CONSTITUTION
COLLEGE OF VETERINARY MEDICINE
UNIVERSITY OF FLORIDA

Ratified by vote of the Faculty Assembly, April, 2007 and
Amended by vote of the Faculty Assembly, October, 8th, 2007* and
Revised by Final Vote of the Faculty Assembly, January 25, 2012 and Bylaws
Added by Final Vote of the Faculty Assembly, December 3, 2012

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PREAMBLE

We the faculty and administration of the University of Florida’s College of Veterinary Medicine are entrusted by the People of the State of Florida to serve the educational needs and professional development of our students, residents and interns. We strive to advance and disseminate scientific knowledge and to apply such knowledge toward the prevention, treatment or cure of diseases and disorders that afflict animals or humans. The accomplishment of these objectives requires the establishment of procedures by which the faculty and administration can work together effectively through combined visions, energies and talents toward common goals. We, the faculty and administrators, hereby adopt this Constitution and accompanying Bylaws that define the rights and responsibilities of the faculty and administration, as well as the general procedures for governance of the College of Veterinary Medicine. These Articles and Bylaws are intended to: ensure maximal communication through defined orderly procedures, clarify the means by which faculty can contribute effectively to and identify with the affairs of the college, and allow the voting faculty collectively and through committees to be responsible for developing the policies of the college.

This Constitution is intended to establish the general principles for shared governance within the College. The College Constitution is subordinate to the University of Florida Constitution, the regulations and directives of the Florida Board of Governors and University of Florida Board of Trustees, hereinafter called “University Regulations” and, in cases of actual or perceived differences, University Regulations shall prevail over the rules or guidelines set forth in the College Constitution. Operating within these contexts and within the provisions of this Constitution, governance shall be shared between the faculty and administration of the College.
Article 1  College Purpose and Responsibilities

Section 1. Statement of Purpose: The College of Veterinary Medicine (referred to hereafter as “the College”) is one of the major degree-granting units of the University of Florida. The College faculty and administration are committed to serving the people of the State of Florida and providing leadership that fosters scholarly activities related to veterinary medicine at local, national, and international venues.

Section 2. College Responsibilities: To meet the objectives defined in the Preamble, the College has accepted specific responsibilities, which include but are not limited to the following:

a. to administer and maintain a nationally-accredited degree-granting professional (Doctor of Veterinary Medicine) program that provides graduates with appropriate skills and knowledge for life-long learning as competent and ethical practitioners of veterinary medicine;

b. to conduct scientific research and to disseminate findings to the scientific community through accepted practices, including peer-reviewed scholarly publications;

c. to administer and maintain a degree-granting graduate (Masters of Science, Doctor of Philosophy) program that provides students with opportunities that will enable them to become successful independent research scientists;

d. to administer and maintain nationally-accredited internship, residency, fellowship and post-doctoral professional programs that provide veterinarians with appropriate clinical and research training skills for life-long learning as competent and ethical experts in the field of veterinary medicine;

e. to provide students (graduate and professional) with a sound and ethical science-based training experience and to make new generations of students aware of the opportunities for public service and personal fulfillment inherent in the pursuit of career opportunities in scientific research and veterinary medicine;

f. to work cooperatively with peers in academic, government and private agencies to foster advances in agricultural, biomedical and pharmaceutical disciplines important to the state of Florida or the United States;

g. to provide professional support for industries that are economically important to the state of Florida, through extension, continuing education and other outreach programs;

h. to provide professional services that support and expand the educational and research missions of the College, University of Florida, state of Florida, veterinary profession and the nation;
i. to practice a spirit of inclusiveness and cultural competence which enriches diversity among the students, faculty, and staff.

**Article 2: Faculty**

**Section 1. Faculty definitions, appointments, voting, eligibility**

a. **Regular Faculty Defined:** As stated in the University of Florida Constitution, Article III, the regular faculty of the College are those persons employed by the University of Florida during the regular academic year whose primary assignment is to carry out the academic mission of the University, namely, teaching, research and academic service. All academic appointments held by regular faculty shall be defined as those identified in University of Florida Senate Bylaw 21 and regulations as that document may be changed from time to time.

b. **Regular Faculty Appointment:** All members of the faculty, including regular faculty administrators shall be appointed as a member of one of the college’s academic departments. The chair of the faculty member’s academic department is responsible for defining activity assignments in teaching, research, service, extension or other duties for all department faculty and is responsible for conducting annual evaluations of each faculty member’s academic performance.

