

Constitution – Center for Written and Oral Communication

ACADEMIC MISSION

The Dial Center for Written and Oral Communication (CWOC) prepares University of Florida students to effectively write and speak in their chosen disciplines. The Center fulfills this mission by developing and teaching programs (classes, workshops, consultations, etc.) that serve students across the colleges of the University. In doing so, the Center fosters the CLAS' commitment to integrate its instructional mission with those of other colleges at UF.

CWOC ORGANIZATION

CWOC Director

The Director of CWOC is the principal liaison between the Center and University Administration. The Director has general responsibility for the activities of the Center.

CWOC Faculty

Faculty includes: 1) all full-time faculty on the promotion track; 2) visiting faculty; 3) adjunct instructors who teach in the Center.

Voting CWOC Faculty

Voting faculty includes all full-time promotion-track faculty. Visiting Faculty and Adjunct Faculty shall have voting rights on matters affecting these positions.

Director and Faculty Relations

Authority for making decisions on matters affecting CWOC is shared by CWOC faculty and Director.

Faculty Rights

Faculty members have the right to know what is required of them in their work and how that work is judged. Individual faculty members have the right to know the principles and procedures on which decisions regarding their promotion, salaries, and merit pay are made. Faculty members have the right to appeal decisions per University policy.

Pursuant to the United Faculty of Florida Collective Bargaining agreement, all faculty members, on their own request, have the right to see information about themselves kept in any official Files and have the right to reply in writing; these responses will be placed in their files as well.

FACULTY HIRING PROCEDURES

No less than three full time promotion track faculty will convene for hiring new faculty; at least two of these members should be from the content area of the hire in question

For Visiting Faculty, if the contract is to be extended beyond a year, a hiring review committee will be convened if faculty perceives the need.

PERMANENT COMMITTEES

Curriculum Committee

The Curriculum Committee is responsible for monitoring changes to the curriculum as mandated by CWOC's academic mission. These duties include consideration of new courses, course changes, program changes, and oversight of undergraduate course

offerings. In addition, the curriculum committee oversees any undergraduate degree tracks (minors, majors, certificates) offered by CWOC.

The curriculum committee meets during all semesters as needed. It is composed of 3 full-time faculty members. Changes to the curriculum will be submitted to the entire faculty at the end-of-semester staff meetings at least one semester before the change is to occur.

Promotion Committee

The Promotion Committee monitors and implements policies relating to promotion. These duties include creating, evaluating, and meting out procedures to make the promotion process as smooth as possible.

The promotion committee is composed of at least three full-time Senior or Master lecturers. The committee meets as needed in Fall and Spring semesters to ensure a smooth promotion process.

Governance Committee

The Governance Committee oversees the implementation of the CWOC constitution. These duties include drafting the initial constitution. Thereafter, the Governance committee will be responsible for assessing faculty satisfaction with shared governance in CWOC and overseeing Constitution procedures. To accomplish this, the governance committee will create and implement a satisfaction survey and conflict resolution procedures. The governance committee will consist of at least 3 full-time faculty members.

GOVERNANCE PROCEDURES

- **Faculty Meeting Schedule:** Faculty meetings will be scheduled during the first or second reading days following the last day of classes. Meetings will take place during normal business hours (8:30 a.m. – 4:30 p.m.) All faculty are required to attend.
- **Voting:** All issues requiring a vote must be passed by a 2/3 majority of voting faculty. Voting is by show of hands or secret ballot, if anyone prefers that option.
- **Constitutional Amendment:** The Constitution can be changed by a 2/3 majority of voting faculty. Amendments take effect two weeks after they are adopted.
- **Faculty Prerogatives:** Any member of the faculty may attend any committee meeting, and is entitled to speak on any proposal.
- **Budget Oversight:** A Yearly Report of the Center's budget will be prepared that clarifies how CWOC's resources are spent. The report will be discussed at the scheduled Fall faculty meeting so that faculty may understand, discuss, and advise how funds are allocated for the following year. The report will be made available one week prior to the Fall scheduled meeting in a folder to be established on the CWOC Share Drive (S:).
- **Committee Transparency:** All committees will have reports available to faculty at least one week before the Faculty Meeting is scheduled. Reports should include a brief summary of the committee's activities, and any actionable items. Reports will be filed in a folder to be established on the CWOC Share drive (S:). Committee minutes may be filed here as well. Faculty is responsible for reading committee reports before the Faculty Meeting.
- **Committee Procedures:** Any member of the faculty may serve on any committee except where ineligible (for example, lecturers may not sit on the Promotions Committee). Each committee should post basic information including how they are formed (volunteer, elected, appointed), length of appointment, staggering of new appointees, mission statement, accomplishments, and reporting procedures.