

SENATE BY-LAW 20

University Committees

(Senate By-law 20, April 11, 2002)

Senate Organization and Procedure: University Committees

(A) Establishment of Committees

1. Senate standing committees must be established by action of the Senate.
2. Special Senate committees may be established either by action of the Senate, or by the Steering Committee acting in consultation with the President.
3. The Committee on Committees shall annually review the list of Senate Committees, and shall recommend to the Senate which Senate committees shall be continued, reclassified, dissolved, or added.
4. When in the study of matters before a committee, it is advisable to bring in special assistance from persons outside the committee, a subcommittee, including such persons, may be named by the committee. Such a subcommittee shall be temporary in nature. It shall be responsible to, and make its report to the committee which appointed it, and it shall not be designated as a Senate committee.

(B) Description of Committees

1. Certain committees shall be designated Senate Committees. These shall include:
 - a. Academic Freedom, Tenure, Professional Relations and Standards Committee. The duties and composition of the Academic Freedom, Tenure, Professional Relations and Standards Committee are as set forth in the Constitution. Nominees for membership in this committee shall be tenured faculty holding the rank of professor (or equivalent) or above.
 - b. Committee on Committees. The duties and composition of the Committee on Committees shall be as set forth in the Constitution.
 - c. University Constitution Committee. This Committee is comprised of six members elected by the Faculty Senate from the faculty at large. The Chair is elected. It is charged with the review of the provisions of the University Constitution and with making recommendations in connection therewith to the Faculty Senate. Changes in the Constitution which are proposed to the Senate shall be referred to the Constitution Committee for consideration and recommendation to the Senate. The Constitution

Committee acts as an agent of the Senate to interpret the meaning of any provision in the Constitution. It edits and prepares for publication revised editions of the Constitution.

- d. Honorary Degrees, Distinguished Alumnus Awards and Memorials Committee. Eight members elected by the Senate comprise this committee. Members, selected from diverse fields shall hold the rank of professor or its equivalent, and shall have strong records of teaching and research. The Chair is elected. The Committee shall formulate principles covering the conferring of honorary degrees by the University, and shall initiate or entertain suggestions as to individuals to whom honorary degrees shall be granted. This Committee shall make its recommendations to the Senate for transmission to the Board of Trustees.
- e. Senate Nominating Committee. Four faculty members elected by the Senate from the faculty at large shall serve with three presidential appointees as a nominating committee for the elected members of all Senate committees and Joint Committees, and the committee shall be available to the President for recommendations for Presidential Committees. The Chair is elected. In discharging its duties this committee shall consider diverse representation by faculty drawn from the entire University at all appropriate ranks; the selection of highly qualified faculty members where specific expertise is required; and the development of a fully engaged faculty, dedicated to service as a crucial third component of its teaching, research and service mission.
- f. Senate Steering Committee. The duties and composition of the Steering Committee are as set forth in the Constitution.
- g. University Libraries Committee. The University Libraries Committee shall be composed of eight elected members. The Chair is elected. This committee shall annually recommend allocation of book funds to departments and colleges in a report to be considered for approval by the Senate. The Committee shall recommend policy to the Director as to the coordination of all libraries of the University and as to establishment of branch libraries. It also shall make policy recommendations on library matters broadly affecting faculty and students. Libraries with appropriations in special budgets shall be coordinated by the Director of University Libraries as to personnel, purchasing policies, the central catalog, etc. The scope of such libraries and their general relationship in the University Library System also shall be considered in overall library policies by the Committee.

