

# Department of 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). “Shared Governance” is the participation of administrators, faculty, staff and students in the decision- and policy-making process. The purpose of shared governance is to provide avenues to University improvement and productivity through the creation of a partnership based on mutual respect and collaboration. Such shared responsibility entails working toward mutual goals established by a fully enfranchised University community and therefore collaborative participation in: a) the identification of University priorities, b) the development of policy, c) defining the University’s responsibility for ethical leadership, d) enhanced community partnerships, and e) the governance of the University as a whole (Report of the Faculty Senate-Presidential Task Force on the Implementation of Shared Governance Structure, Executive Summary, p. 4). For more information see: UF Faculty Handbook (“Governance” section): <https://handbook.aa.ufl.edu/about-uf/structure--governance/governance/> The Department’s Strategic Plan was developed and adopted by the Departmental faculty and serves as the guide for Departmental decisions relating to policy, resources, and planning initiatives.

Other policies, regulations, and guidelines that serve as a guide for Departmental decisions, and may supersede this document, include but are not limited to the following:

University of Florida Rules/Regulations: <https://regulations.ufl.edu/regulations/>

UF Faculty Collective Bargaining Agreement (CBA) – United Faculty of Florida contract: <https://hr.ufl.edu/manager-resources/employee-relations/union-contracts/united-faculty-of-florida-contract/>

College of Health & Human Performance (HHP) Constitution, policies, and guidelines: <https://hhp.ufl.edu/about/internal/policies-forms/>

Department of Sport Management policies (i.e., Annual Faculty Evaluation Procedures, Lecturer-rank Faculty APR, Tenure-rank Faculty APR, Lecturer-rank Faculty Merit Pay Plan, Tenure-rank Faculty Merit Pay Plan, Tenure and Promotion Guidelines). See: <https://hhp.ufl.edu/about/internal/policies-forms/>

### *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 Sport Management (SPM) in the College of Health and Human Performance (HHP). 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 (see above), 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 Regulations UF-7 Academic Affairs.
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. “The University believes that academic freedom and responsibility are essential to the full development of a true university and apply to teaching, research, and creativity. In the development of knowledge, research endeavors, and creative activities, the faculty and student body must be free to cultivate a spirit of inquiry and scholarly criticism and to examine ideas in an atmosphere of freedom and confidence. The faculty must be free to engage in scholarly and creative activity and publish the results in a manner consistent with professional obligations. A similar atmosphere is required for university teaching. Consistent with the exercise of academic responsibility, a teacher must have freedom in the classroom in discussing academic subjects selecting instructional materials and determining grades. The university student must likewise have the opportunity to study a full spectrum of ideas, opinions, and beliefs, so that the student may acquire maturity for analysis and judgment. Objective and skillful exposition of such matters is the duty of every instructor” as described in the [UF Rule 6C1- 7.018\(1\)\(a\)](#).
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 [[UF Rule 6C1-7.010 \(1\) \(a\)\(b\)](#)] 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 a right to assemble to discuss matters of concern to the faculty without limit. A faculty member may examine the evaluation file, upon reasonable advance notice, and upon request, a faculty member shall be provided one (1) free copy of any material in the evaluation file. [see [CBA 18.11\(b\)](#)].
7. Faculty has the right to participate in collaborative processes for setting priorities in resource allocation.
8. 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. The established policy of the University continues to be that the faculty member must fulfill his/her responsibility to society and to his/her profession by manifesting academic competence, scholarly discretion, and good citizenship. The university instructor is a citizen, a member of a learned profession, and an academic officer of the University. The instructor should be constantly mindful that these roles may be inseparable in the public view, and should therefore at all times exercise appropriate restraint and good judgment. Academic freedom is accompanied by the corresponding responsibility to (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;
  - Respecting the integrity of the evaluation process with regard to students, staff, and colleagues, so that it reflects their true merit;
  - Indicate when appropriate that one is not an institutional representative unless specifically authorized as such; and
4. Recognize the responsibilities arising from the nature of the educational process, including such responsibilities, but not limited to, observing and upholding the ethical standards of their discipline; participating, as appropriate, in the shared system of collegial governance, especially at the department/unit level; respecting the confidential nature of the relationship between professor and student; and adhering to one's proper role as teacher, researcher, intellectual mentor and counselor.

