

# **UF CENTER FOR LATIN AMERICAN STUDIES BY-LAWS**

## **MISSION STATEMENT**

The mission of the Center for Latin American Studies is to advance knowledge about Latin America and the Caribbean and its peoples throughout the Hemisphere, and to enhance the scope and quality of research, teaching, and outreach in Latin American, Caribbean and Latino Studies at the University of Florida.

## **GOVERNANCE OF THE CENTER**

These by-laws establish the general principles that shall guide the governance of the Center for Latin American Studies. These by-laws are governed by and subordinate to the University Constitution, the policies and directives of the Florida Board of Governors and the University of Florida Board of Trustees, and applicable provisions of the Collective Bargaining Agreement, hereinafter called "University Policy." Operating within the context and the provisions of these by-laws, governance shall be shared between the administration of the Center and the faculty as represented in the Faculty Advisory Council.

## **THE FACULTY**

### **Membership of the Faculty**

The faculty of the Center for Latin American Studies (hereinafter LAS faculty) shall consist of assistant professors, associate professors, professors, and others in tenured and tenure accruing ranks; and lecturers, senior lecturers, master lecturers, assistants-in, associates-in and scientists and scholars in non-tenure accruing ranks; and other members of the faculty as defined in the University Constitution, appointed in any campus unit, who devote at least 25 percent of their research, teaching and/or service to the study of Latin America and the Caribbean and/or Latinos in the United States, and who hold affiliate status or academic appointments in the Center.

For administrative purposes, LAS faculty members are distinguished as being in either the Affiliate faculty or the Center-based faculty. Affiliate faculty members are those whose academic appointments reside entirely in other campus units. Center-based faculty members are those whose academic appointments are either fully (100%) or partially in the Center, referred to as joint appointments.

The LAS faculty or the Center Director may recommend individuals for appointment as affiliate faculty members. They may also recommend individuals for appointments as adjunct, provisional, courtesy, and visiting faculty members. The rights and privileges of these latter appointments shall be specified at the time of appointment, but normally will not include participation in Center governance.

## **Rights and Responsibilities of the Faculty**

The LAS faculty has a right to assemble to discuss matters of concern to the faculty. The responsibilities of the LAS faculty shall include but are not limited to i) teaching, research and service as related to Latin America, the Caribbean and US Latinos; and ii) contributing to the mission and governance of the Center.

## **Meetings of the LAS Faculty**

At least one all-faculty meeting shall be held every other year (which may take the form of a retreat) at which the Director shall report on progress on the Center's Strategic Plan and other matters of interest to the LAS faculty and seek their advice. Other meetings of the LAS faculty may be called by the Center Director, the Faculty Advisory Council, or by petition of 25 LAS faculty members to discuss Center issues and provide advice to the Director.

## **THE FACULTY ADVISORY COUNCIL**

### **Function**

The Faculty Advisory Council (FAC) is the representative body for the Center for Latin American Studies. In this capacity, the FAC serves as a forum for the mutual exchange of ideas between Center administrators and the faculty, and develops and makes policy recommendations on all matters of concern regarding:

- a) The educational, research and service mission of the Center;
- b) The Center's Strategic Plan;
- c) Shared governance;

In addition, the Faculty Advisory Council shall have the responsibility to undertake the following:

- d) Periodic reviews of the Center's Academic Program (undergraduate certificate and minor, graduate certificate, and the M.A. in Latin American Studies [MALAS] program), including proposals for new programs;
- e) Recommendations as to the composition of Center Standing Committees, search committees, and program review committees;
- f) Nominate candidates for the Center Director search committee;
- g) Provide input in the evaluation of Center Director's performance;
- h) Approval of new LAS Affiliate faculty members; and
- i) Approval of Graduate Faculty Status of LAS Affiliate faculty members in the Center.

## **Membership**

The FAC shall be composed of eight voting members and four, non-voting ex-officio members. The eight voting members shall include six representatives of the Affiliate faculty and two representatives of the Center-based faculty.

Four of the six Affiliate faculty representatives shall be elected by the LAS faculty for staggered, two-year terms. Two Affiliate faculty representatives shall be appointed by the Director in order to assure diversity and balance in faculty representation by college and rank.