c. **Voting Rights and Eligible Faculty:** All regular faculty members are eligible to participate in faculty shared governance and vote on issues related to college policy. The regular faculty are automatically eligible for assignment to all committees and councils in the CVM for shared governance.

d. **Other Faculty.** Regular faculty within an academic department may recommend individuals for such appointments as adjunct, affiliate, courtesy, emeritus, and visiting faculty. A majority affirmative vote of departmental regular faculty is required for approval. The rights and responsibilities of these appointments shall be specified at the time of the appointment. At the discretion of the departmental regular faculty, such other faculty appointees may speak, and vote on departmental matters. This will be decided upon approval by the regular faculty.

**Section 2. Faculty Rights**

a. **Academic Freedom:** Academic freedom is essential to the full development of a university and applies to teaching, research, service and extension. Therefore, the faculty must be free to cultivate a spirit of inquiry and scholarly criticism and to examine ideas in an atmosphere of freedom and confidence.

b. **Assignment:** All faculty members have the right to know what is required of them in their work and how that work will be evaluated. All faculty members shall be provided with a statement of their responsibilities and criteria by which they will be evaluated upon initial appointment and annually thereafter.
c. **Function and Evaluation:** All decisions regarding tenure, promotion, professional development leave, salaries, salary increases and evaluations, and all results of those decisions, shall be made known to the individual faculty member at the time of review. Faculty members have the right to appeal such decisions in a timely manner, consistent with applicable policies and procedures, and to expect a timely reply. All faculty members have the right in accordance with University regulations to see any and all information about them that is assembled in official personnel files within the college or department within the college, and have the right to reply in writing as set forth in University Policy.

d. **Promotion and Tenure:** Pursuant to University regulations, faculty members have a right to receive in a timely manner all matters relating to tenure and promotion, the results of departmental votes, the college committee recommendation, the chair’s/director’s letter and the dean’s letter and recommendation.

e. **Assembly:** The faculty has a right to assemble to discuss matters of concern to the faculty.

**Section 3. Faculty Responsibilities**

a. Faculty members must fulfill their responsibilities to society, their professions and the University by manifesting academic competence. The responsibilities of the faculty shall include but are not limited to teaching, research, service, and extension.

b. Teaching and research responsibilities are determined by the Department Chair in consultation with the faculty member.

c. The Faculty is responsible for establishing all curricula, including general content, in the College pursuant to University of Florida Constitution.

d. Perform service primarily through providing scholarship and serving on committees of the College and professional, academic, federal, and state organizations.

e. Perform service primarily through serving on University committees and on the Faculty Senate.

**Article 3. Administration**

**Section 1. Administration Defined, rights, responsibilities:**

a. **Administration Defined:** The College administration is led by a dean and includes all other deans, chairs, and directors who serve in a primary administrative capacity. All members of the College administration that hold a doctoral or equivalent degree and are defined as regular faculty in Faculty Senate Bylaw 21 shall be appointed as a faculty
member in one of the college’s academic departments and shall be afforded voting rights and other faculty rights as outlined in Article 2.

b. College Dean: The dean is appointed by the President of the University and serves as the chief executive and administrative officer of the College. The dean is the chief executive officer of the college, who shall at the same time hold academic rank in one of the departments in the college. The dean is responsible for administration of the College and is the agent of the College Faculty for the execution of academic policy and is to operate the College in the spirit of shared governance.

c. Other Administrative Officers: The dean, in consultation with the Faculty, may create administrative positions in support of the educational, research, and service missions of the college, and change the title or role of existing administrative positions as deemed necessary. The specific responsibilities of each administrative position shall be clearly defined and individuals in these positions will be responsible to the dean for execution of their duties. Appointment to these administrative positions, including Executive Associate Dean, Associate Dean for Research and Graduate Studies, Associate Dean for Students and Instruction or other related positions shall be carried out in accordance with the regulations of the University of Florida. Administrative officers are to perform all tasks in the spirit of shared governance.

d. Department Chairs: Each academic department within the College shall be headed by a department chair. The Department Chair serves as chief executive and administrative officer of the academic department, is responsible to the dean for administration of the department and to the faculty for decision making regarding departmental activities related to the college and department missions, strategic plans, and budgets. The chair is the agent of the department faculty for the organization and execution of academic policy. The chair is to operate the department in the spirit of shared governance.

e. Appointment of Department Chairs: The dean shall initiate searches for department chairs by establishing a search committee in consultation with the regular department faculty who hold academic rank. The dean may appoint an interim chair. The search committee may include untenured as well as tenured departmental faculty as well as faculty from other college units at the discretion of the dean. A majority of members of the search committee shall come from the department whose chair position is being filled. The search shall continue until there are sufficient qualified candidates to nominate for appointment that are acceptable to both the committee and the dean. The department chair shall be appointed by the dean from this list of candidates.

