

Department of Health Education and Behavior Operating Code

Preamble

“Shared governance in the academic mission of the University is collaborative participation of administrators and faculty in the decision and policy making process.” (Report of the Faculty Senate-Presidential Task Force on the Implementation of Shared Governance Structure, Executive Summary, 2006, p.2). Shared governance is an interdependent relationship between faculty and administration. Excellent results can be achieved through mutual respect and full engagement in this collaborative process.

The Report of the Faculty Senate-Presidential Task Force (<http://www.senate.ufl.edu/archives/committees/governanceTaskForce/report13.pdf>) defines five principles on which effective shared governance is founded. These principles are:

1. Mutuality, collegiality and collaboration;
2. Transparency;
3. Representative participation;
4. Mutual accountability; and
5. Clarity of roles.

We believe that a departmental culture that governs according to these defined principles provides the foundation for success in all areas of endeavor – teaching, research and service. Academic departments with a reputation for responsible, respectful conduct attract and retain the best faculty, staff and students yielding long-term, sustainable excellence.

Section I—Governance of the Department

This operating code outlines the general principles that guide the governance of the Department of Health Education & Behavior in the College of Health & Human Performance. This operating code is governed by and subordinate to the College’s Constitution and Bylaws which are governed by and subordinate to the University of Florida’s Constitution and Bylaws as well as any other university policies established through the various governing bodies. Operating within these contexts and within the provisions of this operating code, governance of the department shall be shared between the administration of the department and the faculty as a whole.

The Department’s Strategic Plan serves as the guide for departmental decisions relating to policy, resources, and planning for the future. Review and revision of the departmental strategic plan is a collaborative process resulting in clearly articulated goals and objectives designed to enhance overall programmatic success. A comprehensive review of the Department’s Strategic Plan will begin one year prior to Year 5 of the plan. This review will be directed by a faculty ad hoc committee.

Section II—The Faculty

A. Membership of the Faculty

1. The faculty of the Department consists of those in tenure accruing ranks and non-tenure accruing ranks as defined in the University Constitution and the Florida Administrative Code 6C1-7.003. Unless otherwise specified, all faculty have the right to vote on departmental issues relevant to their specific roles and responsibilities. Generally, a simple majority of faculty present and voting will carry or defeat a motion providing that a quorum of 2/3s of the faculty membership is present and voting.
2. Courtesy appointments to the faculty may be proposed by any faculty member (including the chair). Upon a majority vote of the departmental faculty such appointments can be made. Faculty on courtesy appointments will not be extended voting privileges in the department nor will they accrue tenure in the department.

B. Graduate Faculty

1. Graduate Faculty status is offered to tenured and tenure track faculty in the department who hold the rank of assistant professor or above as specified by the Graduate School.
2. Appointment to the graduate faculty must be supported by a 2/3s majority vote of the departmental faculty.
3. Graduate faculty are eligible to teach graduate courses serve on graduate committees; direct Masters theses and chair Masters committees; direct Doctoral research and chair Doctoral dissertation committees; and vote on matters related to graduate curriculum.
4. Faculty in non-tenure track positions or in non-faculty positions who hold a terminal degree may be offered Graduate Faculty status as specified by the Graduate School. Specifically, these faculty may serve on graduate committees, but are not eligible to chair masters or doctoral committees.

C. Rights of the Faculty

1. The basic principle of academic freedom and its responsibilities are essential to the full development of the department, college and university. These principles reflect the fundamental mission of academia which is to discover knowledge and to disseminate this knowledge to our students, to our discipline and to society at large. This freedom and responsibilities apply to all areas of endeavor, teaching, research and service. Faculty members are free to cultivate a spirit of inquiry and scholarly criticism and to examine these ideas in an atmosphere of freedom and confidence. This freedom enables the advancement of knowledge and the effective transmission of that knowledge to our students and to the public. The exercise of academic freedom is founded upon professional ethics and integrity when teaching, conducting research, or otherwise acting as a member of the faculty as described in the Florida Administrative Code 6C1-7.010(1)(d)1-5.
2. Faculty members have the right to know what is required of them in their work and how that work will be evaluated. Faculty members shall be informed of their responsibilities in writing according to University policy [Florida Administrative Code 6C1-7.010 (1) (a)] upon hire and annually via the semester workload assignment.

