Governance of the

College of Marine Science

University of South Florida

Approved: 15 May 2002

Amended 28 October 2002, 4 April 2003, 4 April 2012, 5 June 2013 Preamble, July 2019, May 2020, 16 April 2021, 17 December 2021

The University of South Florida [USF], organized in 1952 and opened to students in 1960, is a tax-supported public university and an integral part of the State University System of Florida. Its founding authorities included the Governor, the Legislature, the Chancellor of the State University System, the Commissioner of Education, and the Board of Control. Presently, the USF Board of Trustees appoints the President of the University of South Florida, who, in turn, appoints all faculty and staff.

The College of Marine Science [CMS] was formed during 2000 from the previous Department of Marine Science, initiated in 1967 with three founding faculty members. The Florida Board of Regents declared it a University Center of Excellence in 1978 and approved the Marine Science Ph.D. program in 1982. Staff and faculty serve students on the Saint Petersburg, Tampa, and the Sarasota-Manatee campuses together with their surrounding communities, espousing goals of both diversity and equal opportunity. The CMS at the University of South Florida is constituted as a graduate-level research program that forms the basis for educational opportunities at the Ph.D. and M.S. degree levels and for public service to the State of Florida. The College administratively reports to the Provost of USF.[1]

Mission

The primary mission of the College is to conduct basic and applied research in ocean science. Here, ocean science is defined by application of the traditional fields of science to the biology, chemistry, geology, and physic (e) e ission

CONSTITUTION

Governance in the CMS operates within four major structures:

I.   Office of the College Dean:

The principal administrator of the CMS shall be the College Dean, who shall also be a tenured Full Professor of the College. The College Dean, in consultation with the Provost, may name Associate College Deans and Directors to assist in the administration of the CMS.

II.   The College Assembly:

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THE BYLAWS

Article I. The Office of the College Dean:

a. As chief academic and financial officer for the College, the College Dean has oversight and responsibility for all activities within the College. The duties and responsibilities of the College Dean and the College Dean's administrative officers are subject to approval by the President of the University of South Florida.

b. The College Dean and the College Dean's administrative officers shall solicit the opinions and advice of appropriate individuals within CMS on major decisions affecting its academic, financial, and material resources.

c. The office of the College Dean shall provide requisite administrative support to the College Assembly, the DAC, and the Standing Committees.

d. The College Dean shall select the members and chairs for all Standing Committees and shall solicit the advice of the DAC and strive for even representation across the core disciplines (Chemical, Physical, Geological and Biological Oceanography) concerning these selections.

e. The issues of privileges and responsibilities regarding nontenure-earning faculty seeking outside funding are within the purview of the Office of the College Dean. The College Dean may delegate the handling of these issues to the CMS administrative staff (e.g., an Associate College Dean). When assignment of space is involved, the College Dean (or the College Dean's designate) shall consult the Space and Planning committee and the immediate supervisor, if any, of the nontenure-

c. Meetings:

   1. The College Assembly shall meet at least once per academic year within the fall or spring semester.

3.   The DAC shall prepare and administer the ballots for amendments to the Constitution and Bylaws. Proposed amendments will be submitted to the DAC, whose members will discuss the proposed changes. If a proposed amendment is approved by five of the seven voting DAC members, it will be sent to the CMS College Dean who will distribute information about the proposed amendment to the voting faculty. Proposed amendments will be posed to the voting faculty as a question that requires a yes or no answer. For an amendment to the governance document to be finally adopted, it must have the approval of at least 2/3 of these voting members of the College Assembly.

4.

b. Powers and Functions:

1. Each CMS Standing Committee shall advise the College Dean and the DAC in the area of activity it represents. Each committee shall establish its own written operating

Curriculum: This committee shall make recommendations to the tenured and tenure-earning faculty regarding curriculum issues facing the College. These recommendations shall be based on the goal of enhancing the educational and intellectual experience of CMS graduate students and faculty. Membership will include one tenured or tenure-earning faculty from each discipline, one non-tenure-earning faculty, one representative from CMS Academic Affairs, and one student.

Specific issues that fall under the purview of the Curriculum Committee include, but are not limited to: developing standards for academic performance; evaluating student performance; enhancing the long-range educational mission of CMS by introduction of new programs, or the expansion and integration of existing ones; and reviewing proposals for new graduate and undergraduate courses and programs, as well as proposals for substantive changes to existing courses and programs. Offering of special topics courses by non-tenure earning faculty requires approval of the Curriculum Committee. Service on thesis and dissertation committees [including as Co-Chair] by non-tenure-earning faculty should be considered on a case-by-case basis by the Director of Academic Affairs.

