



# Department of Health Education and Behavior Operating Code

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*2014-2019*

Approved by HEB Faculty vote on October 8, 2014

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## Preamble

“Shared governance in the academic mission of the University is collaborative participation of administrators and faculty in the decision and policy making process.” (Faculty Senate-Presidential Task Force, p. 2). We the Faculty of the Department of Health Education and Behavior (HEB) share the University of Florida’s (UF) vision that the dynamic process of shared governance between the Faculty and the Administration will continue to evolve for the betterment of HEB and the UF community at large. We further acknowledge that excellent results in our teaching, research, and service can be achieved through mutual respect, accountability, trust, and full engagement in this collaborative process. Thus, we endeavor to create and maintain a departmental culture that is built on the five principles of effective shared governance identified by the Faculty Senate-Presidential Task Force:

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

### *Section I—Governance of the Department*

This operating code outlines the general principles that guide the governance of the Department of Health Education and Behavior (HEB) in the College of Health and 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 many 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 five-year Strategic Plan (SP) serves as the guide for departmental decisions relating to policy, resources, and planning for the future. Review and revision of the SP is a collaborative process resulting in clearly articulated goals and objectives designed to enhance overall programmatic success. A comprehensive review of the SP will begin in Year 4 of the SP for the purpose of revision and improvement. This review will be directed by a faculty ad hoc committee in collaboration with the chair and department faculty.

## *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 UF Regulation 7.003. Unless otherwise specified, all faculty members 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, provided that a quorum of two-thirds of the faculty membership is present and voting. Provisions in these bylaws related to tenure and promotion, merit salary increases, market equity salary increases, and performance evaluation must be approved by secret-ballot vote by a majority of all affected faculty.
2. Courtesy appointments to the faculty may be proposed by any faculty member (including the Chair). Such appointments can be made upon a simple majority vote of the Faculty, providing that a quorum of two-thirds of the faculty membership is present and voting. 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 accruing 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 two-thirds 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 accruing 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 members 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 responsibility apply to all areas of endeavor, including, 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 upon hire and annually via the semester workload assignment (AA Form 001). A tentative assignment of responsibilities shall be provided no later than May 1. If it can be done, the faculty member shall be notified of the final assignment in writing no later than six (6) weeks in advance of the starting date of each term. Negotiation of this assignment shall be done with the Chair.
3. Individual faculty members 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 according to University guidelines) of the results of the departmental vote and receive a copy of the Chair's letter as per University policy.
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. Furthermore, they retain the right to provide a written response to any information contained in the file, if they so choose.
6. Faculty members may employ the grievance process if they believe their rights as a faculty member have not been met. Consult the United Faculty of Florida Collective Bargaining Agreement ([http://www.uff-uf.org/wp-content/uploads/2012/09/2013-2016\\_CBA\\_with\\_signatures.pdf](http://www.uff-uf.org/wp-content/uploads/2012/09/2013-2016_CBA_with_signatures.pdf)), UF Rules 6C1-7.041 (<http://regulations.ufl.edu/wp-content/uploads/2012/09/7041.pdf>), and 6C1-7.042 (<http://regulations.ufl.edu/wp-content/uploads/2012/09/7042.pdf>) and 6C1-7.0441 (<http://regulations.ufl.edu/wp-content/uploads/2012/09/70441.pdf>) for specific details on grievance procedures and filing deadlines.

#### D. Responsibilities of the Faculty

1. Contributing to the teaching, research, and service missions of the department, college and university.
2. Participating and contributing to the governance of the department, college and university through service on committees, task forces or other groups as requested or appointed.
3. 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.
4. 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 Faculty Meetings

1. Faculty meetings shall be held at least once per semester during the academic year to conduct the business of the department. Meetings can be added or cancelled as necessary. Meetings may not be added unless there is one week lead time notifying potential attendees of date, time, and location of the meeting.
2. Only members of the Faculty are allowed to participate in the meeting. However, staff and invited guests may be put on the agenda to speak about a particular issue. Meetings to discuss personnel matters shall be open only to those faculty who are part of the evaluation process.
3. Dates and times of meetings will be announced at least one week in advance.
4. The Chair, in consultation with the Faculty, sets the agenda for each meeting.
5. An agenda shall be provided for the meeting at least 24 hours prior to the meeting date.
6. 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.
7. Agenda items requiring a vote should be specifically noted as "action items." Action items that are advisory to the chair (e.g. hiring and budgetary issues) will be so noted on the agenda.
8. No action items may be approved unless a quorum of the faculty (two-thirds of faculty membership) votes.

#### F. Meeting Minutes

1. Meeting minutes shall be taken by a staff member. The minutes should not be a verbatim account of the meeting, but should be concise and accurately reflect the substance of the meeting.
2. Draft meeting minutes shall be circulated within 14 days after the meeting.
3. Approval of the meeting minutes shall be voted at the next meeting of the Faculty.

#### G. Departmental Town Hall Meetings

1. Town Hall meetings are meetings that do not require an agenda, but one can be provided.
2. Town Hall meetings shall be held as needed to discuss issues pertinent to the Department.
3. Department town hall meetings can be held solely with the Faculty as well as with all Department employees (Staff, Faculty, and Adjunct Faculty).

4. These meetings will be of an informative nature and no binding vote will take place.

#### H. Departmental Committees

All department committees will be designated by the third week of the academic year.

