

**CONSTITUTION**  
Institute of Food and Agricultural Sciences  
University of Florida

<b>PREAMBLE</b> .....	<b>1</b>
<b>ARTICLE I – Governance of the Institute</b> .....	<b>1</b>
Section 1 – Commitment to Shared Governance .....	1
Section 2 – Interactions between Administration and Faculty .....	2
Section 3 – Ongoing Evaluation of Shared Governance .....	2
<b>ARTICLE II – Purpose and Organization of the Institute</b> .....	<b>3</b>
Section 1 – Purpose .....	3
Section 2 – Organizational Units .....	3
Section 3 – The Administration .....	4
Section 4 – The Faculty .....	6
Section 5 – The Professional Staff .....	7
Section 6 – The Students .....	7
<b>ARTICLE III – The Faculty Assembly</b> .....	<b>7</b>
Section 1 – Purpose .....	7
Section 2 – Representatives .....	7
Section 3 – Assembly Officers .....	9
Section 4 – Assembly Meetings and Voting .....	10
Section 5 – Assembly Standing Committees .....	11
Section 6 – Other Committees .....	14
<b>ARTICLE IV – Tenure, Permanent Status and Promotion</b> .....	<b>15</b>
<b>ARTICLE V – Searches and Appointments</b> .....	<b>15</b>
Section 1 – The IFAS Deans .....	15
Section 2 – Department Chairs and School, Center and District Directors .....	15
Section 3 – Associate or Assistant Deans and Other Administrative Officers .....	15
Section 4 – New Faculty .....	16
<b>ARTICLE VI – Rules of Order</b> .....	<b>16</b>
<b>ARTICLE VII – Amendments</b> .....	<b>16</b>
<b>Appendix I – Faculty Assembly Unit Representatives</b> .....	<b>17</b>
<b>Approval and Acceptance Signatures</b> .....	<b>18</b>

## **PREAMBLE**

**WHEREAS** the University of Florida Board of Trustees on December 5, 2003 accepted the following definition and purpose of Shared Governance:

*“Shared Governance” is the participation of administrators, faculty, staff and students in the decision- and policy-making process. The purpose of shared governance is to provide avenues to University improvement and productivity through the creation of a partnership based on mutual respect and collaboration. Such shared responsibility entails working toward mutual goals established by a fully enfranchised University community and therefore collaborative participation in: a) the identification of University priorities, b) the development of policy, c) defining the University’s responsibility for ethical leadership, d) enhanced community partnerships, and e) the governance of the university as a whole, and*

**WHEREAS** the University of Florida President and Faculty Senate on April 20, 2006 adopted five fundamental principles of shared governance that should be embodied in the policies and procedures of each academic unit: (1) mutuality, collegiality, and collaboration; (2) transparency; (3) representative participation; (4) mutual accountability; and (5) clarity of roles; and

**WHEREAS** the Institute of Food and Agricultural Sciences (IFAS) is a unit of the University of Florida charged by the Florida Legislature to fulfill the statewide land-grant mission for the citizens of Florida: to develop knowledge in agriculture, human and natural resources and to make that knowledge accessible to sustain and enhance the quality of human life through teaching, research and extension,

**THEREFORE BE IT RESOLVED** that this IFAS Constitution, a collegial and collaborative product of the faculty and administration, be adopted to provide the structure and fundamental processes to establish and enhance shared governance throughout IFAS.

## **ARTICLE I - Governance of the Institute**

### ***Section 1 - Commitment to Shared Governance***

The University of Florida is an educational institution of the State of Florida, and IFAS is a legislatively established teaching, research and extension institute within the University. The provisions of this Constitution are governed by and subordinate to Florida law, the policies, directives and regulations of the Florida Board of Governors, and the policies, directives and regulations of the University of Florida Board of Trustees. Operating within this context and within the provisions of this Constitution, governance shall be shared between the administration of IFAS and the faculty as represented by the IFAS Faculty Assembly and its committees.

The purpose of this Constitution is to set forth the procedures and principles by which IFAS is governed. The Internal Management Memoranda (IMMs) of IFAS detail the specific procedures by which IFAS operates within the guiding framework of the Constitution. The administration, with participation by the Faculty Assembly (Article III), consistent with Article I, Section 2, establishes the procedures contained within the IMMs. The administration, in conjunction with the faculty, provides the leadership, planning, and management to operate IFAS.

In the event that this Constitution is in conflict with IMMs that were enacted prior to the date of adoption of this Constitution, the IMMs in question will be reexamined and revised through

recommendation of the Faculty Assembly.

## ***Section 2 - Interactions between Administration and Faculty***

Shared governance reflects mutual respect and trust in the university community for contributions by all members. Building such trust and respect allows all other activities to proceed more smoothly. It capitalizes on collective intelligence and strengthens morale. Shared governance can be thought of as a sharing of the responsibility by faculty, administration, staff, appointed personnel and students for making decisions about institutional missions, policies and budget priorities. After such decisions have been made, it is the responsibility of the administration and the faculty to carry them out.

