Faculty Committee on Student Admissions

AUSPICES:

The Faculty Council on Student Admissions is a standing council of the USF Faculty Senate and receives authority for its actions through that body.

CHARGE:

The Faculty Council on Student Admissions serves as an advisory body to the Provost on matters pertaining to the establishment and maintenance of policies, principles, and regulations affecting the selection and admission of undergraduate students. Its responsibilities include:

1. To make recommendations to the Provost on policies and procedures regarding the admission of undergraduate students in those categories specified by the Board of Regents’ regulations.
2. To serve as liaison for general faculty concerns and suggestions regarding undergraduate admissions policies and procedures and to encourage greater knowledge and understanding by the faculty of USF’s admissions process.
3. To consider and make recommendations on other admissions matters that may be referred to it by the Provost and/or the Director of Admissions.
4. To make the initial admissions decisions for all first-time-in-college applicants who are considered for admission under alternative criteria.
5. To serve as an appellate body for undergraduate applicants who have been denied admission and who have petitioned for a waiver of standard criteria and reconsideration of admission.

OPERATING PROCEDURES:

The council shall develop its own operating procedures, subject to approval by the Provost of the University, which shall include:

1. Provision for regularly scheduled meetings at least twice a month on an annual (twelve-month) basis to make admission decisions on those cases referred to it by the Admissions Office under sections 6C-6.01, and 6C-6.04 of Chapter 6C-6, Florida Administrative Code.
2. Provision for a minimum of four voting members, including at least three faculty representatives, to make initial or appellate decisions on the admission of students.
3. Provision for appropriate liaison with other university units with which interaction is necessary and productive.
4. Provision for secretarial and clerical assistance to the committee by the Director of Admissions.

MEMBERSHIP:

1. Membership shall consist of one faculty representative from each of the following colleges:
There shall be one additional faculty representative from any college having more than 250 full-time faculty members, plus a third faculty representative from any college having more than 400 full-time faculty members.

2. Faculty members of the council will be appointed for staggered three-year terms, with one-third retiring each year. Members may serve two consecutive terms, after which they must retire from the council for one full year before seeking reappointment.

3. Two undergraduate students shall be appointed for one-year terms as voting members and may be reappointed for second terms.

4. A representative from Undergraduate Studies shall serve as a voting member.

5. A representative from Student Affairs shall serve as a voting member.

6. Ex officio, nonvoting members shall be:

   a. Director of Admissions (nonvoting, except as a tie-breaker in student appeals).
   b. Registrar or designee.
   c. Associate Director of Admissions.

7. An alternate shall not serve for a regularly appointed voting member on an ad hoc basis. When an appointed faculty member is on leave or is not under contract during a given academic term, a faculty member from the same college shall be designated by the regularly appointed representative and approved by the Committee on Committees to serve as an alternate during the appointed faculty member's absence. When an appointed undergraduate student is not enrolled during a given academic term, another undergraduate student shall be designated by the regular representative and approved by the Student Government President to serve as an alternate during the appointed member's absence.

APPOINTMENT:

The faculty and staff members of this council shall be appointed by the Faculty Senate President upon the recommendation of the Faculty Senate. The student members of this council shall be appointed by the Vice President for Student Affairs upon the recommendation of Student Government.

CHAIR:

The chair shall be elected from the faculty members of the council.
Date of last revision: 09/29/93; 01/22/03; 06/03/09 (new college name); 07/11 (new name; new appointment process); 10/11 (revised membership section)