Section 2. Administrator Rights:

College administrators as defined in Article 3, Section 1a have the right to reasonably plan and manage their respective units. They have the right to appoint faculty within the confines of the University of Florida Constitution and the regulations of the University of Florida. They have the right to define and assign position responsibilities including time
assignments, and to non-renew appointments of non-tenured or non-permanent status faculty with appropriate notice. Administrators have the right to assign space and staff support to faculty members and alter or remove this support. Administrators have the right to approve or deny outside activity and leave. In addition, administrators have the right to deal with employment situations that may become, or are disruptive, to the college and/or department in accordance with University notice and human resources policy. All changes in appointment, assignment, and support must be consistent with the University of Florida Constitution faculty rights and grievance procedures and University of Florida regulations. All changes in appointment, assignment, and support must be provided in writing at the time of oral notice which details the specific reasons for these changes.

Section 3. Administrative Responsibilities:

College administrators have the responsibility to operate their units in fair and fiscally responsible ways while seeking input from faculty when appropriate. Administrators are expected to promote the advancement of all aspects of the College so that the overall standing in the academic community is enhanced. Administrators are expected to provide guidance, and arrange for mentoring, to assist faculty members in their professional development, promotion, and tenure (when appropriate). Administrators must perform an annual evaluation of each faculty member they supervise that includes a face-to-face meeting (unless a faculty member is assigned to a distant location) and a written summary document. Administrators have the responsibility to make and maintain university records in the course of official business.

Article 4. College Governance:

Section 1. Councils Defined: Councils make policy recommendations and facilitate faculty participation in shared governance. The councils make recommendations, facilitate implementation of policy, and serve as liaisons between administrative units and faculty. Councils do not have the authority to remand decisions of a committee except insofar as such decisions may form the basis of policy recommendations.

Section 2. Faculty Council:

a. Duties: The duties of the Faculty Council shall be to consider all matters presented from the faculty or the administration and to bring appropriate matters to the attention of the faculty for discussion. The Faculty Council will determine the manner of passage of resolutions. The Faculty Council will determine the requirements for passage and the mechanism for voting upon each item. This will be an intentional process that provides all eligible faculty the opportunity to cast a vote. Examples of potential methods include electronic voting, in person voting at meetings, and ballot boxes. Other methods may also be identified. The Council will determine an appropriate length of time during which voting will occur based on the item being considered and the voting method selected.
b. Membership. The Faculty Council shall consist of two members from each department. The term of Council membership will be for two years. New members will take office on July 1 of each year. Members shall be limited to two consecutive terms.

c. Elections. Vacancies shall be filled through an election by the voting faculty in their respective departments and confirmed at the last scheduled faculty assembly meeting of the academic year. Prior consent of the nominee must be obtained before a faculty member's name is placed in nomination. These nominations shall be presented to the Chair of Faculty Council by oral or written ballot for the assembly vote. In case of a vacancy, a new member shall be elected at a special faculty meeting called for this purpose.

d. Officers. Officers (Chair, Secretary and Associate Chair) shall be elected annually from the elected Faculty Council members. The outgoing Secretary or Chair of the Faculty Council will accept nominations for new officers and conduct an election by ballot at the last scheduled council meeting of the academic year.

e. Meeting Procedures: Only members of the Faculty Council have access to the floor during Council meetings, except when permission has been granted by consent of the Council chair. The dean (or his/her representative) may be invited by the Chair to appropriate Faculty Council meetings for the purpose of assisting with recounting of historical information and to provide guidance related to committee responsibilities. Administrative members serve in ex-officio, non-voting, capacity. Proxies are not allowed for any votes cast given the Faculty Council falls under the Florida Sunshine Laws.

