

**CONSTITUTION  
COLLEGE OF VETERINARY MEDICINE  
UNIVERSITY OF FLORIDA**

**Ratified by vote of the Faculty Assembly, April, 2007; Amended by vote of the Faculty, October, 8, 2007; Revised by vote of the Faculty, January 25, 2012; Bylaws added by vote of the Faculty, December 3, 2012; Amended by votes of the Faculty, June 12, 2014, October 10, 2014, May 16, 2016, May 15, 2017, September 7, 2018, October 5, 2018, December 17, 2018, February 15, 2019, May 3, 2019, July 15, 2020, October 28, 2020, and November 8, 2023.**

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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 and 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 and transparency 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 lifelong learning, leadership skills, and partnership to enrich and improve the health of the environment, animals, and people.

**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 and disseminate scientific research findings to the public, stakeholders, and scientific community through accepted practices.
- 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 scientists;
- d. to administer and maintain nationally-accredited internship, residency, fellowship and post-doctoral professional programs that provide 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 (undergraduate, graduate and professional) with ethical scientific training and entrepreneurial skills 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 promote diversity, equity, and inclusion among the students, faculty, and staff. The direct, interpersonal design of the veterinary profession is dependent on the essential incorporation of the principles of diversity, equity and inclusion to improve human and animal health and welfare. Diversity at the UF CVM is defined as the active incorporation

throughout our college of people from various backgrounds, perspectives, thoughts and beliefs. Diversity is not limited to race, ethnicity, religion, gender, sexual orientation, gender identity, age or physical ability but rather represents the wide range of differences and similarities that make each of us unique. Equity at the UF CVM is defined as the promotion of justice, impartiality and fairness within the procedures, processes and the distribution of resources by our college. Inclusion at the UF CVM is defined as the practice of building a culture that values the diversity of people and ideas and embraces the meaningful participation of all.

## **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, extension, and clinical 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 in consultation with the faculty member, shall define activity assignments in teaching, research, academic service, extension, clinical service 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 and expected 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 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 and approval of the departmental regular faculty, such other faculty appointees may vote on departmental matters.

### **Section 2. Faculty Rights**

**a. Academic Freedom:** Academic freedom is essential to the full development of a university and applies to teaching, research, clinical service, academic 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 such decisions are made. Faculty members have the right to appeal such decisions 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 any 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.
- f. **Safe Environment:** Faculty have the right to work in a safe and inclusive environment free of discrimination, harassment or oppression on the basis of gender, sexual orientation, age, race, religion, nationality or other personal characteristics.

### **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, clinical activities and extension.
- b. Teaching, research, service and extension 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-pursuing scholarship and serving on committees of the College/University and professional, academic, federal, and state organizations.

## **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 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 Academic and Student Affairs 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. Administrative officers are ineligible to serve on Faculty Council.

**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 will 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 a sufficient number of qualified candidates acceptable to both the committee and the Dean are reviewed. The department Chair shall be appointed by the Dean from this list of candidates provided by the search committee.

## **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, if that space or support in question originated in the department of the administrator. 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, support, and space allocation must be consistent with the University of Florida Constitution faculty rights and grievance procedures and University of Florida regulations. All changes in appointment, assignment, support and space allocation 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 are expected to consult with relevant stakeholders when making space allocation decisions. 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, standing committees, or the administration and to bring appropriate matters to the attention of the faculty for discussion during faculty assemblies. Faculty Council will consider all submitted matters and may provide feedback as appropriate. The Faculty Council will determine the manner of passage of resolutions by the Faculty at large. The Faculty Council will determine the requirements for passage and the mechanism for voting upon each resolution. This voting process will provide all eligible faculty the opportunity to cast a vote. Examples of potential methods include electronic voting, in person voting at the faculty assembly 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. The Council will administer an annual Faculty Opinion Survey of College Administrators as detailed in the Standard

Operating Procedure Faculty Opinion Survey of CVM Administrators (last updated on 9/6/2018) to provide feedback to CVM administrators and their supervisors.

**b. Membership:** The Faculty Council shall consist of two members from each department. The term of Council membership will be for three years. When possible a tenure track and non-tenure track faculty member will be represented. New members will take office on July 1 of each year. Members shall be limited to two consecutive terms. The Dean, Associate Deans, Department Chairs, and Directors with college or hospital-wide administrative functions cannot serve on Faculty Council as regular members.

