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## SECTION 2.

The College faculty shall be the judge of its own membership where questions of eligibility arise, except as provided in the University Constitution.

## **ARTICLE IV MEETINGS**

### SECTION 1.

The members of the College faculty shall meet at least once each term during the Academic Year. Special meetings may be called by the Dean or by the College Council. At least five working days' notice shall be provided to all members for regular meetings and at least one working days' notice, if feasible, for special meetings. Only those matters contained in the notice for a meeting may be acted upon at the meeting.

### SECTION 2.

The College faculty shall: adopt and amend standing rules and these bylaws; review and recommend an annual budget request, prepared by the Dean in consultation with the College Council; review the annual budget for the College, prepared by the Dean in consultation with the College Council upon determination of the annual budget allocation for the College by the University; elect members of standing committees with open nominations and secret ballots; adopt statements of policy and take actions appropriate to the purposes of the College; establish special committees that have been recommended for approval; and act as the final authority on all matters arising in the College, for which the authority has not been vested in some other officer or unit.

### SECTION 3.

The quorum for a meeting of the College shall be 50% of the College faculty. Proxies are not allowed for either the establishment of a quorum or for the transaction of the business of the College.

### SECTION 4.

The annual meeting of the College shall be in the Spring semester of each year. The agenda for the annual meeting shall include the election of members to the standing committees of the College and the review of the budget request for the next year if not already reviewed at an earlier meeting.

## **ARTICLE V OFFICERS**

### SECTION 1.

The principal officer of the College shall be the Dean, selected from among the tenured members of the College faculty, or externally from a pool of applicants each qualified to be a tenured member of the College faculty and resulting from a search process consistent with UNF hiring policies.



## SECTION 7.

The term of office for the Dean shall typically extend for five years. If retention is an option, the College faculty shall vote by anonymous ballot on the question of retaining the Dean consistent with the Academic Affairs policy P2.0320. Only College faculty members under paid contract will be eligible to vote, and may vote by mail if not physically at the University at the time of the balloting. The vote shall be received by the Office of the VPAA. In the event the VPAA does not concur with the wishes of the majority of the College faculty, the VPAA will meet with the College faculty and explain his or her position. Nothing in this paragraph shall limit the authority of the faculty of the College or the VPAA to conduct an anonymous retention vote by the College faculty at other points in the Dean's term of office using the procedures as specified by UNF Policy.

## SECTION 8.

Failure to execute faithfully the duties of the office constitutes cause for the Dean's removal. On receipt of a petition to consider a secret retention vote, signed by at least 50% of the College faculty excluding the Dean, the VPAA shall schedule a meeting of the College faculty without the Dean to determine if such a vote shall be taken. Petitions to consider such a vote may be submitted only during the academic year and no more than two such petitions may occur during an academic year.

## SECTION 9.

When a vacancy occurs in the Office of Dean, the VPAA shall convene the College faculty, who shall elect the faculty representatives to a search committee which will assist in the selection of a successor. Each academic unit in the College will have no less than one representative for every six full-time regular faculty members under contract (visiting faculty are excluded). In consultation with the College faculty, the VPAA shall add a representative from the College's student population, a Dean, and one representative from the College's advisory councils. Additional representatives may be added to ensure that the University's constituencies are equitably represented, so long as the College faculty representatives remain in the majority. The VPAA shall appoint a committee chair from among the representatives.

After consideration of the requirements of the position to be filled and the qualifications of the candidates, the search committee shall recommend to the VPAA an unranked list of candidates and shall meet with the VPAA for the purpose of sharing the committee's rationale. The VPAA shall recommend to the President a candidate from this list for appointment to the position. In the event that the VPAA or the President does not concur with the recommendations of the committee, they shall meet with the College faculty to explain their position.

## SECTION 10.

A senior College staff member from the Dean's office (or other person appointed by the Dean) shall serve as recording secretary for College meetings, and shall make a report of each College meeting; files of College records and minutes shall be maintained in the Dean's office and made available to College members upon request in accord with established University policy and procedure. The Dean's office shall make physical arrangements for College meetings and so notify College members and shall assist the Dean, College committees, and College members in coordinating their work on behalf of the College.

