

USF SARASOTA-MANATEE TRANSITION ADVISORY WORKING GROUP

Charge Document

I. Purpose and Context

The University of South Florida is entering a consequential period of transition following the legislative directive to transfer the Sarasota-Manatee campus. This transition requires careful, transparent, and collaborative planning to ensure continuity for students and fairness for faculty and staff, while upholding the principles of USF.

The USF Sarasota-Manatee Transition Advisory Working Group (Advisory Working Group) is established to support the university in executing a transition that reflects:

- Institutional integrity
- Structured transparency
- Cross-campus fairness
- Meaningful shared governance

The work of this group is essential not only to operational success, but will serve as a model for collaborative, transparent, and fairness-driven work.

II. Advisory Working Group Membership

The Advisory Working Group will be comprised of the following members:

Jess Grosholz, Associate Professor and Chair, USF Sarasota-Manatee Faculty Council, Co-Chair

Jean Kabongo, Senior Associate Dean for Academic and Faculty Affairs and Sarasota-Manatee Campus, Muma College of Business, Co-Chair

Craig Dawson, Senior Associate General Counsel

Cindy DeLuca, Vice President for Student Success

Roberto Jimenez-Arroyo, Senior Instructor and Chair, Senate Intercampus Council

Carlos Moreira, Director of Campus Engagement for Veteran Success and Alumni Affairs and Chair, USF Sarasota-Manatee Staff Advisory Council

Andrea Ortiz, Director, Embedded Services

Thomas Smith, Interim Regional Chancellor, USF St. Petersburg

Steve Tauber, Vice Provost for Faculty Administration

Casey Welch, Assistant Vice President for External Affairs and Government Relations

Cassandra Yacovazzi, Associate Professor, College of Arts and Sciences

III. Charge to the Advisory Working Group

The Advisory Working Group is charged with advising the president and senior leadership on the planning, implementation, and oversight of the Sarasota-Manatee campus transition.

Specifically, the group will:

1. **Ensure a Transparent and Structured Transition Process**
 - Recommend frameworks for regular, accessible communication that clearly identify decisions, timelines, and responsible parties.
 - Promote clarity regarding what is known, what remains under review, and when additional decisions will be made.
 2. **Advance Meaningful Shared Governance**
 - Ensure faculty and staff governance bodies are engaged as active partners in decision-making.
 - Develop mechanisms for formal consultation prior to decisions affecting academic programs, personnel, workload, and resources.
 3. **Provide Guidance on Faculty and Staff Transition Planning**
 - Clarify and operationalize institutional commitments to faculty and staff retention.
 - Advise on reassignment processes, workload expectations, compensation continuity, and professional support.
 - Recommend equitable approaches to relocation, hybrid work, and campus assignment.
 4. **Promote Cross-Campus Fairness**
 - Ensure that Sarasota-Manatee faculty and staff do not disproportionately bear transition burdens.
 - Align personnel, resource, and workload decisions with system-wide standards.
 5. **Address Operational and Organizational Transition Issues**
 - Provide guidance on administrative restructuring, reporting lines, and continuity of essential staff functions.
 - Evaluate options for physical space, campus presence, and infrastructure needs during teach-out.
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IV. Scope of Work

The Advisory Working Group will focus on the following priority domains:

- Faculty: Appointments and assignments
 - Staff: Appointments, continuity, and support structures
 - Budget allocation and financial transparency
 - Workload, compensation, and relocation considerations
 - Space utilization, campus footprint, and hybrid work flexibility
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V. Guiding Principles

All recommendations and actions of the Advisory Working Group should be guided by the following principles:

1. **Student-Centeredness** – Degree completion and student success remain paramount.
 2. **Transparency** – Clear, timely, and specific communication is essential.
 3. **Shared Governance** – Faculty and staff participation must be substantive and continuous.
 4. **Fairness** – Decisions be even-handed across all USF campuses.
 5. **Accountability** – Decisions must be justified and reviewable.
 6. **Operational Clarity** – Ambiguity must be reduced through actionable guidance.
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VI. Deliverables and Timeline

The Advisory Working Group will provide:

- **Initial Recommendations (within 2 weeks)**
Addressing urgent issues including communication structure, governance participation, and faculty/staff transition clarity.
 - **Ongoing Advisory Reports**
With regular updates aligned to key decision milestones.
 - **Comprehensive Transition Guidance**
Covering academic, operational, and personnel considerations across the full teach-out period.
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VII. Closing Statement

This transition represents a defining moment for the University of South Florida. While the decision to close the Sarasota-Manatee campus is externally driven, how the university executes this transition is fully within its control.

The Advisory Working Group is central to ensuring that this process:

- Supports students without disruption
- Reflects the values of USF
- Treats faculty and staff with fairness, clarity, and respect
- Rebuilds trust through action, not assurance

The university calls upon this group to engage rigorously, collaboratively, and constructively in shaping a transition that reflects the highest standards of institutional leadership.