The two representatives of the Center-based faculty shall be appointed by the Director and include one representative of the tenured and tenure-accruing faculty members whose appointment is full-time in the Center, and one representative of those with joint appointments.

The four ex-officio members shall include the Center Director, the Associate Director for Academic Programs and Student Affairs, the Assistant/Associate Director for Administration, and the Director of the Latin American Collection of the University Libraries (or his/her designee). The FAC shall be chaired by the Center Director.

## **FAC Meetings**

Meetings shall be held monthly during the regular academic year, with a minimum of three meetings per semester. All meetings of the FAC shall be open. Only members of the FAC have access to the floor during meetings, except when permission has been granted by consent of the Council. A majority of the voting members shall constitute a quorum.

Minutes of FAC meetings will be distributed to its members, as well as the Center-based faculty within 10 days following the meeting.

## **ADMINISTRATIVE STRUCTURE OF THE CENTER**

### **The Center Director**

The Director is the chief academic and administrative officer of the Center, who shall at the same time hold academic rank in the Center and/or in another academic unit. The Director is appointed by and serves at the pleasure of the Provost and is expected to provide leadership and overall administration in academic matters, financial planning and policy and routine operations of the Center. The Director is responsible to the Provost for the administration of the Center and is responsible to the faculty for the making and execution of Center policy. The Director shall have primary delegated authority and decision-making responsibility for such activities as hiring and evaluating faculty members and staff and for administering the Center's fiscal and physical/material

resources. In exercising decision-making responsibilities, the Director is expected to seek and consider faculty input, and provide feedback and rationale about the final decision.

Among the responsibilities of the Director are:

- a) Preparing, in collaboration with the FAC and the Center-based faculty and in consultation with the Provost, a strategic plan for adoption by the LAS faculty. Following adoption, the Director shall have the responsibility of implementing the plan. Amendments, changes or modifications to an adopted strategic plan may be proposed by the Director or the FAC. The strategic plan shall be evaluated by the FAC in collaboration with the Director and revisions proposed to the LAS faculty at least every five years following its adoption.
- b) Maintaining up-to-date data on progress relevant to the goals and objectives of the strategic plan, the permanent endowments held at the University of Florida Foundation, and the receipt of grants and research contracts.
- c) Conducting Center elections as required by these By-laws.
- d) Initiating searches for Center-based faculty and staff appointments.
- e) Calling periodic meetings of the Center-based faculty to review the research and graduate training programs and other programmatic and administrative activities of the Center.
- f) Appointing the chairs and members of the Center's Standing Committees and other committees and Task Forces as required.
- g) Supervising, evaluating, and assigning duties to Center-based faculty members.

### **Selection of the Center Director**

The Center Director shall be appointed by the Provost following a duly constituted search according to University policy, procedures and regulations, and serve at the pleasure of the Provost.

### **Other Administrative Officers**

As the Provost's designee, the Center Director shall appoint the other administrative officers of the Center, including the Associate and Assistant Directors and other professional staff.

In the Director's absence, the Associate Director for Academic Programs assumes the role of Acting Director. If an anticipated absence of the Director is to be prolonged (one semester or longer), the FAC will recommend to the Provost suitable candidates for Acting Director among the tenured faculty.

The Associate Director for Academic Programs and Student Affairs shall coordinate the Center's graduate and undergraduate programs, is an ex-officio member of the FAC, and staffs and is a voting member of the MALAS Admissions and Financial Aid Committee.

As Graduate Coordinator (GC), he/she acts as the liaison between the Center and the Graduate School, ensuring that the Center conforms to Graduate School regulations and communicates these to the faculty and graduate students. The GC advises entering graduate students of Center and Graduate School programs, policies and regulations, and monitors graduate student progress. As Undergraduate Coordinator (UC), he/she shall represent the Center at relevant college meetings dealing with undergraduate affairs and curriculum. The UC is the primary advisor for students pursuing a minor or LAS certificate and monitors student progress. The Associate Director for Academic Programs also plans and oversees the Center's course offerings and carries out other job duties as described in the position description.

The Assistant/Associate Director for Administration shall manage the day-to-day activities of the Center; provide advice to the Director on Center affairs; is an ex-officio member of the FAC; and may serve as liaison to other Center committees, as appointed by the Director. The Assistant/Associate Director for Administration may be assigned specific tasks (eg., grant management, financial aid, etc.) to assist the Director in addition to his/her regular job duties as described in the position description.

