

***BYLAWS***  
***Kenneth G. Dixon School of Accounting***  
***College of Business***  
***The University of Central Florida***  
***Approved by Faculty at 11/19/2019***

***PART I***  
***FUNCTIONS***

The faculty of the Kenneth Dixon School of Accounting shall govern the School consistent with the Bylaws and Regulations of UCF/SUS and the UCF Faculty Senate.

Consistent with the bylaws and regulations referenced above, the faculty of the School shall exercise control over the academic affairs of the School. These are defined to include:

1. requirements for entrance and graduation;
2. degrees to be conferred;
3. curricula and programs of the School;
4. and recommendations of students who are to be granted degrees.

The faculty shall also have other prerogatives as explained elsewhere in these bylaws.

Consistent with the general governance system for the College, the faculty of the School of Accounting may exercise a central role regarding admission, retention, and graduation standards for accounting programs; the accounting component of the curriculum offered and required of accounting students; and other matters necessary for compliance with AACSB Accreditation Standards and Guidelines for Accounting Programs.

***PART II***  
***DIXON SCHOOL FACULTY MEMBERSHIP***

Membership shall consist of all full-time faculty of the School regardless of rank, tenure, or tenure-earning status. Only tenured members may vote on tenure issues. For purposes of Accreditation, faculty will be considered as either participating or supporting faculty members. A “participating” faculty member is one who is a member of the School faculty as defined above. A “supporting” faculty member is anyone who teaches for the School, but is not a member of the School faculty.

The faculty shall vote to approve matters related to the academic affairs of the School as defined in Part I. Faculty votes on other matters, unless specifically exempted in the Bylaws, shall be interpreted as recommendations to the director.

***PART III***  
***SCHOOL ORGANIZATION***

***Office of the Director***

The director has direct responsibility for supervision of Dixon School faculty and staff unless the responsibility is specifically delegated. The director also has responsibility for the overall financial management of the School including acquiring financial resources from both public and private sources.

The director shall determine the specific duties of administrative personnel assigned to the School.

***Academic Units***

The dean shall appoint the director after soliciting recommendations from all members of the academic unit. The director serves at the pleasure of the dean.

The director, in consultation with the faculty, shall be responsible for:

1. Articulating the strategic plans guiding the long-term development of the School, with special attention paid to staffing plans and faculty development strategies;
2. Planning course offerings, schedules, and teaching assignments;
3. Recruiting faculty necessary to implement the programs of the School on all UCF campuses in accordance with the UCF Search Committee Handbook;
4. Guiding the process of curriculum development by the faculty in the unit;
5. Representing the unit to other administrators, staff, and members of the business community;
6. Conducting annual evaluations of all faculty members in the School, discussing faculty career development plans, and making recommendations for promotion and tenure of unit faculty;
7. Carrying out other duties as may be assigned by the dean.

***PART IV***  
***EVALUATIONS***

The director must be evaluated every five years in accordance with current UCF guidelines.

The director shall, in addition, be evaluated annually by the dean. The evaluation will take into consideration feedback from the unit's full-time faculty. Faculty surveys and other sources of faculty feedback requested by the dean will be due before the end of the spring semester.

All faculty members shall be evaluated annually by the director. The School shall have tenured faculty provide annual developmental feedback to tenure-earning faculty, and to make recommendations regarding promotion and tenure of unit faculty in accordance with prescribed UCF policy and procedures.

***PART V***  
***FACULTY MEETINGS***

School meetings of the faculty must be held at least once each semester as arranged by the director. Written notice and a tentative agenda shall be sent to each member of the faculty at least one week in advance of the date of a regular meeting. Faculty wishing to include items on the agenda must do so within two days of this notice. A formal agenda will be provided to all faculty members at least three business days prior to the meeting. Reports and documents related to items scheduled for votes must be circulated electronically and/or via hard copy to all faculty members three business days prior to the meeting.

Special meetings may be held at the call of the dean or upon the written request of 25% of the faculty.

Minutes of “Faculty Meetings” shall be made available to all faculty within ten business days after any meeting.

***Officers of the Faculty Meetings***

**Chair**                      The director of the School shall serve as the chair of the faculty.

**Secretary**                The faculty shall elect a secretary at the first faculty meeting of each academic year. The administrative assistant to the director may assist the secretary with record keeping.

**Parliamentarian**        The faculty shall elect a parliamentarian at the first faculty meeting of each academic year.

***Quorum***

Voting on any matter requires a quorum. One half of the faculty must be present to constitute a quorum. A roll call will be conducted at the beginning of each meeting to determine whether an adequate number of faculty members are present or present by proxy. Informational matters may be discussed without a quorum. If a faculty member must miss a meeting, that member may vote by a written assignment of proxy delivered to the secretary before or during the roll call. The director may not hold proxies. Proxy holders shall not be bound by prior agreements with absent faculty members; those assigning proxy rights to colleagues must abide by the votes tendered by their representatives. A member voting by assigned proxy will count toward a quorum and will be noted as being present by proxy at the meeting.

***Voting***

The faculty will normally vote by a show of hands. A secret ballot must be used upon the request of any member of the faculty.

### ***Order of Business***

The order of business at regular meetings shall be:

1. Roll call;
2. Minutes;
3. Announcements by the director;
4. Reports of committees
  - Items for vote;
5. Unfinished business
6. New business.
  - Items for vote;

The regular order of business may be suspended at any meeting by a two-thirds vote of the faculty members present or present by proxy.

### ***Parliamentary Authority***

The current edition of Robert's Rules of Order shall govern the meetings of the faculty in all cases to which they are applicable and in which they are not inconsistent with these Bylaws or with the Bylaws or regulations of UCF.