Shared governance between IFAS administration and the faculty shall be characterized by three levels of interactions, as defined by the University of Florida Board of Trustees (R03-14, December 5, 2003):

**Determination:** The IFAS administration will recognize and delegate to the faculty and its representative body, the Faculty Assembly, the authority **to determine** certain matters, which will be defined and agreed upon, relating to academic policy, including matters of curriculum and tenure and promotion policy;

**Recommendation:** The IFAS administration will recognize and delegate to the faculty and its representative body, the Faculty Assembly, the authority **to recommend** to the Senior Vice President and IFAS deans certain matters and policy relating to the areas of faculty welfare, planning, budget and resource allocation, scholarship in its diverse and various forms, and academic facilities and infrastructure. “To recommend” means to seek a decision jointly, such decision not to be modified by the Senior Vice President or deans without further discussion with faculty representatives and an effort to find a solution satisfactory to all members of IFAS;

**Consultation:** The IFAS administration will recognize that the faculty through the Faculty Assembly will have an opportunity **to consult** with the Senior Vice President or deans (or designee) on other matters connected with the priorities and policies of IFAS and their implementation. These matters include administrative activities and leadership for IFAS. “To consult” is to have input into the decision-making process, and especially to be informed of the nature and rationale for decisions prior to implementation.

## ***Section 3 - Ongoing Evaluation of Shared Governance***

The Senior Vice President, deans, and the IFAS Faculty Assembly will ensure effectiveness of shared governance at the IFAS and department or academic unit levels, recommend approaches for facilitating participation in shared governance, describe reporting mechanisms, and provide results of evaluations on shared governance.

In January, beginning in 2016 and every four years thereafter, the Chair of the Assembly and the Senior Vice President shall appoint a joint committee to assess the effectiveness of shared governance in IFAS and report their findings to the Chair, Senior Vice President and Faculty Assembly. The committee shall consist of the Chair-elect and two members of the Faculty Assembly appointed by the Chair, and a member of one of the Dean’s offices, one department chair and one center director appointed by the Senior Vice President.

## **ARTICLE II – Purpose and Organization of the Institute**

### ***Section 1 – Purpose***

The Institute of Food and Agricultural Sciences has a tripartite land-grant mission dedicated to developing knowledge in agriculture, human, and natural resources. Its purpose is to: (1) provide accessible education through curricula culminating in university degrees; (2) conduct scientific research of consequence to the state, the nation, and the world; and (3) extend the resulting scientific knowledge and technology to citizens, industries, agencies, and institutions for use toward the betterment of Florida, the nation, and the world. The State of Florida (as cited in IMM 6C1-6.01-1) created IFAS with a statewide presence and with full-time faculty and staff serving this tripartite mission throughout the calendar year. In several respects, IFAS is structurally and functionally unique within the University of Florida and the State University System, yet IFAS shares fundamental ideals with all great land-grant universities, including:

- Engagement with society's practical problems and needs;
- Equal, accessible and excellent educational opportunity, enabling students to advance the state-of-the-art in agriculture and life sciences and prepare for life in a democratic society;
- Faculty, staff, and administrators who act with moral and intellectual integrity, independent of outside influence;
- Scholarly research conducted in cooperation with and disseminated to peers in academic, government, private and corporate agencies, and learned societies;
- Economic growth fostered through proactive transfer of knowledge and technology and creative cooperative ventures with entrepreneurs, established industries and public agencies;
- Enhanced public understanding of scientific and technological issues affecting societal well-being fostered through cooperation with public schools and other outreach entities;
- Heightened awareness by the public and generations of students about the potential for personal fulfillment through public service and pursuit of the land-grant mission.

### ***Section 2 – Organizational Units***

IFAS has three central administrative units corresponding to the tripartite land-grant mission of teaching, research, and extension. These are, respectively, the College of Agricultural and Life Sciences (CALs), the Florida Agricultural Experiment Station (FAES), and the Florida Cooperative Extension Service (FCES). Programmatically, IFAS has departments and schools, which are campus-based, and geographically distributed research and education centers (RECs), all of which are academic units to which tenured and tenure-track faculty are assigned or affiliated. Tenure is awarded to faculty within a department or the School of Forest Resources and Conservation rather than RECs. IFAS also has County Extension Offices in all 67 Florida counties and the Seminole Tribe, to which permanent status or permanent-status accruing county extension faculty are assigned or affiliated. The County Extension Offices are organized into

regional Extension Districts that are recognized as academic units for the purpose of this Constitution.

IFAS also has cross-department, interdisciplinary degree-granting programs and research centers, with which tenured and tenure-track faculty members may affiliate themselves but are not assigned. While such programs and centers are academic in function, for the purpose of this Constitution the affiliated faculty members are represented through their assigned academic units, and the programs or centers are represented through the liaison roles of directors or chairs.

Organizationally, the Dean of the College of Veterinary Medicine reports to the Senior Vice Presidents of Health Affairs and IFAS. Similarly, the Director of the Florida Sea Grant College Program reports to the Senior Vice President of IFAS and the University of Florida Provost. As such, these units are not governed by this Constitution.

Administratively, IFAS also includes several support units. The policies governing such units may be subject to provisions of shared governance, as defined by this Constitution, but such units themselves are not academic units.

### ***Section 3 – The Administration***

The administrative officers of IFAS have the right to manage their respective academic units in accordance with Article I, Section 1 of this Constitution, and have the responsibility to do so in accordance with Article I, Section 2.

The administrative officers of IFAS are:

#### ***Senior Vice President for Agriculture and Natural Resources***

The Senior Vice President is the chief executive of IFAS, who shall at the same time hold academic rank in one of the departments or schools of the Institute. The Senior Vice President is appointed by and serves at the pleasure of the University President and is expected to provide leadership and overall administration in academic matters, financial planning and policy, and routine operations of IFAS.

