

## Department of Tourism, Recreation and Sport Management 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. The purpose of shared governance is to provide avenues for University improvement and productivity through the creation of a partnership based on mutual respect and collaboration.” (Report of the Faculty Senate-Presidential Task Force on the Implementation of Shared Governance Structure, Executive Summary, p.2). The Department’s Strategic Plan was developed and adopted by the Departmental faculty in the spring of 2004 and serves as the guide for Departmental decisions relating to policy, resources, and planning for the future.

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

This operating code is intended to outline the general principles that shall guide the governance of the Department of Tourism, Recreation and Sport Management (TRSM) 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 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.

### *Section II — The Faculty*

#### A. Membership of the Faculty

1. The faculty of the Department shall consist 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.
2. Courtesy appointments to the faculty may be made, but such faculty members shall not be voting members of the Department nor shall they accrue tenure in the Department.
3. Courtesy and adjunct appointments are defined as faculty appointed on a semester basis.

#### B. 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, responsibilities, applies to all areas of endeavor, including teaching, research and service. Faculty members must be free to cultivate a spirit of inquiry and scholarly criticism and

to examine 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 at least annually thereafter].
3. Faculty shall have input into evaluation criteria used to determine year-end evaluations for merit and promotion.
4. Individual faculty shall be informed in a timely manner of 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.
5. On all matters relating to tenure and promotion, faculty members shall be informed in a timely manner the results of the Departmental vote and receive a copy of the chair's letter.
6. The faculty has the right to call meetings of the Departmental faculty to discuss matters of concern without limit on the number of called meetings.
7. According to University policy, all faculty members have 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. Faculty also have the right to be provided with a written response to any information contained in the file.
8. Faculty has the right to participate in collaborative processes for setting priorities in resource allocation.
9. Faculty has the right to fair and equitable workload assignments and evaluations in light of the diversity of faculty responsibilities.

### C. Responsibilities of the Faculty

1. Teaching, research, service (public, professional and University governance).
2. Establishing the curricula of the Department including the requirements for entrance into and graduation from the Department within the parameters set forth by the College and University.
3. Collegiality, ethical conduct and professional integrity as exemplified by the following practices (UF Rule 6C1-7.018):
  - Being forthright and honest in the pursuit and communication of scientific and scholarly knowledge.
  - Respecting students, staff, and colleagues as individuals; avoiding any exploitation of such persons for private advantage or engaging in abusive behavior or actions that constitute sexual harassment.
  - Respecting the integrity of the evaluation process with regard to students, staff, and colleagues, so that it reflects their true merit.

- Recognizing the responsibilities arising from the nature of the educational process.

#### D. 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. All meetings will be governed by Robert's Rules of Order and recorded for accuracy.
2. An agenda shall be provided for the meeting at least 24 hours prior to the meeting date; however, 72 hours of advance notice is preferred.
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.
5. No proxies will be recognized. (The rationale is that 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. Votes outside of the meeting proper (email and ballots) may be permitted subsequent to discussion related to the vote.
7. Draft meeting minutes shall be circulated within 14 days after the meeting.

#### E. Departmental Committees

##### 1. Tenure and Promotion Committee

The Departmental tenure and promotion committee shall consider all matters relating to faculty tenure and promotion. All tenured faculty members shall serve on the Committee. 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 operating code for tenure and promotion (see appendix X).

##### 2. Graduate Program Advisory Committee

The Graduate Program Advisory Committee (GPAC) shall have the responsibility to review and make recommendations about procedures, policies and curricula relating to the graduate program. Such recommendations will be presented to the TRSM faculty for information, discussion and, as appropriate, a vote. The department chair shall appoint the GPAC from faculty who are willing to serve.

##### 3. Undergraduate Program Advisory Committee

The Undergraduate Program Advisory Committee shall have the responsibility to review and make recommendations about procedures, policies and curricula relating to the undergraduate program. Such recommendations will be presented to the TRSM faculty

for information, discussion and, as appropriate, a vote. The Undergraduate Program Coordinator will be appointed by the Department chair and shall serve as chair of this committee with members to be appointed by the chair from those who are willing to serve.

4. Recognition Committee

The Recognition Committee shall have 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.

5. Merit Review Committee

The Merit Review Committee shall have the responsibility to review and make recommendations to the Department chair regarding merit raises for faculty. An associate or higher ranking faculty member will be appointed by the Department chair and serve as the chair of this committee with members appointed by the chair from those who are willing to serve.

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**

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. Leading the faculty in the pursuit of a Departmental vision, mission and goals as identified in the strategic plan.
- B. Securing sufficient operational and functional resources to address Departmental priorities.
- C. Allocating Departmental funds in a fair, equitable and open manner.
- D. Maintaining transparency in the distribution of departmental funds.
- E. Working with the faculty to make appropriate modifications to the strategic plan.

- F. Advocating for individual and collective faculty concerns, needs and interests.
- G. Presenting an annual report to the faculty pertaining to information on budget allocation, permanent endowments in the UF Foundation, and receipt of grants and research contracts each year at the first faculty meeting.
- H. Initiating faculty searches as the need arises.
- I. Completing annual evaluations of faculty and then distributing merit as appropriate. The merit committee will provide a summary of their annual review prior to the chair's review of the faculty member.

#### *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.

The Center for Tourism, Research and Development (see CTRD bylaws)

#### *Section V — Tenure and Promotion*

Tenure and promotion consideration shall be consistent with the Departmental guidelines for tenure and promotion (see appendix X), as well as College and University requirements.

The College of HHP promotional guidelines for lecturers shall be applied to current lecturers and be voted upon by TRSM faculty members with higher rank.

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 for the tenure and promotion process.

#### *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 should 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 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 Emeritus Faculty**

Faculty nominated for emeritus status must receive a 2/3 affirmative vote of the faculty before the name can be put forward to the Dean and subsequently to the Provost for appointment to an emeritus status.

**C. Appointment of the Chair**

Searches for the Department chair shall be initiated by the Dean, who will establish the search committee in consultation with the Department faculty. If necessary, the Dean will appoint an interim chair. The committee may include tenured and untenured Departmental faculty, as well as individuals external to the Department. The search committee shall prepare a list of qualified and acceptable candidates for presentation to the Dean.

*Section VII — Rules of Order*

When conducting the business of the Department we will apply the principles of approved by the Departmental faculty (Robert's Rules of Order will be used to conduct business meetings). 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 faculty should hold one another accountable for adherence to these rules of order and to the basic tenets of shared governance.

*Section — VIII — 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 the 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/Amendments**

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.

Ratified by TRSM Faculty: April 27, 2007