## SECTION 11.

At the direction of the VPAA, or with the concurrence of the VPAA and the College Council, additional College officers may be designated by the Dean. Such positions may include, but are not limited to, associate or assistant deans, program directors, development officers, technical systems administrators, and center directors as necessary for the effective operation of the College. A position with qualifications that include a regular faculty appointment will have a specified term of office and will normally be filled by the Dean from a list of candidates recommended by an internal search committee organized by the College Council in consultation with the College faculty. (As amended January 1998)

## **ARTICLE VI COLLEGE COUNCIL**

### SECTION 1.

The purpose of the College Council shall be to provide guidance and advice to the Dean as necessary for the effective conduct of the business of the College.

### SECTION 2.

Each degree granting unit of the College shall be represented on the College Council by its director. Units with more than five College members shall, in accord with unit bylaws, select an additional representative to the Council to serve for a two year term. The remaining membership of the College Council shall consist of those College officers the Dean so designates. The Dean shall conduct Council meetings.

### SECTION 3.

The Council shall meet on a regular basis or as needed by its membership and shall generally meet prior to any general meeting of the College to advise the Dean on the agenda.

### SECTION 4.

**ARTICLE VII**  
**OTHER COMMITTEES**

**SECTION 1.**

The College shall have standing committees as specified in these bylaws to address College purposes. Standing committees other than those specified may be added, deleted, or altered only through amendment to these bylaws. Committees with a limited term of existence may be formed to address special needs not covered by the purview of any standing committee or combination thereof as recommended by the Dean or the College Council or as deemed necessary by the College faculty. Except as noted in these bylaws, standing committees shall elect their own chairs and inform the College membership of their meetings, which shall be open in accord with Florida statute.

Candidates to be student members of committees shall be identified by the academic advisors and shall be appointed to one-year terms by the Deane. aa(i)-2(nf)-7()-260(C)7(om)-2(m)-2(i)-2(t)-2(t)-2(e)4(e)4(s)- Eoh a limitieir meetincord -yearas titLblolē185d( )Tj0 1.he Cē185d750( )-tng 4 TD{C}7pt ameh a limiti-2522(h Ex(nd(c)4(2(t)-2m0(w))-2(y)-2(at0(2(t)-f-7(i)-2(e)20( . )A)7(PJh(x(74(i)18(r)-17(m)-2(e)4(e). (9)-6A))c)4(a)4 Ex9(s c)4(ha)4(i)-2(r)-7(e)4(r)-7)9(s , t)-2(hn7(s )-(c)4(om)-2(m)-2(iom)-.s)tLblolē-185d( 60( )3.he )-6(C)7LB Ex own chairs sCsmtmwameh a l mitieir meco.14 Tv(e)4(s)x ttemix he Co(f)-7(d2(n )13 TD{2(e)4()-9(x

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2. The Technical Support Services Committee shall review and recommend to the College faculty policies regarding equipment and systems acquisition and utilization, priorities for major equipment and system acquisitions, laboratory operations and maintenance, and instruction and research equipment upgrade and maintenance.
3. The Faculty Awards Committee shall review the nominees from the College for the annual Faculty Association awards for Outstanding Undergraduate Teaching Award, and Outstanding Graduate Teaching Award. Should the Faculty Association add additional awards which require review by the College, College nominees shall be reviewed and recommended by this Committee.

#### SECTION 5.

All standing committees may form subcommittees. Any subcommittee may include non-committee members from the University community. Subcommittees shall have at least one member from the parent committee and this member shall be the chair. Subcommittee activities and recommendations are to be reported to the parent committee for action.

#### SECTION 7.

Each special committee formed shall have a written charge subject to review by the College Council which includes its organization, responsibilities, term of existence, and method of meeting and

**ARTICLE IX**  
**AUTHORITY**

SECTION 1.