Section 3. Faculty Assembly:

a. Meetings: Meetings of the faculty shall be held at least quarterly, and are scheduled by the Faculty Council and in consultation with the Dean. The faculty may meet at other times by the call of the Dean, the Faculty Council or upon request of a majority of the faculty senators representing the College of Veterinary Medicine.

b. Agenda: All items to be considered at a faculty meeting will be submitted in writing to the Faculty Council. The Chair of the Council shall be responsible for preparing the agenda after consultation with the Council and to provide notice to the Dean. The Chair of the Faculty Council shall be responsible for distribution of the meeting notice and agenda at least five days prior to the meeting date.

c. Reports: The chair of each standing faculty committee shall present an oral report at the final Faculty meeting of each academic year, and file with the Secretary of the Faculty Council a written report of its deliberations and recommendations during the preceding year.

d. Resolutions: Resolutions of the faculty shall be approved by a simple majority of the voting members present at any regular or special meeting, unless otherwise specified by
Faculty Council. The minutes of each faculty meeting shall be posted by the Chair for electronic evaluation and approved by simple majority of the voting members present at the next faculty meeting.

Section 4. Administrative Council:

a. Duties and Membership: The Administrative Council of the College of Veterinary Medicine shall consist of the dean as chair; all associate deans; all departmental chairs; faculty council chair; a minimum of one faculty senator, and any other member of the administration deemed necessary by the dean for conduction of council business. The Administrative Council will provide oversight of the College administration.

b. Meetings: Meetings will be held monthly or at the discretion of the dean. Minutes of these meetings will be posted for public access.

Section 5. Definition of Standing Committees:

There are three types of permanent committees throughout the College which includes those in the clinical units: Faculty Standing Committees, Administrative Committees, and Joint Faculty and Administrative Committees. Faculty standing committees must be formed and approved by constitutional amendment. All faculty standing committees are fully independent of the Faculty Council and report directly to the faculty through the Faculty Assembly. The Faculty Council facilitates this communication organizationally. Administrative committees are established or dissolved by the dean. Joint Faculty and Administrative committees are formed and dissolved jointly by the Administration and Faculty Assembly.

Section 6. Faculty Standing Committees.

a. Permanent Committees: Standing committees shall exist at all times and are to be considered permanent. New members of these standing committees shall commence their service on July 1 of each year.

b. Election and Commitment: Committee chairs are elected or appointed on an annual basis and deviations this will be specified in the Bylaw designating that committee. Faculty will serve for three years on a standing committee unless otherwise specified and where possible membership will be staggered so that at least half of the members of the faculty are retained. The disposition of each standing committee as outlined in this Constitution supersedes all College administrative documents.

c. Membership. Each of the faculty standing committees shall consist of the designated number of faculty members in the Bylaws or a minimum of four regular faculty members. The dean or a representative designated by the dean may serve as an ex-officio, non-voting member of a committee. All voting members shall abide by the State of Florida Sunshine Laws.
d. Procedure of Selection. By April 15th of each year, the Office of the Dean will provide a list to the respective departmental chair of all upcoming vacancies for each standing committee. After consultation by Chair with each respective faculty candidate, nominations will be put forward to the departmental faculty for vote either in a meeting or electronically. Upon a simple majority approval, the names will be forwarded to the Office of the Dean and to the Faculty Council chair. The dean will appoint the selected members to all committees by July 1st of each year unless written cause is delivered to the faculty council as to why such appointment could not be made.

Section 7. Administrative Committees. Administrative committees aid the dean in the performance of his or her duties. Administrative committees are created by, report to and have membership appointed by the dean. Administrative committees shall achieve specific tasks not assigned to other committees by this Constitution and Bylaws.

Section 8. Joint Faculty and Administrative Standing Committees. Faculty involvement is essential for the disposition of many key College issues with academic and administrative implications. In the spirit of shared governance, these issues are dealt with by Joint Committees.

a. Regular Faculty Membership: One half of each committee’s membership shall be comprised of elected regular faculty members and one half of regular administratively appointed faculty members, except if otherwise specified in the College Bylaws. All appointments will be after consultation with and nomination by their respective Departments.

b. Reporting. Joint committees report to the administration and, to the extent allowed or required by law, provide information on the committee activities and meeting minutes to the Faculty Assembly.

