

Department of Applied Physiology and Kinesiology 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).

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 Applied Physiology and Kinesiology 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 for graduate faculty, affiliate status, emeritus appointments, and joint 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.

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 and these responsibilities apply to all areas of endeavor, 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. 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.
4. 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.
5. 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.
6. 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 have the right to provide a written response to any information contained in the file.

C. Responsibilities of the Faculty

1. Tenure-track faculty contribute to teaching, research, and service (public, professional). Non-tenure track (Instructional and Clinical faculty) contribute to teaching and service (public, professional), and are able to conduct research.
2. All faculty contribute to the establishment of Department curricula including the requirements for entrance into and graduation from the department within the parameters set forth by the college and university. Only departmental faculty holding graduate-faculty status may vote on graduate curricula.
3. Contributing to the governance of the department, college and university through service on committees, task forces or other groups as requested or appointed.
4. 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. Respecting 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.

D. Departmental meetings

The Department Chair shall be the presiding officer at meetings of the Faculty. Meetings shall be held at least once in each academic term. Other meetings may be called at the discretion of the Department Chair.

E. Departmental Committees

Committees of the faculty shall be Standing Committees and Special Committees. The Standing Committees which shall be appointed annually by the Department Chair are:

Faculty/Merit Evaluation. Function: Create the tool(s) and evaluation metrics for faculty productivity within the areas of teaching and mentorship, research (i.e., publications, grants, presentations), and service and review outcomes for determining merit funding allocation.

Graduate Faculty. Function: Provide leadership for the Department on all matters pertaining to the graduate and professional program and graduate and professional students.

Undergraduate & Professional Curriculum. Function: Responsible for approving changes in undergraduate and professional curriculum and evaluating existing programs (e.g., academic assessment plans, outcome reporting).

Graduate Fellowship. Function: To review applications for University, College, and Department fellowships and make recommendations for funding.

Graduate Curriculum. Function: Responsible for approving changes in curriculum and evaluating existing programs.

Tenure and Promotion. Function: Promotion and tenure in the Department are governed by Article V, Sections 4 and 5, of the University Constitution, the University of Florida rules found in the Florida Administrative Code, and the United Faculty of Florida Collective Bargaining Agreement.

Media. Function: To facilitate media promotion of the degree programs offered within, and support the research mission of the department.

Diversity, Equity, and Inclusion. Function: Promote awareness, advise the department chair and faculty regarding diversity, equity, and inclusion to support the teaching, research, and service aims of the department

Section III Administration of the Department

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. Keeping the faculty advised of the department's progress toward goals set forth in the departmental strategic plan.
- B. Working with the faculty to make appropriate modifications to the strategic plan.
- C. Advocating for faculty concerns, needs and interests.
- D. Presenting to the faculty annually information on budget allocation, permanent endowments in the UF Foundation and receipt of grants and research contracts.
- E. Initiate faculty searches as the need arises.
- F. Appointing Undergraduate, Graduate, and Internship Coordinator positions along with Vice-Chair position.

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 then considered by the Undergraduate & Professional, and Graduate Curriculum Committees. If approved by the departmental faculty and department chair, this modification would be 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.

Section V Tenure and Promotion

Recommendations for promotion and/or tenure of faculty members shall be made in accordance with, and policies outlines in, The University of Florida Constitution, and APK guidelines.

Section VI Searches and Appointments

A. Appointment of new faculty

Searches for tenured, tenure-track, or non-tenure (instructional, clinical) faculty positions shall be conducted by a committee of department faculty appointed by the chair. The committee should consist of a minimum of 4 faculty members, with at least 1 faculty member from outside of the department. At the first called meeting of the committee, the chair will provide a charge to the committee and the college's diversity and human resource 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.

Appointment of Emeritus Faculty

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

B. 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. If necessary, the Dean will appoint an interim chair. The committee may include tenured and non-tenured 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, the 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 we agree to hold one another accountable for adherence to these rules of order and to the basic tenets of shared governance.

Section VIII Review and amendments

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

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.

C. Amendments

This operating code may be amended by 2/3s 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.

Ratification by Faculty: January 29, 2007

Revised document submitted to APK Faculty on 10/10/2014

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