

**Muma College of Business Faculty Charter**  
**Code of Operating Standards for Academic Policy and Administrative Structure**

**I. PURPOSES**

- A. To formally identify organizational structure and procedures for faculty development and supervision of the academic policies of the Muma College of Business.
- B. To provide a structure to facilitate faculty participation in determining administrative policies, practices, and decisions affecting the quality and effectiveness of the educational objectives of the students, faculty, and administration of the Muma College of Business.
- C. To define a collegial system delineating the major academic responsibilities and jurisdictions of the faculty and administrative officers of the Muma College of Business within the framework established by the State University System and the University of South Florida. of

relevant COLLEGE FACULTY members. These individuals and the Campus/School





Committee chairs shall be appointed by the DEAN with recommendations from the School Directors. Through the appointment process the DEAN shall ensure multi-campus representation on the committees.

D. AD HOC COMMITTEES

The FACULTY EXECUTIVE COMMITTEE may appoint Ad Hoc Committees as deemed necessary to consider matters not already assigned to a standing committee. The Committee Chair, with the approval of the Committee members, and inith

## IX. FACULTY VOTING PROCEDURES

At general meetings of the COLLEGE FACULTY, no formal vote shall be taken unless there is a necessary quorum of COLLEGE FACULTY present. For this purpose, a quorum shall be defined as at least 50 percent of the COLLEGE FACULTY. The DEAN or a member of the COLLEGE FACULTY may request that any vote be done by means of a secret ballot. In order for any measure to pass by a vote of the COLLEGE FACULTY, a majority of the votes shall be in favor of the measure. Attending includes physical, telephonic or electronic presence that ensures full participation by the member.

Email voting may be conducted on questions for which no subsequent vote or dialogue is requested, or discussion will be held, and is in alignment with all other state, University, and College policies. Should e-mail voting occur a faculty member shall cast a “yes vote,” “no vote,” or a vote to “abstain” to count towards the quorum. Faculty not replying to an e-mail vote will not count toward the quorum.

Faculty shall be provided at least a one week notice on issues requiring a faculty vote in general faculty meetings. This notice shall include the time and date of the meeting and relevant information regarding the issue requiring a vote.

## X. EVALUATION POLICY

- A. Faculty Evaluations of Administrators. To facilitate and encourage effectiveness in the performance of their duties, the Administrators of the College shall be evaluated and provided feedback by the COLLEGE FACULTY. The FACULTY EXECUTIVE COMMITTEE shall determine an appropriate evaluation process for College Administrator(s) by the COLLEGE FACULTY and supervise its administration.
- B. Student Evaluations of Faculty. To facilitate and encourage effectiveness in the performance of their teaching assignments, all faculty teaching in the Muma College of Business shall be evaluated and provided feedback by their students.
- C. Administrative Evaluation of COLLEGE FACULTY. The administrative evaluation of COLLEGE FACULTY shall be as set forth in the USF/UFF Collective Bargaining Agreement.
- D. The FACULTY EXECUTIVE COMMITTEE shall be involved with DEAN and Dean searches for the College and shall meet with potential DEAN and Dean candidates and provide formal input to the concerned search committees.

## XI. COMPLIANCE AND SEVERABILITY

The provisions of this Charter shall not be construed in any manner so as to conflict with the Laws of the State of Florida, the policies of the Board of Governors and the USF/UFF Collective Bargaining Agreement. In the event that any provision of this Charter is found to

be invalid or unenforceable, then that provision shall be of no force or effect, but the remainder of the Charter shall continue in full force and effect.

## XII. AMENDMENT AND REPEAL

Action to amend and/or repeal this document in whole or in part may be initiated by a petition setting forth the proposed change. Such a petition shall be signed by at least 10 percent of the voting members of the COLLEGE FACULTY or by a majority of the members of the FACULTY EXECUTIVE COMMITTEE. Such petitions shall be presented to the FACULTY EXECUTIVE COMMITTEE, which shall set a date for the convening of a meeting of the COLLEGE FACULTY for the purpose of discussing the proposed change. The FACULTY EXECUTIVE COMMITTEE shall give at least a one week notice of such meeting to each voting member of the COLLEGE FACULTY. A copy of the proposed change shall accompany such notice.

Action to accept or reject the proposed change shall be by ballot. A majority vote of the members of the COLLEGE FACULTY voting shall be required to adopt the proposed change.