Diversity, Equity, and Inclusion: The committee leads efforts to align with USF's Principles of Community. The primary charge of the committee is to aid the College in its efforts to recruit, retain, and mentor a diverse community of employees and students. This includes providing advice to the College to create and sustain an inclusive, equitable, actively anti-discriminatory culture that provides a welcoming and enriching environment for all. The

Information Technology: This committee ensures that the CMS stays at the forefront of information technology (IT) and that faculty, students, and staff have the IT resources needed to perform their work with maximum efficiency. The Committee assesses new and emerging information technologies and positions the College to take advantage of these technologies as opportunities arise. It prioritizes the IT needs of the College so that limited financial resources can be used to optimum benefit. The committee also sets and enforces policies for proper use of the College IT resources. This committee will also ensure that the CMS stays up-to-date with periodicals, books and other teaching/ learning/research materials such that faculty, students, and staff have adequate access to library resources needed to perform their work with maximum efficiency. The committee oversees various aspects of interaction between CMS and USF libraries, particularly Nelson Poynter Library on the USF St. Petersburg campus. Membership will include faculty, staff, and students with expertise in IT from all disciplines.

Non-tenure-earning Faculty Promotion: This committee shall make recommendations to the College Dean regarding all candidates for promotion of non-tenure-earning faculty. It shall be convened by the College Dean for its initial meeting at a time early enough for it to complete its work prior to the College Dean's recommendations to the Provost's Office. It shall review candidates' vitae and references, annual evaluations, and all other relevant materials.

Space and Planning: This committee is charged with coordinating the allocation and usage of office, laboratory, and storage space in and around the MSL, KORC, and other CMS buildings. The committee typically makes recommendation to the College Dean on student

Article V. Special Committees of the CMS:

Special Committees will be appointed and convened when the need arises. Present examples are:

 Academic Grievance Committee: This committee provides CMS graduate students the opportunity for peer review of events pertinent to the cause of academic grievances. Academic grievance will be considered to mean any complaint or controversy regarding instruction, grading, advising, probation, dismissal, or classroom activity that may affect a student's performance or participation in the CMS courses and academic programs. The committee consists of the Director of Academic Affairs, two CMS tenure-track or tenured faculty and two graduate students selected by the Director. The College Dean shall approve the composition of the committee.

 Search Committees: These committees will be appointed by the CMS College Dean, or his/her

Appendix 1: Annual Evaluation Expectations

The metrics used for faculty evaluations of tenure-track faculty are derived from the five-page Faculty Activities and Evaluation Form, which follow this page. These forms are filled out in early spring semester and submitted to the tenure-track faculty subcommittee of the Annual Evaluation Oversight committee.

The subcommittee evaluates the information using the metrics listed in the last two pages of this appendix. There should be no conflict of interest, i.e., spouses/partners cannot evaluate each other. The subcommittee provides a score for teaching, research, service, and administration (if applicable) for each tenured or tenure-track faculty member. The scores are then weighted by the % effort assigned to the faculty member for each category. The final committee score is rounded to the nearest half integer (from 1 to 5) for the Archivum Evaluation tool. A narrative is also provided regarding accomplishments and achievement goals for the following year, especially in regards to tenure and/or promotion. The evaluation then goes to the Dean for a similar assessment, score, and narrative.

Part of the Dean's narrative may include recommendations to improve performance. For example, recommend attending USF CITL workshops, if teaching score is low. Increase number of proposal submissions, if grant count is low. Enroll in an writing improvement program, such as the USF funded program, National Center for Faculty Development & Diversity, if number of papers are low, etc. Service to the profession (e.g., editorial, leadership role in a professional organization, etc.) can also be made if appropriate. Same for service to the University. Progress towards these achievement goals or recommendations should be reviewed the following year.

COLLEGE OF MARINE SCIENCE
FACULTY ACTIVITIES AND EVALUATION FORM
Calendar Year - January 1 through December 31,
Name: Rank:
The information for the column "Activity Percent Assigned" on the **USF –**
Annual Faculty Review Summary reflect the percent of effort for each category
(_____ %) on this form.
CMS ANNUAL REPORT STATEMENT
Please provide a concise statement (250 words) describing your most
significant accomplishments and your most impressive publication in
YEAR. This is only for the **CMS Annual Report**. Feel free to suggest a
picture, and use this as an opportunity to update your website. The
statement should be 3rd person, past tense, and in paragraph form. For
example, "Dr. YOUR NAME was recognized for the best paper of the
year in the prestigious *Journal of Irreproducible Results* …" Remember
that the target audience for this statement is the upper administration,
possible donors and the general public, not us, so please craft it
appropriately. Finally, please note that this statement does NOT replace
the section where you are allowed to write a longer statement for your
faculty evaluation. That section still appears at the end of this document.

1) TEACHING - COURSEWORK

<u>Major Professor (inside USF)</u>

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/23: #. 2$ >"R$: +2#$

YEAR

Metrics used for CMS Faculty Annual Evaluations

1. Percent effort in Teaching (weighting factor)
2. Name, number, and percentage of courses taught
3. Total number of advisees
4. Number of students graduated
5. Number of MS committees serving on
6. Number of other PhD committees
7. Number of non-USF student committees
8. Number of postdocs supervised
9. Percent Effort in Research (weighting factor)
10. Number of proposals submitted with details
11. Average number of proposals submitted within last 3 years
12. Number of Funded awards with complete details
13. Number of publications within the year with details
14. Number of first-authored publications with details
15. Number of supervised student/postdocs first-authored pubs with details
16. Average number of publications/year over the past 3 years
17. Number of manuscripts in press or submitted
18. Number of patents