

**Department of Construction Management**  
**OPERATING PROCEDURES**  
*(Approved by Faculty Vote 10/24/14), (AA Reviewed and Approved 11/3/14)*  
*(Approved by Dean: 11/3/14)*

**ARTICLE I**  
**NAME**

The name of this department shall be the Department of Construction Management [herein after referred to as the Department], and for administrative purposes the Department shall be located in the College of Computing Sciences and Engineering [herein after referred to as the College] at the University of North Florida.

**ARTICLE II**  
**PURPOSES**

SECTION 1.

The purpose of the Department shall be to exercise jurisdiction, in the context of construction and its related sciences, regarding: faculty appointment, retention, promotion, and development; academic programs, organization, and standards; academic services and continuing education; and such other matters as may pertain directly to the instruction, service, and research programs in the construction sciences at the University of North Florida.

SECTION 2.

In addition to the foregoing responsibilities, the Department shall cooperate in the overall governance of the College, as established in the Bylaws of the College; in the overall governance of the University, as established by the University Constitution; and in compliance with Chapter 447, Part II, Florida Statutes.

SECTION 3.

These procedures are not intended to address wages, hours, or terms and conditions of employment, which are governed by the Florida collective bargaining law. Any provisions that speak to such matters are intended to function pursuant to and in compliance with appropriate collective bargaining agreements and Chapter 447, Part II, Florida Statutes.

**ARTICLE III**  
**MEMBERSHIP**

SECTION 1.

Any person, with the exception of adjunct and visiting faculty, who holds the rank of Professor, Associate Professor, Assistant Professor, Instructor, or Lecturer in the Department shall be a member of the Department faculty [herein after referred to as the faculty], with the right to participate in the governance and administration of the Department as prescribed herein.

SECTION 2.

The faculty shall be the judge of its own membership where questions of eligibility arise, except as provided in the University Constitution.

## **ARTICLE IV MEETINGS**

### **SECTION 1.**

The members of the faculty shall meet at least twice each term during the Academic Year. Special meetings shall be called by the Department Chair [herein after referred to as the Chair] or by a majority vote of the Chair's Advisory Committee. At least 5 working days' notice shall be provided to all members for regular meetings and at least 1 working days' notice, if feasible, for special meetings. Only those matters contained in the notice for a meeting may be acted upon at the meeting.

### **SECTION 2.**

The faculty shall: adopt and amend standing rules and these Operating Procedures; review and recommend an annual budget request, prepared by the Chair in consultation with the Chair's Advisory Committee; adopt an annual budget for the Department upon determination of the Department's budget allocation by the University; elect members of standing committees, with open nominations and secret ballots; recommend faculty for appointment to search committees; adopt statements of policy and take actions appropriate to the purposes of the Department; establish special committees that have been recommended for approval; and act as the final authority on all matters arising in this Department, for which authority has not been given to some other officer or governance body.

### **SECTION 3.**

The quorum for a meeting of the Department shall be 50% of the faculty. Proxies are not allowed for either the establishment of a quorum or for the transaction of the business of the Department.

### **SECTION 4.**

The annual meeting of the Department shall be in April of each year. The agenda for the annual meeting shall include the election of members to the standing committees of the Department and the review of position and budget requests for the next year if not already reviewed at an earlier meeting.

## **ARTICLE V OFFICERS**

### **SECTION 1.**

The principal officer of the Department shall be the Chair, selected from among the tenured members of the faculty, or externally from a pool of applicants, each qualified to be a tenured member of the faculty.

### **SECTION 2.**

The Chair shall act as presiding officer for Department meetings. In the Chair's absence, the Chair may designate the Chair of the Chair's Advisory Committee to preside at these meetings. The principal duties of presiding officer are specified in the Department's Parliamentary authority.