**c. Elections:** Vacancies on the Faculty Council 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 and Associate Chair) shall be elected annually from the elected Faculty Council members. The Associate Chair is responsible for recording meeting minutes. The outgoing 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. The outgoing Faculty Council Chair will serve as Chair of the Administrative Council as described below.

**e. Meeting Procedures:** The Faculty Council Chair will set the agenda for each meeting but any Faculty Council member can request an agenda item be added for consideration. 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 providing information on ongoing activities within the College and to provide guidance related to committee responsibilities. Other individuals may be invited to the Faculty Council meetings at the discretion of the Chair to provide relevant information to ongoing Faculty Council matters. Administrative members serve in ex-officio, non-voting, capacity. Proxies are not allowed for any votes cast because the Faculty Council falls under the Florida Sunshine Laws. Consensus on issues and decisions can be reached through circulation of emails between members.

### **Section 3. Faculty Assembly:**

**a. Meetings:** Meetings of the faculty shall be held monthly or at least quarterly, and are scheduled by the Faculty Council. The faculty may meet at other times at the request 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 assembly will be submitted in writing to the Faculty Council. The Chair of the Faculty Council shall be responsible for preparing the agenda after consultation with the Faculty Council and shall 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 assembly 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 assembly shall be posted by the Chair for electronic evaluation and approved by simple majority of the voting members present at the next faculty assembly.

#### **Section 4. Administrative Council:**

**a. Duties and Membership:** The Administrative Council of the College of Veterinary Medicine shall consist of the Dean; all associate Deans; all departmental chairs; the director of CVM operations and one faculty council representative from each of the college departments. The previous academic year's Faculty Council Chair and the Executive Associate Dean will serve as co-chairs of Administrative Council. The Administrative Council will provide oversight of College operations in order to facilitate shared governance and transparency.

**b. Meetings:** Meetings will be held at a minimum of quarterly. Minutes of these meetings will be posted for public access. The agenda and topics of discussion will be reviewed at the first Faculty Assembly held after an Administrative Council meeting.

**c. Agenda:** All items to be considered at an administrative council meeting will be submitted in writing to the Administrative Council prior to the scheduled meeting. The co-Chairs of the Council shall be responsible for preparing the agenda.

#### **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. Ad hoc 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 unless otherwise 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 15<sup>th</sup> 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, 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 1<sup>st</sup> of each year unless written cause is delivered to the faculty council as to why such appointment could not be made.

**e. Sub-committees:** Standing committees may form sub-committees for consideration of specific issues with membership determined by the committee with consultation from the administration.

**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. They shall solicit participation from the faculty and staff, as appropriate. The Dean will be responsible for appointing ad hoc committee members in consultation with faculty committees, councils and departmental

chairs. The Dean shall maintain and publish on July 1<sup>st</sup> 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:** The percentage of faculty required to vote on a particular matter to be considered binding will 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.

**d. Summary of Voting Procedures:** This chart summarizes the voting requirements for different parliamentary issues that are considered by the faculty.

Issue	Voting requirement	Percentage of Vote Required	Manner of ballot	Other
Amendment to the Constitution	Simple majority of the entire faculty body	51% of the entire faculty must vote affirmatively for a measure to pass	E-vote	Written notice provided to faculty 10 business days prior to vote
Amendment to a Bylaw	Simple majority of the entire faculty body	51% of the entire faculty must vote affirmatively for a measure to pass	E-vote	Written notice provided to faculty 10 business days prior to vote
General Resolutions		Simple majority of faculty present at meeting or simple majority of total faculty when e-vote is used	To be determined by Faculty Council	

Proposals from Curriculum Committee	Faculty requesting curriculum changes must present their changes in writing describing the course and its contribution to the College curricula.	Curriculum Committee will determine if resolution will be advanced to FA	Recommended changes to the curriculum are presented as resolution at faculty assembly and require vote of the faculty for passage.	Simple majority of faculty present at meeting or simple majority of total faculty when e-vote is used
Election of Faculty Senators	Simple majority of department members present at meeting or simple majority of total departmental faculty when e-vote is used	Confirmed by simple majority of faculty present at final FA of the academic year (for term beginning subsequent academic year)		
Election of Faculty Council Representatives	Simple majority of department members present at meeting or simple majority of total departmental faculty when e-vote is used	Confirmed by simple majority of faculty present at final FA of the academic year (for term beginning subsequent 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.	

