

Bylaws of the Department of Foodservice and Lodging Management Rosen College of Hospitality Management, University of Central Florida

Preamble: These bylaws are established to provide guidelines and procedures for faculty members of the Department of Foodservice and Lodging Management in the Rosen College of Hospitality Management at the University of Central Florida to understand and fulfill their roles and responsibilities in supporting the university, college, and the department's mission.

Article I: Purpose and Mission: The FLM Department is dedicated to being a leader in education, research, and service in the field of foodservice and lodging management and to supporting UCF's mission to be a public research university invested in unleashing the potential within every individual, enriching the human experience through inclusion, discovery, and innovation, and propelling broad-based prosperity for the many communities we serve.

Article II: Faculty Membership

1. **Membership Composition:** Membership shall comprise all department faculty members, irrespective of their rank, tenure status, or progress toward tenure. Matters voted on by the department faculty, unless explicitly exempted (see Article II, Section 3 for non-voting members) in the bylaws, shall be construed as recommendations forwarded to the Dean.

1. **Voting Members:**

1. **Eligible Members:** The Department Faculty Assembly consists of all individuals in the Department of Foodservice Lodging Management holding the academic ranks of instructor/lecturer, associate instructor/lecturer, senior instructor/lecturer, assistant professor, associate professor, or professor and who maintain at least a 0.50 Full-Time Equivalent (FTE) appointment for an academic or calendar year All voting must comply with university rules and CBA.

2. **Non-voting Members:**

All others are welcome to attend and participate.

Article III: Department Organization

1. **Primary Academic Units:** Departments are the primary academic units within the College. The head of a department is a Department Chair, who reports directly to the Dean of the Rosen College of Hospitality Management. If an entity is organized at the department level, its head reports to the Department Chair.
2. **Chief Administrator:** The Department Chair is the chief administrator of the Department, including academic and food and beverage operations.
3. **Role of the Department Chair:** The Department Chair, in consultation with the faculty, shall be responsible for:
 - a) Articulating the strategic plans guiding the long-term development of the unit, with special attention paid to staffing plans and faculty development strategies.
 - b) Planning course offerings, schedules, and teaching assignments.

- c) Recruiting faculty is necessary to implement the department's programs in accordance with the UCF Faculty Hiring Guide.
- d) Guiding the curriculum development process by the Department faculty.
- e) Representing the Department to administrators and staff of the College and UCF;
- f) Conducting annual evaluations using the department-approved AESP of all faculty members in the academic unit, conducting Post Tenure Review (PTR), discussing faculty career development plans, and making recommendations for promotion and tenure of faculty in accordance with the collective bargaining agreement and university regulations.
- g) Developing budgets and equipment and physical facilities plans for the Department.
- h) Administrating the Food and Beverage unit.
- i) Carrying out other duties as requested by the Department faculty or assigned by the Dean.

Article IV: Quorum and Voting

1. **Quorum for Voting:** Voting on any matter necessitates the presence of a quorum.
2. **Constituting a Quorum:** A quorum is established when fifty percent plus one department member is present. A head count will be conducted at the beginning of each meeting to ascertain the presence of an adequate number of faculty members, either in person or by proxy.
3. **Discussion without Quorum:** Information matters can be discussed without requiring a quorum.
4. **Proxy Voting:** If a faculty member cannot attend a meeting, they may vote by assigning their proxy in writing, which must be delivered to a voting member before or during the head count.
5. **Chair's Ineligibility for Holding Proxies:** The Department chair is ineligible to hold proxies.
6. **Counting Proxy Votes:** A member voting by assigned proxy will count towards a quorum and will be noted as having voted by proxy at the meeting. A faculty member can request a quorum call before voting if it becomes apparent that several faculty members have left the meeting and a quorum is no longer present.
7. **Online Voting in the Absence of Quorum:** If a meeting fails to achieve a quorum, a vote cannot commence during the meeting. However, a vote may occur after the meeting concludes through an online survey platform (e.g., Qualtrics), but not via email voting. This online vote must include all eligible voting members and be announced through an email to eligible voting members. All online voting systems must be configured to ensure the anonymity of votes. An online vote through Qualtrics or another online survey platform will be deemed successful when the designated voting period has elapsed and at least a quorum of members responds to the poll.
8. **Invalidation of Vote:** The vote will be deemed invalid if fewer than a quorum of members respond to the online poll during the designated voting period.

9. **Exemption for Faculty on Leave:** Faculty members on Family and Medical Leave Act (FLMA) leave or Sabbatical Leave is excused from department meetings and will not be counted toward the total number of faculty required for a quorum. If sabbatical faculty choose to attend, they retain the right to vote, and their participation will contribute to the total number of faculty considered for a quorum.
10. **Voting Methods:** The faculty will typically vote by show of hands. A secret ballot must be employed upon the request of any voting member. A simple majority of those voting is necessary to pass a motion. In the case of a secret ballot, the college secretariat will oversee the vote-counting process and may establish a committee to verify the vote.

Article V: Meeting Frequency, Agenda & Record Keeping

1. **Regular Department Meetings:** The Department must convene at least once per semester during the regular academic year, as scheduled by the Chair. The meeting should be in person and online to allow for maximum participation.
2. **Faculty-Initiated Meetings:** A meeting initiated by the faculty can be called upon the written request of 20% of departmental faculty members. Notification of a special meeting and a clear statement of its purpose shall be conveyed to all departmental faculty members and the Chair at least seven days before the meeting if practicable.
3. **Meeting Schedule Announcement:** The department will receive the schedule of these meetings electronically at the beginning of each semester.
4. **Meeting Agendas:** Each meeting will have a designated agenda that includes announcements, follow-up on ongoing business, action items, voting items, and topics for discussion.
5. **Meeting Notice and Agenda:** All faculty members will receive written notice and a tentative agenda by email at least five days before a regular meeting. Faculty members who wish to add items to the agenda must do so within three business days of receiving the notice.
6. **Meeting Conduct:** Meetings will be organized, with the chair recognizing speakers in the order they request to speak.
7. **Meeting Minutes:** Minutes will be recorded at all formal department meetings, either by the chair or a designated representative.
8. **Recording Minutes:** Drafts of meeting minutes will be stored in the department shared drive folder within five days following the department meeting. A faculty vote can approve the minutes electronically or at the subsequent departmental meeting.

Article VI: Amendments

1. Any faculty member can propose amendments to these bylaws. Approval requires a two-thirds majority vote from the faculty, ensuring alignment with the overarching college bylaws.
2. These bylaws will not override CBA, RCHM, or University policies. If the Department chair becomes aware that any part of these bylaws is not in compliance with or contradicts the CBA, College, or University Policies, a committee will convene to revise the bylaws to bring them into compliance. The department will vote to approve the

revisions by secret ballot, requiring a two-thirds majority vote from the department's voting members.

Article VII: Ad Hoc committees

Shall be established as need and the membership shall be determined at the time of establishment.