Faculty approve 2-28-20 and USF reviewed 5-1-20

Appendix A  
Muma College of Business  
Faculty Charter

- A. In order to establish the initial membership of the Faculty Executive Committee, the College Faculty of each multi-campus School shall nominate five (5) College Faculty from his/her multi-campus School to serve on the Faculty Executive Committee. The list of nominees shall contain at least one (1) College Faculty member from each of the three (3) campuses of the multi-campus School. Each College Faculty member from a multi-campus School shall vote for three (3) of the nominees. The three (3) nominees receiving the highest number of votes shall be members of the Faculty Executive Committee from that multi-campus School. If a tie vote occurs, the tie shall be resolved by a re-vote on those tied nominees. If all three (3) of the elected members of the Faculty Council Executive Committee are from the same campus of a multi-campus School, then the elected College Faculty member with the least number of votes, with any ties to be resolved with a flip of a coin, shall be replaced by the non-elected nominee from an unrepresented campus of the multi-campus School with the most votes as compared with the other non-elected nominees from the unrepresented campuses with ties to be resolved by the flip of a coin.
- B. The College Faculty of each single-campus school shall nominate at least one (1) College Faculty member from his/her single-campus School to serve on the Faculty Executive Committee. Each College Faculty member from a single-campus school shall vote for one of the nominees. The nominee receiving the highest number of the votes shall be a member of the College Faculty Executive Committee from the single-campus schools. If a tie vote occurs among the nominees who receive the highest number of votes, the tie shall be resolved by the flip of a coin.
- C. The initial term of a Faculty Executive Committee member from a multi-campus school shall be determined by the number of votes received by the nominee with the one receiving the most votes given a three (3) year term, the one receiving the next highest number of votes be given a two year term and the one receiving the least number of votes given a one year term. If the individual is not able or willing to complete the term, his/her replacement for the remainder of his/her term shall be from the same campus and be elected by a majority vote of the College Faculty from his/her multi-campus or single-campus School.

If after the above election process in A and B is completed on all campuses of the multi-campus and single-campus Schools, none of the thirteen (13) elected College Faculty members are from one (1) of the campuses of the multi-campus Schools, then the elected College Faculty member of the thirteen (13) elected College Faculty members with the least number of votes, with any ties to be resolved by the flip of a coin, which will not result in that campus having all of its elected College Faculty members from the same campus shall be replaced with the non-elected nominated College Faculty member from the unrepresented campus with the most votes, as compared with the total votes received by any other non-elected College Faculty member from that unrepresented campus, with ties to be resolved by the flip of a coin.



**UNIVERSITY OF SOUTH FLORIDA  
MUMA COLLEGE OF BUSINESS**

**ANNUAL EVALUATION PROCEDURE AND CRITERIA**

This document presents the procedure and criteria used in the annual evaluation of faculty in the Muma College of Business consistent with provisions of the current Collective Bargaining Agreement (CBA) related to faculty evaluations. These criteria are applied uniformly in all schools in the Muma College of Business. These criteria, along with the documented and measurable performance outcomes specified, have been developed by the administration in the Muma College of Business with input from faculty. As required by the current CBA, implementation of these procedures and criteria are recommended by a majority vote of Muma College of Business full-time in-unit faculty members. uA10.11

- (3) *satisfactory* if the average student evaluation of teaching scores for all courses taught was equal to or higher than 3.0 and less than or equal to 3.75 and there is insufficient additional evidence to support a higher rating;
- (4) *strong* if the average student evaluation of teaching scores across all courses taught was greater than 3.75 and less than or equal to 4.5 and there is insufficient additional evidence to support a higher rating; and
- (5) *outstanding* if the average student evaluation of teaching scores was consistently above 4.5 across all courses taught and there is insufficient additional evidence to support a rating of *outstanding* (e.g., finalist or winner of a teaching award, new course developed, etc.).

The final assignment of the rating for teaching includes consideration of the level of courses taught (undergraduate, graduate), class sizes, primary delivery mode (mass lecture, online, case-based), the departmental and college average evaluations, written student comments, and if the employee's annual evaluation of teaching in the previous calendar year was less than satisfactory, or if employee agrees to



- (4) The faculty member performed all assigned service obligations in a manner that advanced the strategic priorities of the school, college, or university, and/or external service was extensive and noteworthy for the school, college, and/or university; and
- (5) The faculty member performed all assigned service obligations with distinction in a manner that significantly advanced the strategic priorities of the school, college, or university, and/or external service resulted in significant visibility and recognition to the school, and/or the university.

**Annual Review Appeals Process**

Faculty who are not satisfied with their evaluation can write a response to be included in their personnel file along with the annual review. Faculty can appeal the evaluation by requesting that the school's Committee A (or its equivalent) conduct an independent evaluation of the 0.9(e)06 Tc Tw 21.152 0(176 Tc7BAMCID 12nol)-2(,)-1.6(e)-1.7.1.7T s