2. Certain committees shall be designated as Joint Committees. These shall include:
 - a. Academic Personnel Board. The President will appoint six members, three of whom will be selected from a slate of nominees elected by the Faculty Senate from the faculty at large. All nominees must hold the rank of professor or above with strong teaching and research records, selected from a variety of disciplines. Three times as many nominees as openings will be provided annually. The Chair is appointed by the President or the President's designee. The Academic Personnel Board advises the President with respect to promotion and tenure nominations, serving in a fact-finding and consultative role.
 - b. Curriculum. The President shall appoint 20 members to this committee, and the Senate will elect three members from the faculty at large. The Chair is appointed by the President or the President's designee. This Committee shall consider all requests for changes in undergraduate curricula or catalog listings, and for the addition of new courses of instruction in any of the colleges, divisions and schools of the University, except the Graduate School. When the question under consideration pertains to a course or courses at the "5000" level, available for graduate major credit, the Committee shall act jointly with the Graduate School. The Committee shall endeavor to eliminate duplication of subject matter between courses and unnecessary proliferation of courses. Ordinarily, the Committee's decisions on proposals to add courses to the curriculum or to delete courses from the curriculum shall be final, but the department which would offer the course, or has been offering it, may appeal the Committee's decision to the Senate. Such an appeal would be addressed to the Curriculum Committee, which might either reverse its earlier decision or ask the Steering Committee to schedule Senate consideration of the appeal. The Committee's decision on proposals to add, delete, or make changes in programs of instruction leading to undergraduate degrees shall not be a final decision, but shall be submitted to the Senate for final action.
 - c. Faculty Academic Advisory Council. Three members elected by the Faculty Senate from the faculty at large join the ten members of the Senate Steering Committee to form the Faculty Academic Advisory Council. The Chair is elected. This committee advises the President, reviews and responds to plans, proposals and policies of the University administration, and provides a mechanism for timely faculty input into these deliberations during their formative states. This committee annually selects the Teacher-Scholar and the recipient of the Teacher/Advisor of the Year Award.
 - d. General Education Council. The President shall appoint 13 members to this committee from the majority of baccalaureate degree-granting

colleges within the University, and the Senate will elect three members from the faculty at large. The Chair is appointed by the President or the President's designee. The General Education Council establishes a philosophy of what constitutes the general education component for baccalaureate degrees offered by the University. It reviews, in accordance with established criteria, all courses proposed to fulfill general education and Gordon Rule requirements. It makes recommendations to the Curriculum Committee regarding the continued effectiveness of the general education program.

- e. Lakes, Vegetation and Landscape. The Lakes Vegetation and Landscape Committee consists of six faculty members, three appointed by the President or the President's designee and three elected by the Senate from the faculty at large, plus one student member. The Chair is elected. This Committee is responsible for items that affect the use of University lakes, including guidelines for use of such lakes in order to preserve their ecological integrity and research capabilities, and the management and well being of natural areas containing non-domesticated plants and animals. It provides recommendations concerning enforcement of policies regarding the removal of trees and other vegetation. It provides input to the University Land Use and Facilities Planning Committee regarding planning of major landscape elements such as green space, open space, and significant architectural features to ensure their compatibility with existing and planned landscaping and master planning. It provides recommendations to the Vice President for Finance and Administration about construction on campus, specifically concerning: programming, including general site suitability having an impact on trees, landscape, natural areas and lakes; schematic design, including tree removal, plans for transplants, replacements and/or mitigation based on building footprint, utility corridors and other construction activities; and design development including new landscaping, appropriateness and inclusion of any mitigation for tree removal.
- f. Land Use and Facilities Planning. The Land Use and Facilities Planning (LUFPP) Committee consists of 20 faculty members, ten appointed by the President or his/her designee and ten elected by the Senate from the faculty at large, plus three student members. The Chair is elected. In conjunction with the Lakes Vegetation and Landscaping Committee, the Preservation of Historic Buildings and Sites Committee, and the Parking and Transportation Committee, this committee will be responsible for providing recommendations on the overall appearance and development of the campus to the Vice President of Finance and Administration. This committee shall also provide recommendations regarding the enforcement of the University of Florida Master Plan policies and guidelines. Its responsibilities are to participate in the development and updating of the University of Florida Master Plan, to recommend policies for land use and

facilities development, and to review and recommend approval/denial of all requests for land use changes. The committee will monitor the execution of the University of Florida Master Plan by reviewing and recommending approval/denial of all project sites during the Programming and Schematic Design phases; review and recommend approval/denial of architectural design of buildings and landscaping, building additions/renovations, and utility projects during the design development phase; provide input on minor projects (\$1 M and less) that impact the footprint building exterior of potential historic building's interior; and assist in upholding the policies, procedures and standards set by the University of Florida Master Plan. The committee will work with other committees referenced above in an integrated and holistic approach to campus planning and development.