Section 9. Ad hoc Committees:

a. Designation: The deans and councils may create ad hoc committees to achieve specific tasks not assigned to other committees by this Constitution. The dean shall solicit participation from the faculty and staff, as appropriate, and appoint ad hoc committees to study and report on issues of concern of the faculty and/or administration. The dean shall maintain and annually publish a list of all College ad hoc committees and their members to the faculty and college at large. Minutes will be recorded and placed electronically for public access.

b. Commitment: All ad hoc committees shall expire one year after their creation unless extended by written notice of the dean to Faculty Council, such notice describing in general the need for the extension, the membership of the committee, and the expected time for the committee to complete its work. Ad hoc committees in existence for more than two consecutive years shall be considered for inclusion as a standing committee, disbanded or reformed at the next Faculty Meeting scheduled or called after the
expiration of the two year term. In no case shall an ad hoc committee exist for longer than three years.

Section 10. Voting Procedures. Each resolution presented for vote by eligible faculty shall be decided upon either by a simple majority or a designated percentage of a quorum.

a. Simple majority: Fifty percent plus one of the faculty voting.

b. Quorum: The number of faculty needed to hold a vote.

c. Manner of electronic ballot: A designated percentage of faculty required to vote can be determined by faculty council. Electronic ballot can be performed for a designated period within one week of faculty discussion. If the designated percentage of faculty is not met, the vote will be reopened for as many times as needed until this number is reached. The results will be tallied and the results communicated to the faculty.

Article 5. University Governance

Section 1. Election of Senators. A slate of potential candidates for the Faculty Senate shall be developed by contacting all faculty members to verify their willingness and availability to serve. The number and terms of Senators representing the College is prescribed by the Constitution of the University of Florida.

Section 2. Responsibilities of Senators. In addition to representing the College in the Faculty Senate, it shall be the responsibility of Faculty Senators to:

a. Designate one Faculty Senator to serve as a liaison to the Faculty Council by providing them with agendas and minutes of the Faculty Senate meetings in a timely manner;

b. Designate one Faculty Senator to serve on the Administrative Council.

Article 6. Constitution and Bylaw Review and Amendment Procedures

Section 1. Formal Review: The Faculty Council shall review this constitution and all applicable governing documents and propose amendments to this constitution every four years unless a review is called for by a majority vote of the faculty at a faculty meeting.

Section 2. Constitution Amendment: This Constitution may be amended after discussion at any regular or special meeting faculty by two-thirds of voting faculty, provided that notice and the text of the proposed amendments are sent to the faculty at least 10 days prior to the vote. Changes shall be effective after legal review and when written notice of the adopted changes is sent from the chair of the Faculty Council to all members of the faculty and posted by the Faculty Senate. Such notice must be given within two weeks after the date the amendments have been approved by vote.
Section 3. Bylaw Amendment: The Bylaws may be added to, amended, or repealed at any regular or special faculty meeting by a two-thirds vote of all the voting members as described for changes to the Constitution. Faculty will be provided electronically a copy of the proposed changes at least ten days prior to the meeting at which the changes are to be considered.

Section 4. Effective Date: The Constitution shall become effective upon approval by college faculty voting and after review by the University President’s designee. The title of each amended document must have the following notice at the top of the document: This Constitution was ratified by college faculty concluded on January 25, 2012 by a vote of 87 faculty, 82 voting for approval and 5 voting against approval. The amended and ratified CVM Constitution and Bylaws will be immediately posted electronically for public access on a designated College website and the Faculty Senate site designated for public access. All previous non-amended versions will not be displayed on this site.
BYLAWS of the
COLLEGE OF VETERINARY MEDICINE
UNIVERSITY OF FLORIDA

Bylaw 1. Procedures for Document Resolution
These Bylaws of the University of Florida, College of Veterinary Medicine are intended to serve as a companion document to the College Constitution. In the case of any conflict between the documents, both documents are to be read together and full meaning and effect is to be afforded to both documents whenever possible and is to be resolved giving full meaning to the conflicting portions whenever possible. In the event such resolution is not possible, the conflicting readings shall be presented for resolution at a Faculty Assembly and voting will follow the guidelines consistent with amendment of these documents.

Bylaw 2. Curriculum Committee

Section 1. Duties: The curriculum committee is a standing regular faculty committee with responsibilities to recommend DVM and pre-DVM curricular changes to the faculty and to provide curriculum information to the dean. The committee functions to (1) evaluate and monitor the professional degree curriculum, (2) evaluate proposed curricular changes with regard to the college educational mission, available resources and both student and faculty loads, and (3) evaluate specific areas of the professional curriculum as requested by the faculty or dean.