### **Administrative Committees**

The Director shall have the authority to establish such administrative committees as needed (Planning Committee, Budget Committee, etc.) to assist the Director in the administration of the Center.

### **CENTER-BASED FACULTY**

The Center-based faculty shall advise the Center Director with respect to the Center's activities and administration. The Center-based faculty shall have primary responsibility for the Center's Research and Graduate Training programs, and in securing and administering external grants in support of those programs. They shall also have primary responsibility for staffing the core courses associated with the Center's Academic Program, serving as advisors and specialization coordinators for the MALAS Program, and advising the Director on appointments to the Visiting Faculty, including the Bacardi Chair.

### **RESEARCH AND GRADUATE TRAINING PROGRAMS**

The Research and Graduate Training Programs (R&T) of the Center are multi- and interdisciplinary programs that usually involve faculty members from more than one academic unit or College. These are normally carried out under the direction of Center-based faculty members, but may be proposed by any member of the LAS faculty.

R&T programs usually constitute a specialization within the MALAS program. They may also include the offering of a specialized University certificate or concentration. In the

latter case, the R&T program may constitute its own advisory committee to oversee the program, including program-related grant competitions for students and the faculty.

## **STANDING COMMITTEES**

The Standing Committees of the Center shall include the MALAS Admissions and Financial Aid Committee; the Graduate Student Grant Competition Committees; the Faculty Travel Grant Competition Committee; the Graduate Student Travel Grant Competition Committee; and the Tenure and Promotion Committee.

The Director shall seek recommendations from the FAC regarding the chairs and membership of these committees. Efforts shall be made to include LAS faculty members from at least two colleges and at least one representative of the Center-based faculty on all Standing Committees. Appointments to these committees are for one academic year.

## **FACULTY SEARCHES AND APPOINTMENTS**

The Center participates in various types of faculty searches, including for joint appointments with other campus units and for full-time (100%) Center appointments.

### **Searches for Joint Appointments**

a) When a search for a tenured or tenure-accruing joint position is limited to one academic discipline, the search shall be conducted by the department or school in which the faculty member shall hold academic rank and tenure. Such searches shall normally follow the procedures established by the University and the relevant department and college.

The search committee shall include at least two representatives of the Center-based tenured or tenure-accruing faculty of appropriate rank; if such proves unfeasible, the Center may be represented by an Affiliate faculty member of appropriate rank.

The Center-based faculty and members of the FAC shall normally be given the opportunity to meet with all short-listed candidates being considered for such joint positions. Once the departmental search committee has made its report to the Department Chair and Center Director, the Center-based faculty and members of the FAC shall have the opportunity to discuss the search committee's report and advise the Center Director.

The appointment for such joint positions shall be made jointly by the Center Director and the Department Chair and respective College Dean.

b) In the case that a search is being conducted for a tenured or tenure-accruing joint appointment in any one of several disciplines, the search shall normally be conducted by the Center and chaired by a Center-based faculty member appointed by the Director. In

consultation with the respective College Dean, each department where potential candidates would be likely to hold academic rank and tenure, shall be invited to participate in the search and appoint one member to the search committee. The Center Director may appoint an additional member of the committee from among the LAS faculty members if needed to assure appropriate balances and expertise on the search committee.

Once the search committee has screened the candidates and drawn up a list of potentially suitable candidates for the position, the relevant disciplinary departments shall be consulted prior to inviting candidates to campus. After the campus visits, the departments, following their own internal procedures, will vote on the suitability of those candidates in their disciplines. The search committee shall recommend to the Center Director only candidates approved by their respective departments.

The Center-based faculty and members of the FAC shall normally be given the opportunity to meet with all short-listed candidates for such joint positions. Once the search committee has made its report to the Center Director, the Center-based faculty and members of the FAC shall have the opportunity to discuss this report and advise the Center Director.

The appointment for such joint positions shall be made jointly by the Center Director and the respective Department Chair and College Dean.

