

**SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

PROCEDURE NO. 2200

TITLE: ROLE OF FACULTY IN GOVERNANCE OF THE COLLEGE

BASED ON POLICY: 2.20 THE ROLE OF FACULTY IN GOVERNANCE
OF THE COLLEGE

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR ACADEMIC
AFFAIRS AND STUDENT SERVICES

I. Purpose:

To identify the roles that the faculty shall play in the governance of the College

II. Procedure:

A. Curriculum

Faculty shall be responsible for the academic curriculum of the College, departmental/program educational assessment efforts, unit action plans and their implementation, recommendations for new, deleted or revised academic related policies, and procedures of the College.

Faculty work collaboratively with the coordinator of curriculum support, instructional supervisor, deans, and the vice president for academic affairs and student services (VPAA/SS), in developing and revising curriculum. When new courses or programs are proposed that require significant resources or College funding, additional discussions may require involvement at the President's Council, District Board of Trustees, or with state agencies as necessary.

1. Members of the faculty shall be responsible for the development, revision, and maintenance of all college credit and clock hour technical programs and courses of the College.
2. Development of courses and programs will include working with the Curriculum Support Department to submit curriculum proposal abstracts; conduct needs assessments; develop new course and new program proposals; submit new course and program proposals to the Curriculum Committee for approval; develop courses and programs; develop course syllabi; select texts and course materials; select and request library and media resources; and course and program assignments.

3. Revision of courses and programs may include changes in course and program delivery, content, student learning outcomes, and technology. Changes to courses or programs may be based upon faculty's professional judgment in their area of expertise and/or educational program assessment (EPA) findings. Other assessments that may influence curricular revision may include the judgment of faculty as the resident expert in their discipline; program advisory committee recommendations; state agency and legislative changes, community needs assessments, and College decisions.

B. Faculty/Staff selection

Faculty may participate on College search committees designated to fill staff, faculty, and administrative positions.

1. Faculty members are requested to serve on committees tasked to search for a new faculty position. Faculty make up the majority of new faculty search committees.
2. Recommendations for faculty hires are made by the screening committee using the appropriate administrative channels to the president. The president makes a final decision on the committee's recommendation and forwards to the District Board of Trustees for final approval.
3. Faculty members may be requested to sit on other staff search committees, including those of high-ranking administrators, such as president, VPAA/SS, and dean.

C. Collegewide committees/activities

Faculty also serve on College committees, participate in institutional effectiveness efforts, and may serve as advisors to various student organizations.

1. Members of the faculty shall serve on standing committees, subcommittees, or taskforces of the College. Participation will provide the opportunity for input into all of the major policies, procedures, functions, and activities of the College including, but not limited to, evaluation, planning, and implementation.
2. Should a standing committee, subcommittee, or taskforce require significant discussion in order to provide input or make revisions to policies and procedures, it may request a face-to-face meeting with relevant administrators to exchange ideas and clarify or identify issues.
3. Members of the faculty shall serve on and provide the leadership for special or ad hoc committees of the College. Such committees will include, but not be limited to, the Southern Association of Colleges and Schools

Commission on Colleges (SACSCOC) Reaffirmation Team; Quality Enhancement Plan (QEP) Team; program specific re-certifications and re-accreditations; new facility planning; special department/program committees; and committees to select, interview, and recommend new faculty.

D. Faculty as instructional supervisor

When faculty serve in the capacity of instructional supervisor they serve as the supervisor and evaluator of other faculty.

In selected situations, faculty may serve as the designated instructional supervisors. In this capacity they will provide supervision and evaluation of full-time and part-time faculty, make teaching assignments, recommend qualified applicants for employment as aides and/or adjuncts, provide assistance to faculty, develop department/program course schedules, develop budget requests, manage the budget, and assist with the development and implementation of the unit action planning (UAP) and educational program assessment (EPA) process.

E. Faculty recognition

Members of the faculty who were selected for the president's awards the prior year shall serve on the annual selection committee for the president's awards for the following year. All faculty are invited to nominate their colleagues for the president's awards.

Selected departments have endowed chair programs that recognize outstanding faculty and provide them with the resources to engage in professional development activities that benefit their department and the College. Eligible faculty are encouraged to submit their application to the Faculty Council for consideration.

F. Faculty Council

Faculty may establish and operate a Faculty Council. They may develop by-laws, policies and procedures, elect leaders, hold regular meetings, and deal with issues of concern to the faculty and its welfare. Recommendations from the Faculty Council will be presented to the VPAA/SS for consideration and a timely response. The Faculty Council president, or designee, shall be a member of the President's Council and the academic calendar, commencement, LASS, and equity committees.

G. Technology

The eLearning Committee facilitates faculty engagement in the selection of instructional technologies used by SFSC students and faculty. Membership of the eLearning Committee includes faculty representation from the College's

three academic divisions: arts and sciences, applied sciences and technology, and health sciences. Prior to procurement, the eLearning Committee shall review all instructional technologies—including student-use tutoring software, learning management systems, multimedia, and other student or faculty use technologies—intended for academic division or collegewide implementation.

HISTORY: Last Revised: 4/27/20

Adopted: 2/6/02

Reviewed:

Revised: 6/1/05, 6/10/08, 11/3/09, 4/03/12, 6/23/15, 4/30/19, 4/27/20