#### **Responsibilities of the Senior Vice President shall include:**

- A.** The Senior Vice President shall conduct himself/herself, in all matters, as the legal and chief executive officer of IFAS.
- B.** The Senior Vice President, with the deans and the Faculty Assembly, shall ensure that shared governance processes are followed in strategic planning and decision-making within the Institute.
- C.** The Senior Vice President with the deans shall prepare and present to the Faculty Assembly, and share with the faculty at large, the State of the Institute report within 60 days of the start of the academic year. This report shall review the successes of the last academic year and outline goals of the Institute for the next and future years. The State of the Institute report should include educational, research, and extension goals, a summary of the operating budget including income and expenditures, a summary of the IFAS permanent endowments within the University of Florida Foundation, and a report

regarding the receipt of grants and research contracts. The format for this report and dialogue with the Faculty Assembly shall be determined by the Senior Vice President in consultation with the Faculty Assembly.

- D. The Senior Vice President shall convene the Senior Vice President's Cabinet to advise and consult in matters related to IFAS. Cabinet membership shall consist of members of the administration that report directly to the Senior Vice President. The Chair of the IFAS Faculty Assembly shall also be a member of the Cabinet.

#### ***Associate and Assistant Vice Presidents for Agriculture and Natural Resources***

The Senior Vice President may appoint associate and assistant vice presidents and other administrative officers in the IFAS central administration for duties and responsibilities as shall be determined to provide for the operation and execution of IFAS policy.

#### ***The IFAS Deans***

The IFAS deans, as defined below, are the programmatic administrative officers for their respective land-grant functions, who shall at the same time hold academic rank in one of the departments or schools of IFAS. The deans are appointed by and serve at the pleasure of the Senior Vice President for Agriculture and Natural Resources and are expected to provide leadership and overall administration in programmatic matters, financial planning and policy, and routine operations specific to their areas of responsibility, which are:

- A. The Dean of the College of Agricultural and Life Sciences (CALs) has primary responsibility for the degree-granting instructional programs of IFAS.
- B. The Dean for Research has primary responsibility for the research programs of IFAS, and serves as the Director of the Florida Agricultural Experiment Station.
- C. The Dean for Extension has primary responsibility for the extension programs of IFAS, and serves as the Director of the Florida Cooperative Extension Service.

#### ***Associate and Assistant Deans and Other Administrative Officers***

The IFAS deans, as the Senior Vice President's designees, may appoint associate and assistant deans and other administrative officers in the IFAS central administration for duties and responsibilities as shall be determined by each dean to provide for the execution of IFAS policy.

#### ***Chairs and Directors***

Department chairs, school directors, REC directors and Extension district directors are the chief academic and administrative officers of their respective academic units, and shall, at the same time, hold academic rank in an IFAS department or school. Department chairs, school directors and REC directors are appointed by and serve at the pleasure of the Senior Vice President in consultation with the deans and unit faculty. Extension district directors are appointed by the Dean for Extension and serve at the pleasure of the dean in consultation with the district faculty.

#### **Responsibilities of the Chairs and Directors shall include:**

- A. Annually, the chair or director shall convene a meeting of the unit faculty to discuss the successes and shortcomings of the last academic year and set goals of the unit for the next and future years. Items for discussion shall include, but not be limited to, the operating budget of the unit, income and expenses, a summary of the permanent endowments

within the University of Florida Foundation and SHARE, and a report regarding the receipt of grants and research contracts.

- B. The chair or director shall conduct necessary elections as required by this Constitution.

### ***Section 4 – The Faculty***

The IFAS faculty executes the land-grant mission in teaching, research and extension, with all the rights afforded University of Florida faculty, in general, and with the responsibility to participate in shared governance in accordance with Article I of this Constitution.

For the purposes of this Constitution, membership in the IFAS faculty is defined the same as by the University of Florida for the apportionment of UF Faculty Senate seats to IFAS ([UF Senate Bylaw 21](#)).

#### **Faculty Responsibilities:**

Faculty members must fulfill their responsibilities to society, their professions and professional societies, and the University by manifesting professional and scholarly competence. The responsibilities of the Faculty shall include the following duties:

- A. Carrying out the teaching, research, extension, and service missions of the Institute and reporting annually on their progress toward meeting their goals to the department chair or director.
- B. Designing and implementing the curricula of the college, schools, departments, programs, and other units within the Institute.
- C. Contributing to the governance of the Institute, the schools, the departments, and other units within the Institute.
- D. Serving on Faculty Senate, Institute, and other University committees.
- E. Following IFAS and unit procedures and providing requested accountability documents in a timely manner.

#### **Faculty Rights**

Areas of Faculty rights are broadly guaranteed in the University of Florida Constitution, policies, procedures, rules, and regulations. These rights and responsibilities, as more specifically set forth in University of Florida regulations, include, but are not limited to, the following areas:

- A. Academic freedom as it applies to teaching, research, extension, and service consistent with the definitions contained in the University of Florida Constitution Article III Section 2 and UF Rule 6C1-7.018 referenced in the UF Faculty Handbook.
- B. Faculty members have the right to know what is required of them and how they will be evaluated on an annual basis. The process of assignment of responsibilities and evaluation thereof shall be fair and equitable.
- C. Faculty members shall be apprised of the procedures involved in and the criteria for all decisions regarding tenure, promotion, evaluation, grievance, and compensation.