- g. **Parking & Transportation.** The Parking & Transportation Committee consists of 14 faculty members, seven appointed by the President or the President's designee and seven elected by the Senate from the faculty at large, plus five student members. The Chair is elected. This committee reviews and recommends rules and regulations of a non-financial nature governing traffic, parking and registration of vehicles, bicycles, scooters and motorcycles and public transportation to and on the campus. It reviews and recommends programs to meet and enhance the parking and transportation on the campus. It reviews and recommends site locations for new parking facilities and parking lot enhancements on the campus. It reviews and recommends special parking requests from University departments, students, staff and faculty. It reviews and recommends any significant findings regarding all parking and transportation matters. It reports to the Vice President for Finance and Administration the significant findings of the Committee regarding all parking and transportation matters considered by the Committee.
- h. **Preservation of Historic Buildings & Sites.** The Preservation of Historic Buildings and Sites Committee consists of ten faculty members, five appointed by the President or his/her designee and five elected by the Senate from the faculty at large, plus two student members. The Chair is elected. This committee assists the University in implementing its Policy on Historic Preservation, filed with the Florida Secretary of State, as a Programmatic Memorandum of Agreement for Protection of Historical Resources. In support of this Memorandum, it assists the University in fulfilling federal and state obligations with respect to its historic and archeological resources. It reports to the Vice President for Finance and Administration the significant findings on all matters considered by the Committee.
- i. **Student Petitions Committee.** The Student Petitions Committee shall be composed of six appointed members, three elected members and two

students. The Chair is appointed. This committee shall act for the Senate on the petitions of students requesting waivers of University academic regulations except petitions requesting (1) late registration, (2) exceptions to minimum-maximum load regulations, (3) changes of schedule after the date authorized for such changes, and (4) adding of courses after the date set in the University Calendar as the last time for adding courses. These four kinds of petitions shall be acted on by the school or college in which the student is enrolled. Petitions approved by the school or college must be reported to the Registrar's Office before the action becomes official.

(C) Committee Reports

1. Committees shall report to the Senate or to the Senate Steering Committee, orally or in writing, at the request of the Senate or the Steering Committee. Generally such reports will be brief and will be made to inform the Senate concerning committee policies and procedures.
2. Brief summaries of committee reports may be submitted to the Steering Committee in time for inclusion in the information agenda.
3. At the request of 10 or more Senators, any committee report which has been submitted to the Senate shall be opened for discussion and for possible transfer to the action agenda.
4. The Graduate Council and the University Curriculum Committee shall be required to report to the Senate when either is considering creating a new degree program or abolishing an old one.

(D) Committee Membership

1. All committee members elected by the Senate shall be elected by ballots mailed to all voting members of the Senate by the Secretary of the Senate. Ties in the voting shall be settled by lot.
2. If two or more committee members are to be elected for terms of different lengths, the longest term of office shall go to the candidate receiving the most votes, the next longest term shall go to the candidate receiving the second highest number of votes, etc. until all the committee vacancies are filled.
3. Unless otherwise provided, membership in the Senate is not prerequisite for election to Senate or Joint committees.
4. Unless otherwise provided, the members of Senate and Joint committees shall serve for terms of three years, except that the first time a committee is elected there will be as nearly as possible an equal distribution of the members with terms

of one, two and three years. The terms of members of special committees may be similarly staggered, and they shall not be for more than three years.

5. Unless otherwise provided, Senate and Joint committee members may be elected for successive terms when their experience or special talents make reappointment advantageous to the University, but as opportunity offers, changes should be made in the elected personnel of every Senate and Joint committee.
6. In January of each year, the chair of each Senate and Joint committee shall advise the President and the Nominating Committee of the names of elected of committee members whose terms are about to expire, and may suggest suitable nominees for the vacancies. Wherever a vacancy occurs other than by expiration of term in the case of members elected to serve, the committee chair shall notify the Senate Chair, who, in consultation with the Senate Steering Committee, shall 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.

(E) Committee Chairperson

1. Unless otherwise provided, each Senate committee shall annually elect its own chairperson at the end of the academic year. In the absence of an elected chair, the Committee on Committees shall designate an acting chair to convene the first meeting for the purpose of electing a chair who shall conduct such other business as may be appropriate.
2. In matters of general faculty or Senate interest, it shall be the duty of every committee chair to keep the Steering Committee informed of actions of the committee, and of matters the committee has been requested to consider. To facilitate the Steering Committee's scheduling of Senate work, any member of the Senate or University Administration who submits such a matter to a Senate or Joint committee for its consideration should at the same time send a copy of the proposal or request to the Steering Committee.