3. Individual faculty are informed in a timely manner related to decisions regarding tenure, promotion, sabbatical leaves, salaries, salary increases and evaluations. Faculty members have the right of appeal regarding such decisions consistent with all policies and procedures of the College and/or University.
4. On all matters relating to tenure and promotion, faculty members are informed in a timely manner the results of the departmental vote and receive a copy of the chair's letter.
5. Any faculty member has the right to view and to request copies of any and all information pertaining to them retained in any official personnel files within the department, college or university. And, to provide a written response to any information contained in the file if they so choose.
6. Faculty members may employ the grievance process outlined in UF Rules if they believe their rights as a faculty member have not been met. Consult UF Rules 6C1-7.041 (<http://regulations.ufl.edu/chapter7/7041.pdf>), 6C1-7.042 (<http://regulations.ufl.edu/chapter7/7042.pdf>) and 6C1-7.0441 (<http://regulations.ufl.edu/chapter7/70441.pdf>) for specific details on grievance procedures and filing deadlines.
7. Any member of the faculty may call meetings of the departmental faculty to discuss matters of concern without limit on the number of called meetings.

D. Responsibilities of the Faculty

1. Contributing to the teaching, research, and service missions of the department, college and university.
2. Participating in the process of faculty governance.
3. Contributing to the governance of the department, college and university through service on committees, task forces or other groups as requested or appointed.
4. Developing, modifying, implementing and evaluating the department curricula including the requirements for entrance into and graduation from the department within the parameters set forth by the college and university.
5. Supporting an environment of collegiality, ethical conduct and professional integrity as exemplified by the following practices (UF Rule 6C1-7.018):
 - a. Being forthright and honest in the pursuit and communication of scientific and scholarly knowledge.
 - b. Respecting students, staff, and colleagues as individuals; avoiding any exploitation of such persons for private advantage
 - c. Serving the integrity of the evaluation process with regard to students, staff, and colleagues, so that it reflects their true merit.
 - d. Recognizing the responsibilities arising from the nature of the educational process.

E. Departmental meetings

1. Faculty meetings will be held on a regular basis (at a minimum one per semester) during the academic year. Dates and times of meetings will be announced at the beginning of the academic year
2. An agenda shall be provided for the meeting at least 24 hours prior to the meeting date.
3. Any faculty member may suggest agenda items for faculty meetings; items should be submitted in writing to the chair at least 48 hours prior to the meeting date.

4. No action items may be approved unless a quorum of the faculty (2/3s of faculty membership) is present and voting.
5. No proxies will be recognized; no prior votes will be recognized (individuals voting on matters of interest to the department should do so with full information including participating in the discussion related to the vote).
6. All votes are advisory to the department chair.
7. Meeting minutes shall be circulated at a minimum 7 days prior to the next called meeting of the faculty.

F. Departmental Committees

1. Academic Personnel Committee

The departmental Academic Personnel Committee shall consider all matters relating to faculty tenure and promotion and courtesy appointments. All tenured faculty members shall serve on the Committee. The Committee will elect its chair. All tenured faculty may review documents, discuss and vote on the question of tenure. Only faculty at the rank or a higher rank may vote on the question of advancement in rank, the only exception being a vote of full professors on the question of nomination for distinguished professor. Specifically, only full professors review documents, discuss and vote on nominees for full professor or for distinguished professor. The committee will act as described in the departmental guidelines for tenure and promotion.

2. Graduate Program Advisory Committee

The Graduate Program Advisory Committee has the responsibility to review and make recommendations about procedures, policies and curricula relating to the graduate program. Such recommendations are presented to the HEB faculty for information, discussion and as appropriate a vote. The Graduate Program Coordinator who is appointed by the department chair will serve as chair of this committee with membership to be appointed by the department chair from those who are nominated to serve (self nominations are accepted).

3. Undergraduate Program Advisory Committee

The Undergraduate Program Advisory Committee has the responsibility to review and make recommendations about procedures, policies and curricula relating to the undergraduate program. Such recommendations are presented to the HEB faculty for information, discussion and as appropriate a vote. The Undergraduate Program Coordinator who is appointed by the department chair will serve as chair of this committee with membership to be appointed by the department chair from those who nominated to serve (self nominations are accepted).

4. Recognition Committee

The Recognition Committee has the responsibility to review and recommend faculty and/or students for recognition within the department, college and university. Additionally this committee will encourage and facilitate nominations of faculty and/or students for recognition to outside groups such as professional societies. (Details outlining role and function TBD).

5. Merit Committee

This committee has the responsibility to develop and/or review in consultation with the department chair the criteria for determining how faculty performance will be evaluated for the purpose of awarding merit pay raises. These criteria will be developed in such a manner that faculty workload assignments are taken into consideration. Further, the process will include peer review of materials prepared by individual faculty members for his/her annual evaluation. The criteria will be approved by the faculty prior to implementation.

6. Ad Hoc Committees

The department chair may create ad hoc committees to achieve specific tasks not assigned to other committees in the department. The chair shall solicit participation from the faculty and appoint an ad hoc committee to study and report on any issue of concern to the faculty. The department chair will designate one of the members to serve as chair of the committee. As ad hoc committees are appointed the chair will announce to the department the committee and the charge to the committee. The ad hoc committee will report to the faculty the results of their work. A list of ad hoc committees and their membership will be maintained in the departmental office and published on an annual basis.