D. The Faculty has a right to assemble to discuss matters of concern to the Faculty.

### ***Section 5 – The Professional Staff***

Administrative and non-administrative professional staffs are vital to the tripartite land-grant mission of IFAS, and IFAS staff members have all the rights and privileges afforded them by their USPS or TEAMS appointments. As such, IFAS administration and faculty should seek the participation of professional staff on all matters where their input will help ensure effective policy decisions.

### ***Section 6 – The Students***

Students, undergraduate and graduate through the doctorate, are a principal focus for the educational mission of IFAS and the university, as Florida’s land-grant university. Students enrolled in the College of Agricultural and Life Sciences have a stake in the quality of the academic and professional programs offered by the college and IFAS. Students are encouraged to maximize their educational opportunities through interactions with the faculty, and engagement, involvement and participation in college and IFAS programs and activities.

## **ARTICLE III – The Faculty Assembly**

### ***Section 1 – Purpose***

The IFAS Faculty Assembly is the forum for shared governance between IFAS administration and faculty. The Faculty Assembly shall be representative of and responsible to the entire faculty of IFAS. In this capacity, the Faculty Assembly shall recognize matters that concern more than one school, department, research and education center, district, or other major unit. In accordance with the Preamble and Article I of this Constitution, the Faculty Assembly shall have the ability to consult, to recommend or to determine aspects of IFAS governance of the educational, research and extension missions of IFAS, faculty welfare, and IFAS strategic plans.

#### **Reporting Requirements:**

A fundamental requirement of shared governance is that all faculty members have an opportunity to provide meaningful input to the governance of IFAS. Therefore, the Secretary of the Faculty Assembly will post and send the agenda electronically to all IFAS Faculty at least 10 business days prior to each Faculty Assembly meeting, and then make draft minutes of each Faculty Assembly meeting available online within 10 business days following each meeting. Final minutes will be posted online subsequent to the meeting at which they are approved.

### ***Section 2 – Representatives***

The Faculty Assembly shall consist of voting members and non-voting liaisons. Liaisons, by virtue of their administrative office, appointment, or election represent the perspectives of their respective roles in appropriate Faculty Assembly processes. The elected voting membership of the Faculty Assembly shall be apportioned as one member for each of the academic units as defined in Article II, Section 2. Each year, prior to the Faculty Assembly elections, the academic



units will be notified by the Senior Vice President, or the Senior Vice President's designee, of the need to elect an IFAS Faculty Assembly member.

### **Election of Faculty Assembly Members**

- A.** The members shall be elected by secret ballot by the faculty members of their respective academic units not later than April 30th.
- B.** Elected members shall serve three-year terms commencing on the first day of classes of the fall semester following their election the previous April. Members are eligible for re-election to a second term, but then are not eligible for a period of three years following a second term.
- C.** The terms shall be staggered so that one-third of the Faculty Assembly's elected members is elected each year.
- D.** Provisions for nomination and election are established by the faculty of the individual academic units.
- E.** Vacancies in the IFAS Faculty Assembly shall be filled by vote of the respective academic unit.

### **Responsibilities of Elected Members**

- A.** Elected members are expected to attend all regularly scheduled meetings of the Faculty Assembly during the academic year and to make every effort to attend special meetings. Absence from three consecutive, regularly scheduled meetings of the Faculty Assembly constitutes resignation from the assembly, except that a member whose term is interrupted by a temporary absence from the university may be replaced on a temporary basis during that absence.
- B.** Persons who are liaisons to the Faculty Assembly may not serve as elected members. Therefore, acceptance of appointment to a liaison position constitutes resignation from one's elected Faculty Assembly seat.
- C.** Persons serving in the Faculty Assembly should be willing to serve on appropriate Assembly committees.
- D.** Elected members, as representatives of the faculty within their units, are expected to communicate with unit faculty on matters before the Assembly.

### **Liaisons to the Faculty Assembly**

- A.** The Senior Vice President and IFAS deans shall be administrative liaisons to the Faculty Assembly and its committees without the right to vote. The Senior Vice President and deans shall not be eligible to serve as officers of the Faculty Assembly or voting members of Assembly Standing Committees, but may have speaking privileges at the Faculty Assembly meetings upon recognition by the chair or by specific written requests to the chair prior to Faculty Assembly meetings.
- B.** The Faculty Assembly also includes the following non-voting liaisons with speaking privileges.
  - 1.** Administrative liaisons shall be the Executive Associate Vice President of IFAS and associate and assistant deans.

2. Academic liaisons shall be chairs, research and education center directors, district directors, school directors, or directors of cross-department, interdisciplinary degree-granting programs.
3. Two IFAS Senators shall serve as liaisons from the UF Faculty Senate, selected by the IFAS Senators for two-year staggered terms.
4. Staff from support units may be asked to liaise with appropriate committees.
5. Two undergraduate student liaisons shall be chosen annually from CALS students for one-year terms by a procedure established by the Agricultural and Life Sciences College Council. In addition, two CALS graduate student liaisons shall be appointed by the CALS dean or his/her designee for one-year terms.

### ***Section 3 – Assembly Officers***

Elected officers of the Faculty Assembly shall be the Chair, Chair-Elect and Secretary. The Parliamentarian is an appointed officer.

