THE ACADEMIC CONSTITUTION AND BY-LAWS OF THE
FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY
(Revised: 2006 - 2007)

The Constitution and By-Laws Committee

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APPROVED BY THE FACULTY SENATE
April, 2008

Ratified by the General Faculty
September 23, 2008
Paragraph 7. Proxies and Alternates. -- There shall be no proxies or alternates in the Faculty Senate voting membership.

Paragraph 8. Meetings.
Section a. The Faculty Senate shall meet in regular session once each month during the academic year and in special session at any time, as needed, with three days business days’ notification.
Section b. Special meetings of the Faculty Senate may be called by the President of the Faculty Senate or by one-fifth of the total voting membership.
Section c. All meetings of the Faculty Senate shall be open to all members of the general faculty and non-academic staff who shall have the right to address the body upon written request to the Steering Committee in accordance with this Constitution and By-Laws and the operating rules of the Senate.

Paragraph 9. Procedure -- The Faculty Senate shall adhere to its established rules of procedure but May, at its discretion, by vote of a majority of a quorum; waive one or more such rules when such action is essential to the conduct of business.

ARTICLE V
ORGANIZATION OF THE UNIVERSITY

Paragraph 1. Academic Affairs.
Section a. Colleges and Schools. Colleges and schools shall be comprehensive academic units within the University, and may consist of divisions, departments, institutes, centers, and other such specialized units as are necessary and desirable. The establishment or abolition of a college or school shall be based upon appropriate study and recommendations with the approval of the Provost and Vice-President for Academic Affairs, the President, and the Board of Trustees.
(1) The College. The college shall be the major degree-granting unit of the University that is established to develop academic programs, plan curricula and courses of study, and conduct instruction, research and public service.
(a) Jurisdiction. In accordance with approval procedures and policies of the Faculty Senate, the Provost and Vice-President for Academic Affairs, the President, and the Board of Trustees, the faculty of each college shall engage in all activities that are appropriate to its mission, including but not limited to, requirements for admission, retention, and graduation, curriculum development and maintenance, employment, promotion and tenure recommendations, cooperation and coordination with the academic units, determination of faculty work loads and responsibility, committee assignments, and research support.
(b) The Faculty. As defined in the Constitution, the faculty of the College shall consist of those persons holding academic rank who are employed in the departments or other equivalent units of the college.
(c) Administration. The chief administrative officer of the college shall be the dean who holds professorial rank in one of the departments or other units of the college. The dean shall be nominated to the President by the Provost and Vice-President for Academic Affairs upon recommendation by a search committee that shall include, but not be limited to, three tenured members of the college faculty elected by the faculty of the college. If the nominations of the Provost and Vice-President for Academic Affairs are
not concurred in by the search committee, its dissenting report shall be forwarded to the President along with all other pertinent information related to the nominations.

The dean shall be appointed by the President. In the event of resignation, removal, incapacitating illness, or death, the President, upon recommendation of the Vice-President for Academic Affairs, shall make an interim appointment of acting dean until selection and approval of a permanent dean is made.

The dean shall be the executive officer of the college who administers affairs under policy determined by the faculty of the college, as long as such policy is consistent with the University-wide academic policies. The dean shall be responsible to the Provost and Vice-President for Academic Affairs and to the President for all of the academic and budgetary affairs of the college. The dean shall forward nominations for employment of academic personnel to Provost and Vice-President for Academic Affairs, based upon prior recommendation of the chairman of the departments of the college. He may recommend for appointment such administrative assistants as are required.

The President, at his discretion, may remove a dean from his/her deanship, without affecting the faculty rank and tenure status of the dean in accordance with this Constitution and By-Laws, other University policies, and Board of Trustees rules.

(2) The School. The school shall be a comprehensive academic unit of the University within a college or an autonomous unit organized for special academic programs, curricula and courses of study, instruction, research and public service, and may have degree-granting status on a par with the college.

(a) Jurisdiction. When the school is a unit within a college, its faculty shall determine its internal policies and exercise control of academic affairs of the school subject to approval of the dean of the college.

When a school is an autonomous unit, with degree-granting status, organized for special academic programs, the faculty shall determine its internal policies and shall exercise control of its academic affairs in accordance with this Constitution and By-Laws, University policies, and Board of Trustees rules. All other facets of the jurisdiction of a school are the same as those of the college.

(b) The Faculty. As defined in the Constitution, the faculty of a school shall consist of those persons holding academic rank who are employed in the departments or other units of the school.

(c) Administration. The chief administrative officer of a subordinate school within a college shall be the director who shall hold professorial rank in one of the departments or other units of the school. The director shall be nominated by the dean of the college, after consideration of the opinions of the tenured faculty members in the school to the Provost and Vice President for Academic, and in turn to the President. If the nomination by the dean is not concurred in, by the tenured faculty members of the school, their dissenting opinions shall be forwarded to the Vice-President in writing, along with all other pertinent information related to the nomination. The director of the school shall be subject to the administrative supervision of the dean of the college in which the school is located.

The President, at his/her discretion, and in accordance with this Constitution and By-Laws, University policy, and Board of Trustees rules, may remove a director from his/her directorship without any affect on his/her professorial rank and tenure status in the school. The administrative head of a school that is an autonomous unit shall be a
dean, and the procedure for his/her appointment, administrative jurisdiction, and removal are the same as that of a dean of a college.

Section b. The Division. The Division shall be the basic academic and administrative unit within the college or school that is comprised of two or more departments or equivalent units that are related by subject matter proximity and special program emphases. Institutes, centers, and other special academic programs may be administered through a division.

(1) Jurisdiction. The principal functions of the division include: The coordination and articulation of the academic programs of the various departments, budget preparation and fiscal responsibility for departments, and the maintenance of curriculum continuity and complementary program planning, development and evaluation of the departments. Working with the dean and other divisions in the college or school, the division shall pursue mutually supportive relationships and strategies for the stimulation of, excellence in teaching, research, public service, faculty and staff recruitment and development, and other professional participations.

(2) Administration. The chief administrative officer of a division shall be director who shall hold professorial rank in the department of his academic specialty. The division director shall be nominated by the dean of the college or school after receipt of two or more recommendations from a faculty committee consisting of an elected tenured member from each department within the division. Upon approval by the Provost and Vice-President for Academic Affairs, the President, normally will appoint the nominee as, division head to a specified term of three years.

The method of selection of the division head adopted by the faculty shall apply in the event of resignation, retirement, incapacitating illness, or death of the incumbent division head during a term of appointment. Upon approval of the Provost and Vice-President for Academic Affairs, the dean may make an interim appointment of acting division director. Such interim status should remain no longer than two consecutive semesters.

If the director is appointed for a specified term, the President may reappoint her/him for successive terms. Though much of the work of a division director is administrative, s/he shall be expected normally to teach at least one course in one of the three semesters of the regular academic year. The President, at his discretion, and in accordance with this Constitution and By-Laws, may remove a division director from his/her directorship without affect upon the academic rank and, tenure status of the director.

Section c. The Department. The department shall be the basic unit of academic organization within the colleges and schools, and shall have teaching, research, public service, and other academic functions.

(1) Jurisdiction. Each department shall be situated in only one college or school, and shall have the primary responsibility to provide instruction in its own subject matter fields for its majors and minors, as well as students from any other colleges, schools, divisions, institutes, or centers, that may require such instruction and service. Curriculum planning and development, course offerings, and the scheduling of classes by any department shall be in coordination with other departments within and outside the college or school in which the department is located.