Section 2. Procedures: Faculty requesting curriculum changes must present their changes in writing describing the course and its contribution to the College curricula. The committee will then discuss the merits of this request and make recommendations through Faculty Council for placement on the Faculty Assembly agenda. Recommended changes to the curriculum are presented as resolution at faculty assembly and require vote of the faculty for passage. Minutes shall be recorded from each meeting and placed electronically for public access.

Section 3. Membership: The committee shall include 6-9 faculty, equally representing all phases (I, II, and III) of the professional DVM curriculum. The Associate Dean for Students and Instruction, a librarian, and 2 student representatives from each veterinary class will be ex-officio, non-voting, members. One of the eight student delegates will be appointed to serve as a regular (voting) committee member (one year term) by the chair. An outside member, consisting of a practicing veterinarian who is a member of the Florida Veterinary Medical Association, may serve in an ex-officio, non-voting fashion. This member will be invited to serve by the Associate Dean for Students and Instruction. The committee shall annually elect its own chair from its faculty members. The chair may be re-elected for the term of service. The minutes of these meetings will be posted for public access.

Bylaw 3. Promotion and Tenure Committee
Section 1. Duties: The promotion and tenure committee is a standing regular faculty committee that shall evaluate packets submitted by faculty for promotion or tenure; vote on faculty applications; and advise the dean with respect to promotion and tenure nominations which have been forwarded from the departments. The Promotion and Tenure Committee shall also advise the faculty, through faculty assembly or faculty council, and dean on related policy matters brought forth regarding policies related to promotion and tenure within the College.

Section 2. Procedures:
   a. This committee will provide fact-finding reviews and make annual recommendations on procedural matters of promotion and tenure progress of regular faculty members. This committee shall meet in the fall to consider applications for tenure and promotion and in the spring to review candidates progressing toward tenure.
   b. This committee will provide notice 90 days before meeting to chairs and their respective faculty of the date of both the Fall and Spring meetings.
   c. The committee will prepare, using CVM and University guidelines and regulations, a confidential report for each application detailing the adequacy of the documentation.
   d. Meetings will be scheduled by the committee chair. All discussions must be kept in strictest confidence and fact-finding reports should be submitted only to the dean, who will be responsible for informing individual faculty and department chairs.
   e. The only public report of the committee shall be the annual report to the faculty assembly which should be statistical and not relate specific information on applications; an electronic copy of this statistical report will also be forwarded to the administration and placed electronically for public access. Minutes will be recorded and regarding policy electronically for public access.

Section 3. Membership: The committee shall have nine (9) regular faculty members who are all tenured faculty; five will be professors and four will be associate professors. The faculty will be represented equally between departments. Faculty from each department will nominate one full and one associate professor. This make-up will be followed unless there is insufficient representation by the appropriate faculty designations allowing for rotation. The dean will select one full professor to serve. The dean, associate or assistant deans, and department chairs shall not be eligible to serve on the Tenure and Promotion Committee and cannot attend any meeting as ex-officio members. The committee will be chaired by a regular faculty who holds the rank of Professor and this person will be elected annually by the committee. The chair may be re-elected by each annual membership for the term of service.

Bylaw 4. Research Committee

Section 1. Duties: The research committee is a standing regular faculty committee that shall consider matters appropriate to the promotion of quality research programs within the college. The functions of the committee are (1) to serve as an advisory group to faculty, the associate dean for research, and to the dean on matters relating to the administration of college research policies, (2) to promote interdisciplinary faculty research conferences
within the University of Florida, (3) to evaluate applications for research and graduate studies in awarding competitive grants from college funds, and (4) to evaluate nominations for research awards.

Section 2. Procedures: The committee shall perform periodic assessment of available research opportunities and create recommendations for revisions, deletions, and/or additions to current research activities, faculty support methods, awards, and policies and forward same to the dean, associate deans and faculty. Minutes regarding grant review applications will reflect statistical information only and will also be forwarded to the administration and placed electronically for public access. Minutes regarding all other business will be forwarded to the administration and placed electronically for public access.

Section 3. Membership: The committee shall consist of a chair, appointed annually by the membership and 12 regular faculty (including the chair) equally representing all college departments. The Associate Dean for Research and Graduate studies will serve ex-officio. Non-voting ad hoc committee members may be nominated by the committee chair or the associate dean for research and approved by vote of the committee as needed.