- A. The Chair has the following duties and functions:
  1. Presides at Faculty Assembly meetings;
  2. Serves as Chair of the Faculty Assembly Executive Committee;
  3. Serves as the point of contact on behalf of the Faculty Assembly or the Senior Vice President and Deans on any matter within the Assembly's jurisdiction;
  4. Serves as the point of contact on behalf of the Faculty Assembly with the UF Faculty Senate;
  5. Serves as non-voting liaison to the IFAS Administrative Council; and
  6. Serves as a member of the Senior Vice President's Cabinet.
  7. Performs such other duties as may be directed by the Faculty Assembly.
- B. The Chair-Elect has the following duties and functions:
  1. Acts as Chair in the event the Chair is absent or otherwise unable to act;
  2. Serves on the Faculty Assembly Executive Committee; and
  3. Performs such other duties as may be directed by the Faculty Assembly.
- C. The Secretary has the following duties and functions:
  1. Records and keeps records of attendance;
  2. Keeps and posts the minutes of Faculty Assembly meetings;
  3. Serves on the Faculty Assembly Executive Committee;
  4. Posts and transmits all notices required under this Constitution, by the University and the State of Florida;
  5. Maintains all records of the Faculty Assembly on permanent file in the Senior Vice President's office;
  6. Performs such other duties as may be directed by the Faculty Assembly.
- D. The Parliamentarian has the following duties and functions:
  1. Attends all Faculty Assembly meetings as a non-voting member, if not otherwise an elected Assembly member;
  2. Determines whether a quorum as set forth in this Constitution is present before a Faculty Assembly meeting can begin;

3. Advises the Chair on application and interpretation of rules of procedures for the Faculty Assembly;
4. Offers advice, when requested, to any member desiring help on motions or other parliamentary procedures; and
5. Serves as an ex-officio, non-voting member of the Faculty Assembly Executive Committee.

### **Terms of Office and Selection of Officers**

- A. Officers shall be elected to one-year terms that begin August 1.
- B. At the April Faculty Assembly meeting, the assembly shall by majority vote elect from its voting membership a Chair-Elect and a Secretary for the next term beginning August 1. In the event that no candidate receives a majority vote, a runoff election will be held between the two candidates who received the most votes in the first balloting. Faculty Assembly representatives may be elected as Chair-Elect or Secretary during any year of their three-year assembly term, and will continue as an assembly officer for the duration of their term of office.
- C. On August 1, the current Chair-Elect shall become the Chair, succeeding to all the duties and functions of the Chair. In the case of death or resignation of the Chair, the Chair-Elect shall serve as Chair for the remainder of the former chair's term. The Faculty Assembly shall elect a new Chair-Elect as soon as possible.
- D. The Parliamentarian shall be appointed from the IFAS faculty by the Chair of the Faculty Assembly.

### ***Section 4 – Assembly Meetings and Voting***

The Faculty Assembly shall meet at least once quarterly. Special meetings of the Faculty Assembly may be called with due notice as stated in Article III, Section 1 at such times as the Faculty Assembly Chair or Senior Vice President may designate, or upon petition by five or more members of the Assembly. The Deans may request a meeting of the Faculty Assembly through the Chair of the Faculty Assembly.

A quorum for any meeting of the Faculty Assembly shall consist of one-half plus one of the voting Assembly membership. To facilitate voting, the Faculty Assembly Executive Committee shall be responsible for developing procedures to identify voting members present and for conducting the vote of members present. Participation in meetings by electronic technology is acceptable as specified by the Faculty Assembly. No proxies shall be recognized.

In the event of a request for Faculty Assembly input by the UF Faculty Senate, Senior Vice President or other that does not allow sufficient time for normal placement of such item on the agenda for a regularly scheduled Assembly meeting, information may be disseminated to Assembly members by electronic means and an electronic vote conducted.

Any member of the IFAS faculty shall have the right to attend meetings and to address the Faculty Assembly, but only Faculty Assembly members shall vote. Members of the faculty at large who serve on standing or ad hoc committees, but who are not members of the Faculty Assembly, may address the Assembly, but shall not vote in the Assembly.

## ***Section 5 – Assembly Standing Committees***

Faculty Assembly standing committees are a primary means of direct participation in IFAS shared governance by faculty members, particularly as it pertains to IFAS policies and practices that affect the rights and responsibilities of faculty, assured by Articles I and II of this Constitution, and pursuant to the land-grant mission of IFAS.

The Faculty Assembly has five standing committees:

1. Executive Committee
2. Tenure, Permanent Status and Promotion Committee
3. College of Agricultural and Life Sciences Curriculum Committee
4. Infrastructure and Resources Committee
5. Professional Welfare Committee

