of each CMS Standing Committee shall assume responsibility for convening the Committee for its first meeting of the new academic year. Subsequent meetings shall be called by the new Chairperson as necessary to carry out the Committee's functions. Members of each Committee, members of the College Assembly, or the Dean may request that the Chair of a given Standing Committee call meetings to discuss specific issues.
2. The Dean shall appoint the Chairperson of each CMS committee.
3. The Chairperson of each Standing Committee shall ensure that proper minutes are kept of the committee actions and shall be responsible for preparing reports of committee actions to the Dean, the DAC, and the General Assembly. The minutes will be kept on file in the Dean's Office.

d. Agenda:

The agenda for each Standing Committee shall be set by its Chairperson. The Dean as well as members of the committee and the DAC may request that items be added to the agenda.

**Article V. Special Committees of the CMS:**

Special Committees will be appointed and convened when the need arises, and for which formal procedures are required. Present examples are:

**Academic Grievance Committee:** This committee provides CMS graduate students the opportunity for peer review of events pertinent to the cause of academic grievances. Academic grievance will be considered to mean any complaint or controversy regarding instruction, grading, advising, probation, dismissal, or classroom activity that may affect a student's performance or participation in the CMS courses and academic programs. The committee consists of the Director of Academic Affairs, two CMS tenure-track or tenured faculty and two graduate students selected by the Director. The Dean shall approve the composition of the committee.

**Search Committees:** These subcommittees of the Human Resources Committee will be appointed by the CMS Dean, or his/her designee, to fill vacancies within the College with the highest quality new personnel possible. In the case of hiring of tenure-earning faculty, the committee will oversee the process of hiring new faculty, from its inception

until the faculty as a whole have selected their top candidate. The Search Committee then forwards that decision to the Dean. The composition of a tenure-earning faculty Search Committee shall include a minimum of one tenure-earning or tenured faculty from each of the four oceanographic sub-disciplines.

#### **Article VI. Amendments:**

This governance document may be amended by a two-thirds majority of the voting members of the College Assembly by ballot.

#### **Article VII. Procedure:**

The manual of procedure for all Assemblies and Councils shall be Robert's Rules of Order. A quorum of a simple majority of voting members shall be required to conduct the business of the DAC, CMS Standing Committees, and College Assembly. CMS amends Robert's Rules of Order to allow write-in voting and proxies by e-mail, fax, and written communication.

### **CMS Statement on Collegiality**

It is the expressed position of the College of Marine Science that all persons who learn and work together in the College should treat each other with respect and dignity. Collegiality among and between faculty, staff, and students is desirable behavior. Universities are, and should be, institutions where ideas are freely and openly exchanged and discussed. However, critiques of ideas should not extend to disrespectful treatment of particular persons, especially our colleagues. Faculty, staff, and students should speak to each other and about each other with courtesy, whether the conversations are in private or in public settings.

This position extends to the use of language in professional settings that implies or condones disrespect of a class of persons or of specific individuals. Faculty, staff and students should endeavor to use language that does not denigrate or draw inappropriate attention to age, disability, ethnicity, gender, religious affiliation, sex, or sexual orientation.