## Article 5. University Governance

**Section 1. Election of Senators:** A slate of potential candidates for the Faculty Senate shall be developed by the outgoing Senators, having contacted all faculty members to verify their willingness and availability to serve. The Faculty Council will coordinate voting by electronic vote or Faculty Assembly by the end of April in each year. The number and terms of Senators representing the College is prescribed by the Constitution of the University of Florida. In the spirit of shared governance, the election of Faculty Senators should include at least one member from each Department in order for each Department to receive representation on University-wide initiatives concerning rules, regulations, and Bylaws.

**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. One Faculty Senator will report upon the happenings at Faculty Senate at Faculty Assembly.

## **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 six 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 of the faculty by numerical majority of the total number of faculty members (51%), provided that notice and the text of the proposed amendments are sent to the faculty at least 10 university business 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 numerical majority of the total number of faculty members (51%) as described for changes to the Constitution. Faculty will be provided electronically a copy of the proposed changes at least 10 university business 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: (Date, Number of Faculty Voting and How Many For as well as Against). 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 including externship sites, (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. Faculty Council will consider all submitted matters and may provide feedback as appropriate. Recommended changes to the curriculum are presented as a 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 9-12 faculty, equally representing all phases (I, II, and III) of the professional DVM curriculum. The Associate Dean for Academics and Student Affairs (or equivalent or designate), 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 Academics and Student Affairs or designate. The committee shall annually elect its own Chair from its faculty members. The Chair may be re-elected for the term of service. An associate Chair will be elected at the start of the year who advances to the Chair position in the following year to assure adequate preparation and orderly progression to committee Chair responsibilities. The associate Chair will serve as the acting Chair in the absence of the Chair. 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 composed of tenured and mission-track faculty that (1) shall evaluate packets submitted by faculty for promotion and/or tenure, (2) cast formal votes on faculty applications and (3) advise the Dean with respect to all promotion and tenure nominations that have been forwarded from the departments. The Promotion and Tenure Committee shall also advise the Faculty, through Faculty Assembly or Faculty Council, and the Dean on matters brought forth regarding policies related to promotion and tenure within the College.

#### **Section 2. Procedures:**

- a. This committee shall meet to consider applications for tenure and promotion and to review candidates progressing toward tenure and/or promotion. Meetings will be scheduled by the committee Chair. All discussions must be kept in strictest confidence.
- b. Tenure reviews, mid-career reviews for tenure accruing faculty, and tenure upon hire reviews will be performed by a sub-committee consisting of tenured faculty members.
- c. Promotions and mid-career reviews for promotions will be performed by a subcommittee consisting of all members who hold a rank superior to that of the candidate under consideration.
- d. The committee will prepare, using CVM and University guidelines and regulations, a fact-finding report for each application for tenure, promotion and third year review.
- e. Fact-finding reports for tenure and promotion will be submitted only to the Dean who will be responsible for informing individual faculty and department chairs.
- f. Fact-finding reports for third year review will be submitted to the Dean, the Chair of the relevant department and the candidate. The Chair of P&T or designate will meet with each candidate and the Chair of the relevant department to discuss the report with the candidate.
- g. The only public report of the committee shall be the annual report to 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.
- h. The committee will also consider procedural matters of the promotion and tenure process as necessary and make recommendations for procedural changes as appropriate to the Dean.

**Section 3. Membership:** The committee shall have nine (9) regular faculty members, both tenured and mission-track, with three year staggered terms. Five members will be professors, and four will be associate professors. Five members will be tenured, and four will be mission-track faculty. Each of the tenured members will be elected by the tenured faculty in each department. Appointment of non-elected members will be made by the Executive Associate Dean to provide proportionate representation of the departments and faculty missions. The Dean, Associate Deans, department chairs and similar faculty with administrative title shall not be eligible to serve on the Promotion and Tenure Committee and cannot attend any

meeting as *ex officio* members. The committee will be chaired by a regular, tenured faculty member who holds the rank of professor. An associate Chair who is also a tenured professor will be elected at the start of the year who advances to the Chair position in the following year to assure adequate preparation and orderly progression to committee Chair responsibilities. The associate Chair will serve as the acting Chair in the absence of the Chair.