## ***PART VI*** ***SCHOOL COMMITTEES***

The standing committees of the School are the Promotion and Tenure Committee, the Undergraduate Program Committee, the Master's Program Committee and the Instructor/Lecturer Promotion Committee. The director may appoint ad hoc committees.

Elections to the School's standing committees will be conducted each year. Representatives to the College committees will be elected in a manner consistent with College policies.

Each committee will elect a chair from its membership by a simple majority vote with the term lasting one year. Each standing committee may determine by majority vote individuals other than those specified in these bylaws who will be invited to serve in an ex-officio capacity. The director and/or dean may also appoint individuals other than those specified in these bylaws to serve in an ex-officio capacity. Additions of ex-officio members may be done at any time.

All motions passed by standing committees will employ a numbering sequence, such as 2019-02 for the second motion of 2019. All minutes, except for those of the Promotion and Tenure Committee shall be made available to all faculty members within two weeks of committee meetings. Minutes of all committee meetings must begin with a listing of the members in attendance.

The chair of each committee will call all meetings, with at least one week's notice given to all members.

### **Promotion and Tenure Committee**

**Charge:** This Committee makes recommendations to the director of the Dixon School regarding all tenure decisions and promotions within the Department. The Committee also conducts evaluations of and provides written developmental feedback to all tenure-earning faculty members each year.

**Composition:** All tenured faculty members in the Dixon School. For promotion and tenure cases, the department representative to the College P&T committee may not serve on the School P&T Committee. NOTE: In cases regarding promotion to rank of full professor, only full professors will be permitted to vote.

**Other procedures:** Approved minutes of all meetings of this Committee shall be retained by the director and filed with the dean. Because such minutes may contain information of a personal or confidential nature concerning candidates for promotion or tenure, they shall not be made public.

### **Instructor/Lecturer Promotion Committee**

**Charge:** Committee responsibilities encompass making recommendations and comments on all Dixon School instructor/lecturer applications for promotion.

**Composition rules:** Will be consistent with University regulation. At least two Instructors and/or Lecturers at or above the rank being sought by the applicant(s), plus three tenured/tenure-earning faculty members from the Dixon School faculty. The College Instructor/Lecturer committee representative may not serve on the Dixon School committee. The School's director may not serve on the Dixon School committee.

### **Undergraduate Programs Committee**

**Charge:** The Undergraduate Programs Committee is the primary body responsible for reviewing, evaluating, and improving the undergraduate curriculum within the Dixon School. Responsibilities encompass all aspects of accounting undergraduate core classes, the accounting major, the accounting minor, all accounting courses that service other majors/minors, and all aspects of assurance of learning for the major and core accounting courses. Further, the Committee is responsible for presenting assessments and recommendations to the faculty regarding entrance and graduation requirements, degrees offered, curricula, and student services. The Committee will also make determinations regarding the interpretation of program policies.

**Composition:** Six faculty members duly elected by the faculty. As much as practicable, all ranks and tenure status should be represented.

### **Master's Programs Committee**

**Charge:** The Master's Programs Committee is the primary body responsible for reviewing, evaluating, and improving the master's curriculum within the Dixon School. Responsibilities encompass all curriculum-related aspects of our MSA, all accounting courses that service other master's programs (e.g., MBA, EMBA, PMBA) and all aspects of assurance of learning for the MSA program.

Further, the Committee is responsible for presenting assessments and recommendations to the faculty regarding entrance and graduation requirements, degrees offered, curricula, and student services. The Committee will also make determinations regarding the interpretation of program policies.

**Charge:** The Master's Program Committee is responsible for evaluating and guiding the continuous improvement of the Department master's program accounting courses.

**Composition:** The director of the MSA program and three additional faculty members duly elected by the faculty. In addition, the Assistant director will serve *ex officio*.

### **Doctoral Program Coordinator**

**Charge:** The Doctoral Program Coordinator is responsible for overseeing all aspects of the School's Ph.D. program, including curriculum, student admissions and program progress, examinations, dissertation progress, and placement.

**Selection:** Appointed by the School's director, with concurrence of the Dean of the College.

### **Faculty Search Committees-Ad hoc**

Each year, upon approval of the Dean, the Dixon School may undertake searches for full-time faculty and/or staff. The number of searches varies from year to year. The timing of the searches is a function of School's needs and the schedule for the national job market for faculty members. The School's director, as hiring officer, will appoint faculty members to serve on search committees. Search committees act in an advisory capacity to the hiring officer. All policies and procedures for the conduct of faculty searches are specified in detail (<https://oie.ucf.edu/#employmentequity>).

**Other procedures:** Approved minutes of all meetings of this Committee shall be retained by the director and filed with the dean. Because such minutes may contain information of a personal or confidential nature concerning candidates for promotion or tenure, they shall not be made public.

**PART VII**

**COLLEGE REPRESENTATIVES TO COLLEGE COMMITTEES**

With the exception of the Promotion and Tenure Committee, all elected school wide representatives to any college or university committee shall be elected by the faculty in accordance with the voting procedures described previously.

**PART VIII**

**AMENDMENT OF THE BYLAWS**

A motion to change the foregoing Bylaws may be offered at any meeting of the faculty, provided that written notice of the change has been sent to each member of the faculty at least one week before the meeting. On approval of the motion by a simple majority of the faculty, a mail ballot containing the motion will be sent to the eligible voting members of the faculty by the director. The vote will be counted week after the ballots have been sent to the faculty. Approval of the change requires a two-thirds majority vote of the ballots returned by members of the faculty.