### **General rules:**

- A. Standing committees are the vehicles for providing, directly or through the Faculty Assembly, faculty determinations, recommendations, or consultations as appropriate.
- B. The creation or dissolution of any Faculty Assembly Standing Committee must be approved by the assembly using procedures set forth in Article VII of this Constitution.
- C. Except for the Executive Committee, each Standing Committee shall elect its own chair.
- D. Unless otherwise specified, membership terms for Standing Committees shall be three years, beginning August 1. Terms will be staggered. Whenever a vacancy occurs other than by expiration of term, the committee chair shall notify the Faculty Assembly Chair, who, in consultation with the Faculty Assembly Executive Committee may select a replacement until the next annual election of members at which time an individual will be elected to fill the remainder of the term. Committee members who have three consecutive absences from regularly scheduled meetings will be replaced.
- E. Only current members of the Faculty Assembly may be elected to the Faculty Assembly Executive Committee, the Infrastructure and Resources Committee or the Faculty Welfare Committee. No member of the Faculty Assembly may serve on more than two standing or joint committees.
- F. Standing committees shall keep regular minutes and records of committee meetings. Minutes shall be maintained for five years by the chairpersons of individual committees and in the official files for the IFAS Faculty Assembly.
- G. Standing committees will submit a written annual report (July 1-June 30) to the Faculty Assembly, within 60 days following June 30, summarizing committee accomplishments.
- H. Standing committees will follow protocols for meetings and communications similar to those of the Faculty Assembly.
- I. Ad hoc committees and task forces may be established by the Faculty Assembly, an Assembly Standing Committee, or by the Executive Committee.
  1. The manner in which ad hoc committee or task force members and chairs are selected must be made explicit when the committee/task force is established.
  2. The charge and expected date of completion must be designated in writing when the committee/task force is established.
  3. Where not specified, ad hoc committees/task forces establish the operations of their committee.

## **Structures and Functions of Faculty Assembly Standing Committees:**

### **1. Executive Committee:**

The Executive Committee consists of the Chair of the Faculty Assembly, the Chair-Elect of the Assembly, the Secretary, and the chairs of the Assembly standing committees. As such, their terms on the Executive Committee coincide with their terms as elected officers and committee chairs. The Faculty Assembly Parliamentarian is an ex-officio, non-voting member. The Chair of the Faculty Assembly shall be the chair of the Executive Committee. The Senior Vice President or designee, Chair of the Chairs and Chair of the Center Directors, and an Extension District Director shall be non-voting liaisons to the Executive Committee.

The Executive Committee coordinates and manages the workflow of the Faculty Assembly. It advises the Chair of the Faculty Assembly on all matters, including issues brought to its attention from outside Assembly or Administration formal structures. The Executive Committee determines the agenda for each meeting of the Faculty Assembly. It provides for reporting to the Faculty Assembly by administrative officers, by the chairpersons of committees, and by individuals. It coordinates, reviews, and refers actions and proposals from Faculty Assembly and Joint Committees and from the IFAS Administration. The Executive Committee also refers matters to standing or ad hoc committees.

The Executive Committee shall annually conduct a review of all Faculty Assembly committees. The member selection process, the purpose of the committee, and attendance at committee meetings will be annually evaluated. Following review, the Executive Committee may recommend to the Faculty Assembly the addition, reclassification, or dissolution of any Assembly Committee, and the transformation of existing Vice Presidential Committees into Joint Committees (Section 6), or vice versa. The Executive Committee is also responsible for recommending any special qualifications for members of Faculty Assembly Committees to the Faculty Assembly. Such special qualifications may be set forth in this Constitution or Faculty Assembly rules.

- 2. Tenure, Permanent Status and Promotion Committee:** The primary role of the IFAS Tenure, Permanent Status, and Promotion Committee is to review the nominations of IFAS faculty for tenure, permanent status, promotion, and distinguished professor, and to provide recorded assessments of such nominations to the deans and Senior Vice President, consistent with University of Florida policy. An assessment shall consist of a committee member's indication of whether or not the candidate meets the standards for tenure, permanent status, promotion, or distinguished professor within IFAS. The individual faculty members making the assessments shall not be identified.

The Senior Vice President will annually convene the Tenure, Permanent Status, and Promotion Committee in accordance with University of Florida requirements and IFAS Internal Management Memorandum 6C1-6.30-1-18. Members shall not hold administrative titles. Members shall declare any conflicts of interest. Members shall recuse themselves from assessing candidates from their own academic unit or tenure department. Members may be a resource for general questions of the committee as to aspects of distinction in the discipline, e.g., journal quality, availability of funding sources, extension

audiences, curriculum structure, peer institutions, prestigious awards, professional associations. Questions may also be directed to the unit leader or department chair.

Membership is for staggered two-year terms, July 1 of the first year through June 30 of the second. Members of the committee may not serve consecutive terms.

The IFAS Faculty Assembly will manage the nomination and voting processes for the elected members of the committee. Elections will occur in the spring prior to the end of spring semester. The IFAS Faculty Assembly will forward names of elected committee members to the Senior Vice President by June 1. Following notification of election by the Faculty Assembly, within 10 business days the Senior Vice President will send to each elected and appointed committee member a notice of appointment.

3. **Curriculum Committee:** The College of Agricultural and Life Sciences Curriculum Committee shall act on behalf of the faculty and perform the following functions pertaining to undergraduate and graduate programs:
  - a. Review and make recommendations to the University Curriculum Committee, Graduate Curriculum Committee and Graduate Council regarding course and curricular proposals, changes and other curricular matters.
  - b. Review, recommend and make changes to college-wide policies in the CALS Policy and Procedures Manual.
  - c. Proposals for new policies that have broad impact on faculty should be developed in consultation with the Faculty Assembly Executive Committee and CALS Dean's Office to determine if review by Faculty Assembly is warranted.

The committee will consist of elected faculty representatives with teaching responsibilities from each academic department and school; plus one CALS undergraduate student selected by the Agricultural and Life Sciences College Council and one CALS graduate student appointed by the CALS Dean, with each student serving a one-year term. Faculty representatives will have two-year terms, with half the committee elected each year. Members may be re-elected to the committee. The dean of CALS or designee(s) shall be a liaison to the CALS Curriculum Committee.