#### **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 competitive grants from college funds, and (4) to evaluate nominations for competitive research awards.

**Section 2. Procedures:** The committee shall perform annual assessment of available research infrastructure including adequacy of laboratory facilities, animal facilities, and core facilities and create recommendations for revisions, deletions, and/or additions to current research infrastructure 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 10 regular faculty (including the Chair) representing all college departments. An associate Chair will be elected at the start of the year who advances to the Chair position in the following year to assure adequate preparation and orderly progression to committee Chair responsibilities. The associate Chair will serve as the acting Chair in the absence of the Chair. The Associate Dean for Research and Graduate studies, or designee, 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 and Wellness Committee**

**Section 1. Duties:** Student Faculty Communications and Wellness Committee (SFCWC) 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 wellness 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. The student body from each phase shall elect eight delegates (two from each class) to meet with the committee. The Associate Dean for Academic and Student Affairs (or equivalent or designate) shall be an ex-officio member of this committee. The committee shall annually elect its own Chair from its faculty members. An associate Chair will be elected at the start of the year who advances to the Chair position in the following year to assure adequate preparation and orderly progression to committee Chair responsibilities. The associate Chair will serve as the acting Chair in the absence of the Chair.

#### **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 Academic and Student Affairs (or equivalent or designate) 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 who 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 for Academic and Student Affairs. A report will be made annually to quantify activity will be forwarded to the administration, and placed electronically for public access.

**Section 3. Membership:** The committee shall consist of six 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 faculty members. An associate Chair will be elected at the start of the year who advances to the Chair position in the following year to assure adequate preparation and orderly progression to committee Chair responsibilities. The associate Chair will serve as the acting Chair in the absence of the Chair. The Associate Dean for Academic and Student Affairs will serve as an ex-officio, non-voting member.

#### **Bylaw 7: Admissions Committee**

**Section 1. Duties:** The admissions committee is a standing combined 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 the students to be admitted or readmitted to the professional degree (DVM) curriculum. The committee shall meet as necessary during the admissions cycle. All records of meetings and deliberations shall be filed in the office of the Associate Dean for Academics and Student Affairs 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.

**Section 3. Membership:** The Associate Dean for Academics and Student Affairs (or equivalent or designate) shall serve as Chair. A minimum of twenty-six faculty members consisting of representation from each Phase (I, II, and III) of the professional DVM curriculum will constitute this committee. Additional members may be invited by the Chair including professional DVM students, faculty members from the Florida Universities, the State veterinarian, alumni council members, and Florida Veterinary Medical Association members.

#### **Bylaw 9. Graduate Studies Committee**

**Section 1. Duties:** The Graduate Studies Committee is a faculty standing committee that shall consider matters appropriate to all College graduate programs by overseeing curricula and assisting in the development of policies and procedures for administration of these programs. These consist of MS/PhD degrees and graduate certificate programs, whether by thesis or non-thesis, using in-residence and/or online formats. Duties are:

**a.** The committee shall serve as an advisory group to the Faculty, the Dean and the Associate Deans relating to the administration of College graduate programs and combined fellowships and graduate programs. This effort includes the review and approval of VME and other non-VEM courses, whether graduate or undergraduate level, after departmental review and prior to forwarding to Faculty Council for approval by the Faculty.

**b.** The committee will review the progress of all graduate students annually and of all College graduate programs every three years.

**c.** The committee will coordinate efforts toward improvements in the operation of College graduate programs.

**d.** The committee will encourage Faculty participation and coordinate efforts in recruitment of graduate students.

**e.** The committee will promote College graduate programs through development of and review of College and, where necessary, departmental program informational documents. This includes the development and maintenance of College graduate program websites.

**f.** The committee will review nominations and select CVM nominees for annual fellowships and other graduate student awards given by the UF Graduate School.

#### **Section 2. Procedures:**

**a.** The committee will meet as needed, but at a minimum on a quarterly basis to perform the duties. Meetings can be called by any member of the committee.

**b.** The committee will meet as needed to discuss development of new graduate programs, changes to existing programs, and triennial review of individual programs.