### D. Departmental Faculty Meetings

1. Faculty meetings will be held on a regular basis (at a minimum once per semester) during the academic year. Dates and times of meetings will be announced in advance of the meeting. All meetings will be governed by Robert's Rules of Order and recorded for accuracy.
2. An agenda shall be provided in advance of the meeting.
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 (in-person or virtually).
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 (paper and/or e-ballots) may be permitted subsequent to discussion related to the vote.
7. The Department Office Manager shall draft meeting minutes and circulate to all faculty within 14 days after the meeting.

## DI. Departmental Committees

### 1. Tenure and Promotion Committee

The Departmental tenure and promotion committee shall consider all matters relating to faculty tenure and/or promotion. For tenure-track faculty, 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 guidelines for tenure and promotion (see specific Departmental guidelines).

For instructional faculty (i.e., lecturers), as per the University guidelines and current CBA faculty contract, all tenure-track faculty, and instructional faculty at a higher rank, will serve on the Committee. In addition to the tenure-track faculty, only instructional faculty at a higher rank may vote on the question of advancement (promotion) in rank. The committee will act as described in the College Guidelines for Promotion of Full-Time Lecturers (see specific College guidelines).

### 2. Graduate Studies Committee

The Graduate Studies Committee (GSC) 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 SPM faculty for information, discussion and, as appropriate, a vote. The department chair shall appoint the GSC from faculty who are willing to serve.

### 3. Undergraduate Studies Committee

The Undergraduate Studies 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 SPM faculty 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. Doctoral Program Committee

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

### 5. Student Petitions Committee

The Student Petitions Committee (SPC) shall have the responsibility to review and make recommendations about the petitions of students requesting waivers of academic regulations. The department chair shall appoint the SPC from faculty who are willing to serve.

### 6. SLO Assessment Committee

The Student Learning Outcomes Committee (SLOC) shall have the responsibility to

review and make recommendations about student learning outcomes at the undergraduate and graduate levels. Such recommendations will be presented to the SPM faculty for information, discussion and, as appropriate, a vote. The department chair shall appoint the SLOC from faculty who are willing to serve.

7. Diversity, Equity, and Inclusion Committee

The Diversity, Equity, and Inclusion Committee (DEIC) shall have the responsibility to review and make recommendations about diversity, equity, and inclusion in the department. Such recommendations will be presented to the SPM faculty for information, discussion and, as appropriate, a vote. The department chair shall appoint the DEIC from faculty, staff, and students who are willing to serve.

8. Annual Performance Report (APR) Review Committee

Separate APR Reviews committees for both tenure-track and lecturer/instructional faculty will review the respective APRs. Each review committee member will review each individual APR and document any errors, missing information or documentation, omissions, and miscalculations. The committee will meet to discuss each file. The committee chair will submit a committee summary report for each faculty member indicating any potential errors, missing information, omissions, and miscalculations found in the APR request. The department chair shall appoint the APR from faculty who are willing to serve.

9. 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 (e.g., personnel, financial, space) 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 APR 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, certificate, and non-credit certificate 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.

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

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

The College of HHP promotional guidelines for lecturers shall be applied to current lecturers/instructional faculty and be voted upon by SPM tenure-track faculty and lecturers/instructional faculty at 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 tenure and non-tenure accruing faculty positions shall be conducted by a committee of Department faculty appointed by the chair in accordance with the HHP Hiring, Search and Screen Process Guidelines.

##### B. 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 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 tenure and non-tenure accruing Departmental faculty,

staff, and students 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 Robert's Rules of Order will be used.. In general, faculty will fully participate in the discussion; display mutual respect for individuals and ideas; and adhere to the principles of ethical conduct in such a way as to create an environment of trust and respect. 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*

Three 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

Every 3 years from the date of initial approval, the chair shall appoint an ad hoc committee for the purposes of reviewing this document and other applicable governing 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 of 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 vote: February 10, 2023