4. **Infrastructure and Resources Committee:** The Infrastructure and Resources Committee addresses the quality and allocation of resources vital to the mission of IFAS, including budget and fiscal matters; the recommendation of budget priorities; the fiscal implications of the creation, modification or deletion of programs; and the collection and dissemination of information about IFAS budgeting, space and planning. The Committee provides input to the Faculty Assembly for a dialogue with IFAS administration on the allocation of resources and IFAS' long-term and short-term strategic plans.

The Infrastructure and Resources Committee will be a committee of faculty and administrators representing the broad scope of IFAS programs, including teaching, research, extension and interdisciplinary programs. It will consist of four members elected by and from the Faculty Assembly, plus a department chair, a research and education center director, a district director and the Executive Associate Vice President, all as voting members appointed by the Senior Vice President. The Director of IFAS Facilities shall serve as a non-voting liaison to the Infrastructure and Resources Committee. The Senior

Vice President may suggest other appropriate liaisons. The committee chair shall be elected from among the Faculty Assembly representatives on the committee.

- 5. Professional Welfare Committee:** The scope of the Professional Welfare Committee encompasses all policies that support, encourage, define, and evaluate faculty and staff issues including recruitment and retention, rights and academic freedom; support programs; diversity; and programs that improve the quality of professional life. Also under the scope of the Professional Welfare Committee shall be policies pertaining to mentoring, sabbatical leave, continuing education and professional development, and monitoring of the post-tenure review procedures, as well as policies affecting the composition, procedures and practices of the IFAS Tenure, Permanent Status, and Promotion Committee.

The committee reviews any changes to the IFAS Tenure and Promotion criteria and Guidelines made by the Senior Vice President and IFAS Deans. Any changes to these guidelines must be approved by a majority of this committee and be recommended to the Faculty Assembly for approval. To be binding on any faculty member seeking promotion, approved changes to the IFAS Tenure and Promotion criteria and guidelines must be in place for one year prior to the submission deadline for tenure and promotion packets.

The Professional Welfare Committee shall consist of five members elected by the Faculty Assembly from the Assembly membership and one voting member from IFAS Administration appointed by the Senior Vice President.

## ***Section 6 – Other Committees***

**Administrative Committees, Councils and Task Forces:** Vice presidential and dean committees, councils, and task forces aid the Senior Vice President and deans in the performance of their duties as executive officers of IFAS. Such committees are created by, report to, and have membership appointed by their respective administrative officers. A list of Senior Vice Presidential and dean committees and their responsibilities shall be published annually by the Senior Vice President by means of a memorandum addressed to the Faculty Assembly and delivered at the time of the Senior Vice President's State of the Institute report. It is expected that these committees will work with the Faculty Assembly and its Standing Committees to the extent their areas of responsibility overlap. Administrative committees do not substitute for the structure and processes of shared governance established by this Constitution, yet they exist in the spirit of shared governance.

**Ad hoc and Joint Committees:** As per Section 5, General Rule I of this Article, ad hoc committees and task forces may be established by the Faculty Assembly, and some may be Joint Committees of the Faculty Assembly and Senior Vice President or deans.

Any member of the IFAS faculty may be selected by the Faculty Assembly to serve on such committees.

The Senior Vice President and deans may appoint non-voting liaisons to any committee to provide special expertise to Faculty Assembly Standing Committees, ad hoc committees/task forces or Joint Committees.

## **ARTICLE IV – Tenure, Permanent Status and Promotion**

All considerations of tenure, permanent status and promotion shall be consistent with the criteria for distinction established by a department, district or school as well as IFAS and university guidelines. The Senior Vice President or designee shall annually distribute IFAS and university criteria and guidelines for tenure and promotion along with relevant deadlines for submissions. Proposed changes to IFAS criteria and guidelines must be reviewed by the Professional Welfare Committee and approved by the Faculty Assembly.

## **ARTICLE V – Searches and Appointments**

### ***Section 1 – The IFAS Deans***

Searches for IFAS deans shall be conducted by a search committee that is balanced and representative of IFAS. The search committee is appointed by the Senior Vice President in consultation with the Faculty Assembly. Interim appointments of Deans should not normally exceed one year.

In consultation with the UF President and IFAS faculty, deans shall be appointed by and serve at the pleasure of the Senior Vice President.

### ***Section 2 – Department Chairs, School Directors, Research and Education Center Directors and Extension District Directors***

Searches for chairs and directors shall be conducted by the Senior Vice President and deans in close cooperation with the academic units to which that person will be appointed. The Senior Vice President and deans shall appoint a Search and Screen Committee that is balanced and representative of the respective department, school, center or district. The Search and Screen Committee shall present the qualified candidates to the faculty of the affected unit for review. After candidate interviews the Search and Screen Committee shall present to the Senior Vice President and deans a non-ranked list of recommended candidates with comments indicating the candidates' strengths and weaknesses, and the faculty of affected units may do likewise.

The Senior Vice President shall make an appointment to the position in consultation with the Unit Faculty.

### ***Section 3 – Associate or Assistant Deans and Other Administrative Officers***

Searches for associate and assistant deans and other IFAS administrative officers shall be conducted by a Search and Screen Committee that is balanced and representative of the IFAS faculty. The dean will appoint the committee consistent with IFAS and university guidelines for such committees. The Search and Screen Committee shall present to the appropriate dean a non-ranked list of recommended candidates with comments indicating the candidates' strengths and weaknesses. The dean in consultation with the Senior Vice President will make the appointment from the list provided or request additional candidates.