Bylaw 5. Student-Faculty Communications Committee

Section 1. Duties: Student Faculty Communications Committee is a regular standing faculty committee to coordinate student activities and maintain effective communications between the students, the faculty and administration. The committee shall provide a forum open to all students and faculty for exchanging views on student and faculty concerns and shall seek answers and/or solutions to problems discussed.

Section 2. Procedures: Meetings will be open to all faculty and students. Minutes of these meetings will also be forwarded to the administration and placed electronically for public access.

Section 3. Membership: The committee shall consist of two regular faculty members from each phase (I, II, and III) of the professional DVM curriculum. Students shall elect eight delegates (two from each class) to meet with the committee. The associate dean for Students and Instruction shall be an ex-officio member of this committee. The committee shall annually elect its own chair from its faculty members.

Bylaw 6. Academic Advancement Committee:

Section 1. Duties: The academic advancement committee is a regular standing faculty committee that evaluates the academic performance of professional veterinary students. The committee (1) monitors the academic performance of professional veterinary students who do not meet program standards, (2) monitors ethical performance and readiness to practice veterinary medicine, and (3) decides remedial and disciplinary action for students with deficiencies.
Section 2. Procedures: The procedures of this committee shall be consistent with those specified in the College of Veterinary Medicine Student Handbook. The committee and the associate dean for Students and Instruction shall minimally meet following the posting of grades at the end of each term to review questions of student performance for the concluded term. Additional meetings to consider special situations shall be called by the chair. All students that are asked to meet with this committee will be accompanied by his or her academic advisor. All deliberations shall be strictly confidential and the integrity of records shall be maintained by the Office of Students and Instruction. A report that is statistical in nature will be made annually, forwarded to the administration, and placed electronically for public access.

Section 3. Membership: The committee shall consist of six regular faculty members, two from each phase (I, II, and III) of the professional DVM curriculum. This committee shall annually elect its own chair from the regular faculty members. The associate dean for Students and Instruction will serve as an ex-officio, non-voting member.

Bylaw 7: Admissions Committee

Section 1. Duties: The admissions committee is a standing combined regular faculty and administrative committee with responsibility to evaluate applicants for eligibility for admission to the CVM professional curriculum.

Section 2. Procedures: The admissions committee shall recommend to the dean the students to be admitted and readmitted to the professional degree (DVM) curriculum. The committee shall meet repeatedly during the admissions cycle. All records of meetings and deliberations shall be filed in the Office of the Associate Dean for Students and Instruction and all materials used for evaluation must be kept in strictest confidence. An annual report to the faculty assembly shall include only statistical data and no applicant information will be publicly provided. An annual report that is statistical in nature will be forwarded to the administration for public access.

Section 3. Membership: The associate dean for Students and Instruction shall serve as chair. Twelve to 15 regular faculty members consisting of representation from each Phase (I, II, and III) of the professional DVM curriculum will constitute this committee. Additional ex-officio, non-voting members may be invited by the chair including professional DVM students, animal and dairy science faculty members from the Florida Universities, the State veterinarian, alumni council members, and Florida Veterinary Medical Association members.

Bylaw 8. Academic Awards and Scholarship Committee:

Section 1. Duties: The Awards and Scholarship Committee is a standing combined regular faculty and administrative committee which recommends for selection persons nominated to receive honors, scholarships, awards, and college loans.

Section 2. Procedures:
a. Prior to committee meetings in which awards and scholarships are to be determined, a minimum of 30 days prior notice will be provided to members of the regular faculty seeking names of individuals for awards that have a nomination process. The name of the award and criteria for its selection will be provided in this communication.

b. The committee will (1) recommend students for scholarships and loans based on stated scholarship and loan criteria and satisfactory academic progress, (2) recommend students for awards based on performance and specific award criteria, and (3) review nominations for faculty awards.

c. The committee will communicate the recommendations to the associate dean for Students and Instruction so that this office and any event coordinator of the College can arrange for certain scholarships and awards to be presented at the annual awards banquet.

d. All discussions will be confidential and detailed minutes from these meeting will be provided and maintained by the Office of the Associate Dean for Students.

Section 3. Membership: The associate dean for Students and Instruction shall be the chair of this committee. The committee shall consist of 8 regular faculty members, representing the college Departments equally. Ex-officio, non-voting members can include the Director of Development, the Director of Public Relations, and other staff members as needed.