### SECTION 3.

In addition to the duties prescribed by the Parliamentary authority, the Chair shall: administer and coordinate the activities of the faculty and committees; present the views of the Department to higher-level academic administrators; present the views of higher-level academic administrators to the faculty; perform any and all duties required by State Law, Board of Trustees and University rules, the Administrative Procedures Act, and the appropriate collective bargaining agreements; represent the Department at meetings, conferences, and other occasions except as herein provided; provide leadership for Department activities; keep the Department membership advised concerning needs, programs, and accomplishments of the Department; coordinate the work of the Department; serve as an ex officio non-voting member of all Department committees; appoint such committees as the faculty deems necessary to conduct business; serve as a delegate to other College and University governance bodies as specified by College and University procedures; interpret and act on policy as necessary; arbitrate and counsel as necessary; provide advocacy for the students, the faculty, and the programs of the Department; coordinate the interviewing and hiring of new personnel in consultation with the faculty; coordinate and provide mentoring for faculty teaching and research performance; recommend candidates for promotion and tenure; review annual faculty self-evaluations and prepare annual evaluations; and be the accountable officer for the Department's budget.

### SECTION 4.

The Chair shall: develop infrastructure for day-to-day Department operations; supervise Department support personnel and day-to-day operations in accord with the defined infrastructure; provide on a timely basis reporting functions expected of the Department by the University administration; develop and maintain Department records and budgetary information as necessary for proper oversight of Department operation; initiate procurements; devise and disseminate promotional materials for the Department; and coordinate activities of any Department Advisory Councils and ensure that they conform to any University Foundation policies.

### SECTION 5.

In the Chair's absence, the chair of the Chair's Advisory Committee shall assume the duties of the Chair. In the event of a vacancy in the position of Chair, the Chair's Advisory Committee shall conduct elections for an Acting Chair.

### SECTION 6.

The Department Secretary shall notify members of meeting time and place; and make physical arrangements for Department meetings. The Secretary shall serve as recording secretary for Department meetings, shall make a report of each Department meeting, and shall maintain files of the minutes. The Secretary shall make the minutes available to Department members.

SECTION 7.

The Department Secretary shall maintain the records of the Department, the Chair, and Department committees; and assist the Chair, committees, and Department members in coordinating their work. With the exception of records pertaining to Department personnel matters, the Secretary shall make Department records available to Department members upon request.

SECTION 8.

Failure to execute faithfully the duties of the office constitutes cause for the Chair's removal. Steps to the request to remove a Chair shall follow the procedures set forth by the Vice President of Academic Affairs.

SECTION 9.

Additional Department officers may be designated by the Chair, with the advice of the faculty. These may include, but are not limited to, program directors, assistant chairs, and center directors as necessary for the effective operation of the Department.

**ARTICLE VI  
CHAIR'S ADVISORY COMMITTEE**

SECTION 1.

The Chair's Advisory Committee shall be composed of the chairs from the Department's standing committees. Each year, the Chair's Advisory Committee shall elect one of the Chair's Advisory Committee members as chair of the Committee. The chair of the Chair's Advisory Committee will direct the activities of the Committee and serve as a representative to the College Council.

SECTION 2.

The Chair's Advisory Committee shall meet as necessary and at least twice each term with the Chair prior to any general meeting of the Department.

SECTION 3.

The Chair's Advisory Committee shall: recommend Department policy and operational procedures to the faculty; consult with the Chair during the preparation of the Department's annual budget, coordinate activity of standing committees; recommend special committees as needed, conduct elections for committee vacancies, conduct special faculty meetings as circumstances require. The chair of the Chair's Advisory Committee shall assume the duties of the Chair in a short-term absence of the Chair, and the Chair's Advisory Committee shall collect and coordinate proposed Operating Procedure amendments as needed.

## **ARTICLE VII OTHER COMMITTEES**

### SECTION 1.

The Department shall have standing committees as specified in these Operating Procedures to address Departmental purposes. Standing committees, other than those specified, may be added, deleted, or altered only through amendment to these Operating Procedures. Special committees with a limited term of existence may be formed to address needs not covered by the purview of any standing committee or combination thereof as recommended by the Chair or the Chair's Advisory Committee and as deemed necessary by the faculty. Except as noted in these Operating Procedures, standing and special committees shall elect their own chairs and inform the Department membership of their meetings, which shall be open in accord with Florida statute.