## ***Section 4 – New Faculty***

- A. Searches for tenure-track or tenured faculty shall be conducted by the department or school in which the faculty member will hold academic rank. The department chair or school director shall appoint a Search and Screen Committee consistent with IFAS and university guidelines and ensuring a balanced representation of the department, school or center. After candidate interviews the Search and Screen Committee shall present to the chair or director a non-ranked list of recommended candidates with comments indicating the candidates' strengths and weaknesses, and the faculty of the unit may do likewise in accordance with unit-level shared governance practices. After conferring with the Search and Screen Committee, the unit faculty and deans, the chair or director shall make the appointment to the position.
  
- B. Searches for County Extension faculty are coordinated between IFAS Human Resources, the Senior Associate Dean for Extension, District Extension Directors, County Extension Directors and Board of County Commissioners (6C1-6.007 IFAS; Qualifications & Appointment of County Extension Faculty, subsection 3 "Selection of Extension Faculty"). A screening committee is appointed by the Senior Associate Dean, consistent with IFAS and UF guidelines for such committees. The screening committee reviews applicants and sends a list of qualified candidates to the District Extension Director (DED) and County Extension Director (CED) for consideration. The CED and DED select which candidates to interview. After interviews are held, the DED collects input from each member of the interview team and recommends the candidate for hiring to the Senior Associate Dean for Extension. The Board of County Commissioners may become involved in the interview and selection process, as specified in Florida Statute 1004.37.

## **ARTICLE VI – Rules of Order**

When conducting the business of IFAS, in the absence of provisions of the Constitution or IMMs, the current edition of Robert's Rules of Order shall be followed.

## **ARTICLE VII – Amendments**

Proposed amendment(s) shall be submitted in writing by the Secretary of the Faculty Assembly to the faculty at least two (2) weeks before a regular or special Faculty Assembly meeting to consider said amendments. The Faculty Assembly will decide by majority vote whether the proposed amendment will be referred to the faculty for a vote. Constitutional amendments may only be considered at Faculty Assembly meetings scheduled during the academic year.

This Constitution may be amended by a two-thirds vote of the IFAS faculty who vote on the amendment provided that notice and the text of the proposed amendment(s) are sent to the faculty by the Secretary at least 20 business days prior to the date of the faculty referendum on the proposed amendment(s). Amendments shall become immediately effective when written notice of the adopted changes is sent from the Chair of the Faculty Assembly to all members of the faculty. Such notice must be given within 10 business days of the date the vote is recorded.

## **Appendix I: Faculty Assembly Unit Representatives**

### ***Departments and Schools***

Agricultural and Biological Engineering  
Agricultural Education and Communication  
Agronomy  
Animal Sciences  
Entomology and Nematology  
Environmental Horticulture  
Family, Youth and Community Sciences  
Food and Resource Economics  
Food Science and Human Nutrition  
Forest, Fisheries, and Geomatics Sciences  
Horticultural Sciences  
Microbiology and Cell Science  
Plant Pathology  
Soil, Water, and Ecosystem Sciences  
Wildlife Ecology and Conservation

### ***Section 2 – Research and Education Centers***

Citrus REC  
Everglades REC  
Florida Medical Entomology Lab  
Ft. Lauderdale REC  
Gulf Coast REC  
Indian River REC  
Mid-Florida REC  
North Florida REC  
Range Cattle REC  
Southwest Florida REC  
Tropical REC  
West Florida REC

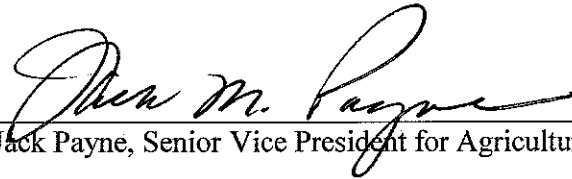
### ***Section 3 – Extension Districts***

Northwest – District I  
Northeast – District II  
Central – District III  
South Central District – IV  
South—District V

Constitution ratified August 15, 2008; Revised July 16, 2014; Article III Section 5, part 2  
Amended December 7, 2021.

## Approval and Acceptance Signatures

As representatives of the IFAS Administration and Faculty, and with a vote of the IFAS Faculty, the undersigned approve and accept this amended Constitution as the defining framework of shared governance for the Institute of Food and Agricultural Sciences, now and for the future:




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Jack Payne, Senior Vice President for Agriculture and Natural Resources



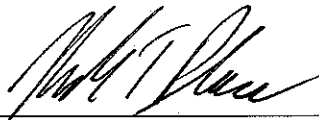
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R. Elaine Turner, Dean of the College of Agricultural and Life Sciences



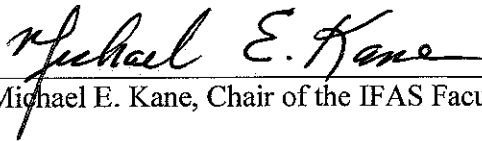
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Doug Archer and Mary Duryea, Interim Deans for Research and  
Directors of the Florida Agricultural Experiment Station



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Nick T. Place, Dean for Extension and  
Director of the Florida Cooperative Extension Service



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Michael E. Kane, Chair of the IFAS Faculty Assembly

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July 16, 2014  
Effective Date