**c.** 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.

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

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

**Section 3. Membership:** The committee will be composed of one member of the graduate faculty from each department and a graduate student representative selected by the Veterinary Graduate Student Association to serve as a liaison. The term of committee membership will be for three years. New members will take office on July 1 of each year. Members shall be limited to two consecutive terms. An associate Chair of the Graduate Studies Committee will be elected at the start of the year who advances to the Chair position in the following year to assure adequate preparation and orderly progression to committee Chair responsibilities. The associate Chair of the committee will serve as the acting Chair in the absence of the Chair. The Associate Dean for Research or equivalent will be an ex-officio member.

#### **Bylaw 10. College Information Technology Committee**

**Section 1. Duties:** The College Information Technology (IT) Committee is a faculty standing committee that shall act to ensure 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:

- a. identify issues and opportunities, and will offer recommendations pertaining to IT applications within the College, and review and/or offer recommendations pertaining to college-wide policies for computer usage and IT.
- b. identify issues and opportunities and offer recommendations pertaining to IT applications within the college as well as identify extramural grant opportunities that can facilitate college IT improvement.
- c. represent CVM on Health Sciences and UF Campus IT committees including the Research Computing Advisory Committee.
- d. identify issues and make recommendations pertaining to the function of IT services, and review and make recommendations regarding prioritization of identified IT needs.
- e. 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 as needed, but at a minimum on a quarterly basis to perform the duties. Meetings can be called by any member of the committee.
- b. The Chair of the Committee will be elected at the last meeting of the year before new members are appointed.

- c. 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.
- d. Minutes of these meetings will also be forwarded to the administration for posting on a faculty-accessible committee website.
- e. A yearly overview of Committee activities will be presented to the Faculty Assembly.

**Section 3. Membership:** The Information Technology Committee shall consist of one faculty representative from each College department. The Chair of the committee will be elected annually from among faculty members. An associate Chair will be elected at the start of the year who advances to the Chair position in the following year to assure adequate preparation and orderly progression to committee Chair responsibilities. The associate Chair will serve as the acting Chair in the absence of the Chair. Representatives of the Academic Health Center IT, Director of Medical/Health Administration, the Executive Associate Dean and the Education Coordinator from the Academics and Student Affairs office will serve as *ex officio* non-voting 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.

**Bylaw 11. College Community Building and Engagement Committee**

**Section 1. Duties:** The Community Building and Engagement Committee is a standing committee that will work to ensure a welcoming and respectful environment for all individuals both within and outside of the UF CVM. We must be intentional in creating a strong sense of community and belonging within and surrounding our college. The functions of the committee are to meet at least quarterly to:

- a. Assess CVM efforts focused on community building and make recommendations for development to meet the needs of the College’s faculty, house officers, staff, and students.
- b. Assess and/or develop strategic recruitment and retention policies and practices.
- c. Review pipeline initiatives designed to enhance recruitment to the CVM programs.
- d. Report committee activities to constituents in the committee member’s areas.
- e. Review and make recommendations for the Annual Action Plan in collaboration with CVM Administration.
- f. Review and approve the committee’s Annual Report for the CVM to be shared at Faculty Assembly.

**Section 2. Procedures:**

- a. The committee shall develop an annual report of community building and engagement

activities.

b. Reports and minutes regarding all business will be placed electronically on the SharePoint site.

**Section 3. Membership:** The committee shall consist of the Assistant Dean of Community Building & Engagement, three college administrators (represented by Department chairs, Co-chairs, Assistant or Associate Deans) as Ex officio members (appointed by the Dean), five faculty members (ideally one nominated by the Department Chair from each department in the CVM), four staff members from the CVM (nominated by the Administrative Council), three staff members from the UF Veterinary Hospitals (nominated by the Hospital Management Council), a graduate student representative [nominated by the Veterinary Graduate Student Association (VGSA)], a house officer representative (nominated by the House Officers), and three DVM student representatives [nominated by one or more student organizations at the request of the CBE committee]. In addition, voluntary representatives from the faculty, house officers, staff, and students can participate as non-voting members. The Assistant Dean of Community Building & Engagement shall serve as chair. In the absence of an Assistant Dean of Community Building & Engagement one of the committee faculty members will be elected to serve as Chair of the committee. The faculty and staff will serve a 3-year staggered term and the students and house officers will serve a 1-year term.