Bylaw 9. Graduate Studies Committee:

Section 1. Duties: This committee is a regular faculty standing committee that shall consider matters appropriate to College graduate programs by assisting in the development of policies and procedures for administration of these programs.

Duties are:

a. To serve as an advisory group to the Faculty, the Dean and the Associate Deans relating to the administration of College post-DVM graduate programs and combined fellowships and graduate programs;

b. To review the progress of all graduate students annually and of all College graduate programs every three years;

c. To coordinate efforts toward improvements in the operation of College graduate programs;

d. To encourage Faculty participation and to coordinate efforts in recruitment of graduate students;

e. To promote College graduate programs through development of and review of College and, where necessary, departmental program informational documents; and

f. To review nominations for graduate and post-doctoral research achievement awards given annually in the College.

Section 2. Procedures:

a. This committee will meet as needed, but at a minimum, on a semi-annual basis to perform the duties. Meetings can be called by any member of the committee.

b. The Associate Dean for Research and Graduate Studies will provide a list of College-wide programs under consideration for review. These reviews will be scheduled every three years.
c. The committee will meet as needed to discuss development of new graduate programs and changes to existing programs.

d. For awards, a minimum of 30 days prior notice will be provided to members of the regular faculty, seeking names of individuals for awards that have a nomination process. The packets will be distributed electronically to the members of the committee, and recommendations regarding the recipients of these awards will be made.

e. The chair of the committee will present an annual review regarding its activities and progress toward improvement of College graduate studies.

f. Minutes of these meetings will be posted for public access.

Section 3. Membership: The committee is composed of the graduate coordinators, and the chair will be elected by members of the committee on an annual basis. A graduate coordinator will be assigned by each department chair. This person will be a tenure-track, regular faculty member. The Associate Dean for Research and Graduate Studies will be an ex-officio member. In addition, a graduate student representative who has completed their qualifying examination will be selected by the Veterinary Graduate Student Association to serve as a liaison.

Bylaw 10. College Information Technology Committee:

Section 1. Duties:

a. The College Information Technology (IT) Committee is a regular faculty standing committee that shall act for the faculty by ensuring that the IT-related research, education, and service needs of all College users are identified and recommendations to address these needs are made to the faculty and the Dean. The committee will identify issues and opportunities, will offer recommendations pertaining to IT applications within the College, and will review and/or offer recommendations pertaining to College-wide policies for computer usage and information technology.

b. The Committee is to identify issues and opportunities and to offer recommendations pertaining to information technology applications within the College as well as to identify extramural grant opportunities that can facilitate College IT improvement.

c. The Committee shall identify issues and make recommendations pertaining to the function of information technology services and review and make recommendations regarding college-level information technology policies including prioritization of identified IT needs for budget consideration.

d. The Committee will provide assistance for implementation of ad hoc projects pertaining to IT-related research, teaching and service needs of the faculty as requested by the Faculty Council or the Dean.

Section 2. Procedures:

a. The Committee will meet on a monthly basis to discuss the IT needs of the College. Meetings can be called by any member of the Committee.

b. For the purposes of allowing meetings and Committee business to continue, the existing members of the Committee will continue to serve until new members are appointed.
c. The chair of the Committee will be elected at the last meeting of the year before new members are appointed.
d. The Committee will receive an annual briefing from the IT director about organizational structure and operations, ongoing improvement projects and outstanding management and project issues as they pertain to College IT unit support of College teaching, research and service activities.
e. In order to engage in systematic monitoring of the quality of IT services, the committee will seek feedback from the faculty, including working with the IT staff to carry out surveys that review relevant service issues. The Committee will report their findings with appropriate recommendations to the Dean and Faculty Council.
f. Minutes of these meetings will also be forwarded to the administration for posting on a faculty-accessible committee website.
g. A yearly overview of Committee activities will be presented to the Faculty Assembly.

Section 3. Membership: The Information Technology Committee shall consist of two faculty representatives from each College department. The chair of the committee will be elected annually from among regular faculty members. The director of IT, Director of Medical/Health Administration, the Executive Associate Dean and the Education Coordinator from the Office of Students and Instruction will serve as ex officio nonvoting members. Ad hoc, non-voting members may be recommended by the Dean to the chair to assist with specific problems or projects as needed. Terms of service for ad hoc members should be one year, with the option for re-appointment.