### SECTION 2.

The standing committees shall be:

1. Curriculum Committee
2. Graduate Committee
3. Promotion and Tenure Committee

### SECTION 3.

The faculty members of standing committees shall serve for staggered 2-year terms and be elected by the faculty at the annual meeting of the Department. Committee membership shall be as follows:

1. Curriculum Committee
  - i. Four tenure-track members of the faculty, one of whom must serve as a representative to the College Curriculum Committee: a faculty member serving as academic advisor.
2. Graduate Committee
  - i. Three members of the graduate faculty; the Graduate Director, ex-officio.
3. Promotion and Tenure Committee
  - i. Three tenured faculty members, at least one of whom shall hold the rank of Professor if there is a tenured Full Professor in the Department.

### SECTION 4.

All standing committees shall address proposals and actions concerning their areas of responsibility whenever they feel that such proposals and actions are needed and appropriate. Specific standing committee duties and responsibilities shall include the following:

1. The Curriculum Committee shall review and recommend (to the faculty) policies regarding degree requirements, academic programs and priorities, program evaluation, and changes to the Department's curricular offerings. Upon approval of the faculty, for actions requiring further approvals external to the Department, the Department Chair shall ensure that the requisite materials are forwarded as specified by College and University policy.

2. The Department Promotion and Tenure Committee shall review all applications for promotion and tenure presented in accord with Department Promotion and Tenure Guidelines and Procedures. The Committee shall submit its recommendations in accord with College and University policy concerning the Promotion and Tenure process.

#### SECTION 5.

A Department member may be elected to serve on no more than two Department standing committees, excluding the Promotion and Tenure Committee. Non-tenured faculty may not serve on more than 1 standing committee of the Department. Membership in the Chair's Advisory Committee does not constitute membership in an additional standing committee.

#### SECTION 6.

All standing committees may form subcommittees. Any subcommittee except those reporting to the Promotion and Tenure Committee may include non-committee members from the University community. Subcommittees shall have at least one member from the parent committee and this member shall be the chair. Subcommittee activities and recommendations are to be reported to the parent committee for action.

#### SECTION 7.

Each special committee formed shall have a written charge which includes its organization, responsibilities, term of existence, and method of meeting and reporting. No special committee charge may subsume or be subsumed by charges to any standing committee of the Department, as interpreted by the Chair's Advisory Committee.

#### SECTION 8.

Committee members who fail to execute faithfully the duties of their position may be removed by consensus of the committee.

### **ARTICLE VIII NOMINATIONS AND ELECTIONS**

#### SECTION 1.

The Chair's Advisory Committee shall seek to provide a list of candidates for standing committee vacancies at the annual meeting of the Department. Additional nominations shall be taken from the floor at the annual meeting.

#### SECTION 2.

In the case of special committees formed for the purpose of searching for new Department members, the Chair's Advisory Committee shall provide a list of candidates for the faculty representatives. Additional members may be appointed to satisfy the requirements of the Office of Equal Opportunity Programs, so long as the elected faculty remain in the majority.

SECTION 3.

Election shall be by secret ballot of those present, to be counted immediately by the Chair's Advisory Committee. All elections must be decided by majority vote of those present, with runoff elections conducted as necessary during the course of the meeting.

**ARTICLE IX  
AUTHORITY**

SECTION 1.

The Department shall be governed by these Operating Procedures and such other standing rules as the Department sees fit to adopt, and such College and University policies appropriately enacted.

SECTION 2.

The parliamentary authority for the Department shall be the latest edition of *Roberts Rules of Order*.

**ARTICLE X  
AMENDMENTS**

SECTION 1.

These Operating Procedures may be amended by written ballot of the faculty by two-thirds of the votes cast.

SECTION 2.

Proposed Operating Procedure amendments shall be received in writing by the Chair's Advisory Committee at least 30 days prior to the meeting at which they are to be considered. The Chair's Advisory Committee shall make editorial changes as it determines are needed and as are agreed to by the sponsor. The Chair's Advisory Committee shall consult with the sponsor as necessary regarding the substance of any amendment that may be in violation of established College and University policy.

SECTION 3.

Proposed Operating Procedure amendments shall be presented to the Department membership in writing at least one week prior to the meeting at which they are to be considered. The Chair's Advisory Committee shall also provide its recommendation, which may be any of approval, rejection, or no position. The vote shall occur within one week following the meeting, with all faculty given the opportunity to vote.

SECTION 4.

Unless otherwise provided for, the amendment shall take effect immediately upon adoption. The Operating Procedures as amended shall be reviewed as specified in the University Constitution.