Section III—Administration of the Department

The department chair serves as the chief academic and administrative officer of the department. The chair is appointed by the dean and serves in accordance with university policy. The chair is responsible to the Dean for the administration of the department and is responsible to the faculty for the development and execution of departmental policy. The service of the chair shall be reviewed by the Dean on an annual basis in consultation with departmental faculty.

The chair is responsible for:

- A. Overseeing and reviewing long range goals and objectives as set forth in the departmental strategic plan.
- B. Working with the faculty to make appropriate modifications to the strategic plan.
- C. Consulting with the faculty on resource allocation necessary to meet the goals of the strategic plan.
- D. Advocating for faculty concerns, needs and interests.
- E. Presenting to the faculty annually information on budget allocation, permanent endowments in the UF Foundation and receipt of grants and research contracts.
- F. Preparing and administering the departmental budget.
- G. Recruiting new faculty and non-academic personnel.
- H. Appointing and supervising center directors, undergraduate coordinator, graduate coordinator and other program coordinators as deemed necessary.
- I. Encouraging faculty members in the department to improve themselves professionally through study, research, and participation in professional organizations

Section IV—Programs, Centers, Institutes

A. Programs

Degree and non-degree programs may be proposed by any member of the faculty (including the department chair) and if approved by the departmental faculty put forward to the college and university in accordance with college and university policy.

B. Institutes and Centers

Institutes and Centers may be proposed by any member of the faculty (including the department chair) and if approved by the departmental faculty put forward to the college and university in accordance with college and university policy.

Section V—Tenure and Promotion

Tenure and promotion consideration shall be consistent with the departmental guidelines for tenure and promotion, as well as College and University requirements. The departmental tenure and promotion guidelines shall be applied to current faculty members and to consideration of faculty members to be hired at senior rank or with tenure. The chair upon receipt of the university guidelines from the Dean's office shall distribute these guidelines to the faculty along with the relevant timeline.

Section VI—Searches and Appointments

A. Appointment of new faculty

Searches for tenured, tenure – track or lecturer faculty positions shall be conducted by a committee of department faculty appointed by the chair. The committee shall have at least 3 members. With approval of departmental faculty, individuals outside of the department may also be appointed to the search committee. At the first called meeting of the committee, the chair will provide a charge to the committee and the college's EEO officer will review the University and College rules of conduct for searches.

The department chair will appoint the search committee chair. After consultation with the department faculty the search committee shall present a list of qualified and acceptable candidates to the chair. In the event that any candidate is unacceptable to the chair or a candidate declines the offer, the chair shall meet with the committee to discuss options. In the event that a candidate is unacceptable to the Dean, or declines the offer, the Dean shall request from the department chair the names of other acceptable candidates; the chair will identify these candidates in consultation with the faculty.

B. Appointment of Visiting Faculty

Visiting faculty may be appointed in accordance with the College of Health and Human Performance Constitution, Section 2.B.

C. Appointment of Emeritus Faculty

Faculty nominated for emeritus status must receive an affirmative vote of the department faculty before the name can be put forward to the Dean and subsequently to the Provost and President for appointment to an emeritus status.

D. Appointment of the Chair

The Department Chair is appointed by and serves at the pleasure of the Dean.

Section VII—Rules of Order

When conducting the business of the department we will apply the principles of the ground rules approved by the departmental faculty. In general, faculty will fully participate in the discussion; display mutual respect for individuals and ideas, and we will adhere to the principles of ethical conduct in such a way as to create an environment of trust. Further we agree to hold one another accountable for adherence to these rules of order and to the basic tenets of shared governance.

Section I—Review and Amendments

Two years from the date of approval of this operating code by the faculty the chair will appoint an ad hoc committee for purposes of reviewing this document and other applicable governing documents and propose any changes to this operating code.

A. Scheduled Review

Each 5 years from the date of initial approval, the chair shall appoint an ad hoc committee to review the operating code and related documents. Changes recommended by the committee must be approved by 2/3 vote of the faculty through confidential balloting conducted by the committee. Changes take effect on the date indicated (if specified in the motion to amend) or as soon as feasible following approval.

B. Special Review

Faculty members may request a special review in the Operating Code by an ad hoc committee at any time if a majority of faculty supports the request. Changes recommended by the committee must be approved by 2/3 vote of the faculty through confidential balloting conducted by the committee. Changes take effect on the date indicated (if specified in the motion to amend) or as soon as feasible following approval.

C. Amendments

This operating code may be amended by 2/3s vote of the faculty through confidential balloting conducted by the committee. Changes take effect on the date indicated (if specified in the motion to amend) or as soon as feasible following approval.

Appendices: (TBD)

Approved by the Department of Health Education and Behavior faculty April 23, 2007