

ARTICLE 4: SHARED GOVERNANCE

Shared governance and academic freedom are inextricably connected. The Board and UFF recognize the necessity of a strong system of shared governance involving faculty members in areas of academic concern. Therefore, a system of shared governance shall exist at all levels of the College through UFF, the Faculty Senate, and a variety of committees.

4.1 – College-wide Governance

A. Communication. Information about College meetings, including agendas and minutes when available, shall be widely disseminated in a timely fashion. Such meetings shall include those of the Board of Trustees, College and Campus standing and ad hoc committees, and other duly constituted bodies involved in Faculty and College affairs. Routine Administrative Staff meetings are not covered by this article. The Administration shall undertake to keep Faculty informed of items discussed and decisions taken in all areas relevant to the Faculty.

B. Faculty Access to Board of Trustees. The President of the UFF Chapter, or his designee, the representatives of any duly constituted Faculty body, or any Faculty member may address the Board on any item pursuant to Florida Statutes, Administrative Rules, and College Policies and Procedures.

C. Availability of Board agenda, minutes, and packets.

1. The agenda for forthcoming Board meetings shall be disseminated widely at each campus in a timely manner and be of sufficient detail that Faculty members can reasonably determine if they have a substantial interest in any item.
2. Minutes of Board meetings shall be posted on the College Website as soon as practicable following each Board meeting.
3. At least one Board meeting packet, including agenda, minutes of previous meeting, and related literature, should be made available to Faculty in the Provost's office on each campus and one complete packet delivered to the UFF Chapter President at least one week before the Board meeting, or as soon as practicable.

D. Consultation . As a continuation of amicable and responsible cooperation at the College, the President of the College and the President of UFF-SCF shall meet at least once each semester to consult and coordinate common objectives. They shall also meet prior to and after each State legislative session as needed to discuss and review the specific allocations that relate to any area of instructional spending and the pertinent wording related to those allocations, and to any legislative decisions that may affect this Agreement and issues of Faculty concern.

E. The Faculty Senate shall be the primary body representing faculty in areas of governance beyond this Agreement. Such areas may include, but are not limited to, curriculum, academic programs and courses, College policies and procedures, and professional leadership as provided in Appendix C of this Agreement.

45 F. College-wide Faculty Meetings. Faculty shall be provided an opportunity for college-wide
46 discipline meetings at least once per major semester of each academic year and any other
47 designated in-service or development days to discuss curriculum, training, and other issues that
48 affect student success, student retention, and other academic issues.
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50 G. Faculty Representation at Administrative Meetings. Where practicable and desirable, the
51 College should invite/permit Faculty members to attend special purpose or ad hoc
52 Administration meetings at College level. This may be on a regular basis and should include
53 Faculty from each campus. The roles of such Faculty at these meetings shall normally be limited
54 to observing, clarifying, advising, and providing a Faculty perspective. The Faculty roles after
55 the meeting shall include communicating accurate information and responsible impressions to
56 the Faculty at large and relaying Faculty responses back to the respective Administrative group.
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58 4.2 – Campus Governance

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60 A. Campus Committees. Each Campus shall maintain a structure of Campus advisory and
61 consultative committees of appropriate administrators, faculty, staff and, when appropriate,
62 students, that will initiate, draft, refine, review, and make recommendations on matters of
63 concern to the Campus. Each committee should have a designated senior campus administrator
64 to charge that committee with tasks, and to whom it presents its recommendations and reports.
65 The administrator shall meet with the relevant committee to review committee recommendations
66 and discuss acceptance or rejection of those recommendations.
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68 B. Campus-wide Faculty Meetings. At least once each major semester, there shall be a campus-
69 wide faculty meeting at each campus with the appropriate Dean(s) and other Administrators. The
70 purpose of this meeting shall be to share information and concerns. On the agenda should be
71 items such as the setting and meeting of goals, discussion of decisions and issues that are of
72 current interest to the College, campus, and/or faculty.
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74 C. Major Campus Decisions. Wherever possible, Campus decisions shall be the result of
75 dialogues between the relevant administrators, departments, and affected faculty and staff.
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77 4.3 – Department Governance

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79 A. The full time faculty of each department at the College shall meet together in an open
80 meeting with their department head at least once each major semester to discuss and review the
81 following.
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- 83 1. The priorities for allocation with the departmental budget
- 84 2. Course offerings, course schedules, and faculty assignments. At the open departmental
85 meeting, the method to be utilized in assigning schedules will be determined.
- 86 3. Assignment of released
- 87 3. Course offerings and the schedule of those offerings
- 88 4. The allocation and equitable availability of departmental supplies and services.
- 89 5. Additional full time Faculty positions

90 6. Wherever possible, major departmental decisions shall be reviewed and discussed
91 with faculty within that department
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93 B. Course scheduling and faculty assignments. A spirit of cooperation should prevail between
94 administrators and faculty members in determining course schedules and faculty assignments. At
95 all times, the needs of the student population shall be the paramount consideration in determining
96 course schedules. Prior to determining course schedules for the ensuing semester, each
97 appropriate supervisor shall request each faculty member's preference for course assignments
98 and should strive to honor each full-time faculty member's preference with regard to his/her
99 required load for that semester. The resulting tentative course schedule and assignment should be
100 discussed and reviewed with each faculty member and attempts should be made to resolve
101 conflicts with course schedules and assignments. Course and release assignments shall fair and
102 equitable.
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104 C. Evaluation of Supervisors. Full time Faculty shall have the annual opportunity to evaluate
105 their immediate supervisor(s) and the appropriate campus dean. Faculty members may remain
106 anonymous. The purpose of these evaluations is to provide constructive feedback to the
107 supervisor and their supervisor(s).
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109 4.4 – Faculty and Administrator Recruitment, Screening, and Hiring 110

111 A. Faculty members shall be included in the process of recruitment and screening of those
112 professional and administrative staff with supervisory responsibility over faculty. Screening
113 committees will be advisory.
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115 B. Full-time faculty members shall serve on screening committees when faculty vacancies occur
116 and are approved to be filled through the College's standard employment procedures.
117 Committees may be composed of faculty from related disciplines and other college staff-
118 members. Screening committees will be advisory.
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120 4.5 – Curriculum Development Process 121

122 Any College faculty member may submit proposals for new courses, programs, or revisions to
123 existing courses/programs, and award of credit.