### **Searches for Full-time Center-based Appointments**

a) Search committees for full-time Center-based appointments in non tenure-accruing faculty positions shall usually be composed of representatives of the Center-based faculty. The Director may request the Faculty Advisory Council to nominate a representative of the Affiliate faculty to serve on such committees.

b) Search committees for full-time Center-based appointments in tenure or tenure-accruing faculty positions, with academic rank and tenure in the Center, shall be composed of representatives of the Center-based faculty and Affiliate faculty in equivalent rank or higher, with efforts to ensure equal representation of each group and appropriate disciplinary balance. The FAC will nominate the representatives of the Affiliate faculty to serve on such committees.

The Center-based faculty and members of the FAC will be given the opportunity to meet with all short-listed candidates for full-time Center-based appointments in tenure or tenure-accruing faculty positions. Once the search committee has made its report to the Center Director, the Center-based faculty and members of the FAC will have the opportunity to discuss this report and advise the Center Director.

In either case a) or b) above, the Center Director is the sole hiring authority.

## **TENURE AND PROMOTION**

An appropriate mentoring program shall be developed for all jointly appointed and full-time, tenure-accruing Center-based faculty members.

### **Joint Appointments**

Jointly-appointed tenure-track faculty members (assistant or associate professors) shall be considered for tenure and promotion in the department in which they hold academic rank. All considerations of tenure and promotion shall be consistent with department, college and university guidelines for promotion and tenure. It is expected that the department's evaluation of the candidate shall recognize the candidate's performance in the Center.

The Department Chair is expected to consult with the Center Director in all aspects of the tenure and promotion process of joint appointments, including the selection of external referees. In addition, the Center Director may write a separate evaluation of the candidate's file to provide input into the recommendation of the Department Chair, or such an evaluation may be written jointly by the Chair and Director.

Candidates for tenure and/or promotion shall be evaluated with respect to their accomplishments in teaching, research and service, including fund-raising and program development activities for the Center.

### **Full-time Appointments**

In the case of full-time, tenure-track Center-based faculty members with academic rank in the Center, a tenure and promotion (T & P) committee shall be constituted of all tenured members of the Center-based faculty and the FAC holding a higher academic rank than the candidate. Should the candidate's academic discipline not be represented on the T & P committee, the Center Director, with the advice of the FAC, may appoint one additional member from the Affiliate faculty to this committee.

Candidates for tenure and/or promotion shall be evaluated with respect to their accomplishments in teaching, research and service, including fund-raising and program development activities for the Center.

## **FACULTY ASSIGNMENT REPORTS, PERFORMANCE EVALUATIONS, AND MERIT PAY INCREASES**

### **Joint Appointments**

Annual faculty assignments of those in joint appointments shall be determined jointly by the faculty member, the Center Director and their respective Department Chair. The



Center Director and Department Chair shall strive to ensure that a faculty member's service assignment is divided equally among the two units.

The Center Director shall provide an annual performance evaluation of the activities of the jointly-appointed faculty to the faculty members and their respective Department Chairs. This report, focused on the faculty members' activities as they relate to the Center, shall serve as an input into the Department Chair's annual evaluation of the faculty member and in recommendations for merit pay increases within the context of University regulations and guidelines. The Center Director shall also participate in the Department's third-year review of jointly-appointed faculty members.

**Full-time Appointments**

Annual faculty assignments of full-time Center-based appointments shall be determined jointly by the faculty member and the Center Director. The Center Director shall provide an annual performance evaluation to each faculty member, which shall form the basis for the allocation of merit pay increases. The Center Director shall also perform a third-year review for full-time, tenure-accruing Center-based faculty members with input from the T & P committee.

**ADOPTION**

The By-Laws shall be approved by a two-thirds majority vote of the FAC and then submitted for approval to all members of the LAS faculty. A vote of the LAS faculty, which vote may occur in person, electronically or telephonically, shall be conducted to adopt or reject the By-Laws within two weeks after its submission to the LAS faculty. The By-Laws shall become effective if approved by at least 50% of those faculty members voting.

**REVIEW & AMENDMENTS**

The Faculty Advisory Council and Center Director shall conduct a review of the By-Laws at least every five years. Amendments to the By-Laws may also be proposed by petition of 25 faculty members. Amendments shall require a two-thirds majority vote of the FAC and a majority vote of the LAS faculty. The text of proposed amendments shall be distributed to the faculty two weeks prior to such vote. Such votes may occur in person, electronically or telephonically.

**EFFECTIVE DATE**

Adopted by the LAS faculty on October 10, 2007.  
Amended on May 4, 2012.