1. Academic Personnel Committee (Tenure and Promotion Committee)
  - a. The Academic Personnel Committee shall consider all matters relating to faculty tenure and promotion and courtesy appointments.
  - b. All tenured faculty members shall serve on the Committee.
  - c. The Committee shall elect its Chair by secret ballot by the fourth week of the academic year.
  - d. All tenured members of the Faculty may review documents, discuss and vote on the question of tenure. Only tenured members at the rank of the nominee (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 approved departmental guidelines for tenure and promotion included within the nominee's tenure and promotion packet.
  - e. The Committee will review documents, discuss, and vote on the question of promotion for non-tenure-accruing faculty.
2. Graduate Program Advisory Committee
  - a. The Graduate Program Advisory Committee (GPAC) has the responsibility to review and make recommendations about procedures, policies, and curricula related to the graduate program. Such recommendations are presented to the HEB faculty for information, discussion, or a vote.
  - b. The Graduate Program Coordinator, who is appointed by the Chair, will serve as chair of this committee.
  - c. GPAC members will be appointed by the Chair (self-nominations are accepted).
  - d. GPAC shall meet at least once per semester during the academic year. Meetings can be added as necessary.
  - e. Nomination packets for graduate student awards should be sent to the graduate coordinator, who will prepare a ballot for the Faculty to vote on.
3. Undergraduate Program Advisory Committee
  - a. The Undergraduate Program Advisory Committee (UPAC) has the responsibility to review and make recommendations about procedures, policies and curricula related to the undergraduate program. Such recommendations are presented to the HEB faculty for information, discussion, or a vote.

- b. The Undergraduate Program Coordinator who is appointed by the department chair will serve as chair of this committee.
  - c. UPAC members will be appointed by the Chair (self-nominations are accepted).
  - d. The committee should ideally have a mix of tenured, tenure accruing, and non-tenure accruing faculty.
  - e. UPAC shall meet at least once per semester during the academic year. Meetings can be added as necessary.
  - f. Nomination packets for undergraduate student awards should be sent to the undergraduate coordinator, who will prepare a ballot for the Faculty to vote on.
4. APR and Merit Committee
- a. This committee has the responsibility of conducting peer review of materials prepared by individual faculty members for his/her annual performance evaluation and merit raise.
  - b. The members of this committee shall consist of three faculty members.
  - c. The chair of the committee shall be appointed by the Chair.
  - d. The committee shall solicit input from the Faculty annually in the Spring as to recommended adjustment to the HEB APR Excel spreadsheet for the next academic year.
  - e. Recommended changes will be presented to the Faculty for a confidential vote. The changes must be passed by a simple majority vote.
  - f. The criteria and the process for the annual performance evaluation and merit raise will be developed by an ad hoc committee on faculty governance in consultation with the Chair and approved or affirmed by the faculty annually prior to implementation.
5. Ad Hoc Committees
- a. The 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.
  - b. The Chair will designate one of the members to serve as chair of the committee (self-nominations are accepted). As ad hoc committees are appointed, the chair will announce to the department who has been assigned to the committee and the charge to the committee.
  - c. 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.
  - d. Meetings can be added or cancelled as necessary. Meetings may not be added unless there is one week lead time for noticing the meeting. Meeting dates shall be put on the department calendar at least two days prior to the meeting. A meeting agenda should be sent to the Faculty at least one day prior to the meeting.

### *Section III—Administration of the Department*

The 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 SP.
- B. Working with the faculty to make appropriate modifications to the SP.
- C. Consulting with the faculty on resource allocation necessary to meet the goals of the SP.
- D. Advocating for faculty concerns, needs and interests to the Dean and other University administrators.
- 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 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 Chair) and put forward to the college and university in accordance with college and university policy. Institutes and centers must submit an annual report as per university guidelines.

### *Section V—Tenure and Promotion*

Tenure and promotion consideration shall be consistent with the approved departmental guidelines for tenure and promotion included in the nominee's

dossier, as well as with College and University requirements. The guidelines shall be applied to current faculty members and to consideration of faculty members to be hired at senior ranks 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

- a. Searches for all faculty positions shall be conducted by a committee of department faculty appointed by the Chair. The committee shall have at least 3 HEB faculty members, and one faculty member from outside the department.
- b. At the first called meeting of the committee, the Chair will provide a charge to the committee and the College's Equal Employment Opportunity Officer will review the University and College rules of conduct for searches.
- c. The Chair will appoint the search committee chair. After the search is completed, the search committee, in consultation with the Chair, shall present a list of recommended candidates to the Faculty. The Faculty will complete a secret ballot to register recommendations of the acceptability of each recommended candidate. The vote on the candidates is advisory 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 search 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 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 be voted on by the department faculty and the name put forward to the Dean and subsequently to the Provost and President for consideration for appointment to emeritus status. The vote should be recorded and reported in the letter that sends the nomination forward.

#### 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, meetings will follow the general parliamentary principles of Robert's Rules of Order, Newly Revised. In addition, the faculty members are expected to fully participate in discussions, display mutual respect for individuals and ideas, adhere to ethical principles of conduct, and maintain collegiality. Further, the Faculty 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*

### A. Scheduled Review

Every five years from the date of initial approval, an ad hoc committee on faculty governance will review the operating code and related documents and seek input from the Faculty. Changes recommended by the committee must be approved by two-thirds vote of the faculty through confidential balloting. 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 of the Operating Code by an ad-hoc committee at any time if a two-thirds majority supports the request. Changes or amendments recommended by the committee must be approved by two-thirds 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.

## References

Report of the Faculty Senate-Presidential Task Force on the Implementation of Shared Governance Structure, Adopted April 20, 2006.

<http://www.senate.ufl.edu/archives/committees/governanceTaskForce/report13.pdf>