

*School of Communication Science and Disorders*  
**University of Central Florida**  
**By-Laws**



**APRIL 3, 2019**

Approved by Faculty Excellence October 15, 2020

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### **School Mission Statement**

The School of Communication Sciences and Disorders empowers our students to achieve their greatest potential as clinicians, scientists, scholars, and professionals. By providing the foundations of our discipline and using innovative technology, we enable our graduates to be leaders who positively impact individuals and their communities.

### **School Vision Statement**

A world-class center for transformative research, teaching, and learning, the School of Communication Sciences and Disorders at the University of Central Florida is a leader in community-based programs that supports and empowers individuals affected by communication disorders.

### **School Organizational Values**

The faculty, students, and staff of the School of Communication Sciences and Disorders believe in the right of all individuals to live a full and rewarding life. It is in the context of valuing the quality of life for individuals affected by communication disorders that we commit ourselves to the following:

- **Respect:** We hold in high regard the diversity of all people, cultures, and perspectives.
- **Ethics:** We value ethical conduct as essential to our research, educational, and clinical practices.
- **Scholarship:** We value scholarship through the generation, acquisition, and dissemination of knowledge.
- **Partnerships:** We value local, national, and international partnerships, in service to the profession, academia, and the greater community.
- **Excellence:** We are committed to the pursuit of excellence in all endeavors.
- **Collaboration:** We believe that better outcomes emerge when people work together to achieve common goals.
- **Trustworthiness:** We believe in openness, honesty, and transparency in all our words and deeds thereby creating a climate of trust and collegiality.

## Introductory Statement

The bylaws within this document were crafted and approved by members of the School of Communication Sciences and Disorders to assist in school organization and operations. Although requirements and wording from the documents listed in Appendix A are referenced and incorporated within this document, the reader should obtain and review original policy documents and the current UCF Collective Bargaining Agreement for full context of superseding policies and regulations.

## School Organization

### School Membership

<b>Administration</b>
The School Director is considered a member of the school with committee participation and voting privileges as described in this document; since the School Director serves as the Chief Administrator within the school, (s)he also carries additional committee assignment/charging and administrative authority described in this document.

<b>Faculty</b>	
All full-time (benefits eligible) faculty are considered members of the school and, therefore, hold committee participation and voting privileges as described in this document.	
This group is referenced throughout this document as “Regular Faculty” and includes the following groups:	
<b>Academic Faculty</b>	<p><b>Tenure Track Faculty</b></p> <p>Tenured Faculty with the following ranks:</p> <ul style="list-style-type: none"> <li>○ Associate Professor &amp; Professor</li> </ul> <p>Tenure Earning Faculty with the following ranks:</p> <ul style="list-style-type: none"> <li>○ Assistant Professor, Associate Professor</li> </ul>
	<p><b>Non-Tenure Track Faculty</b></p> <p>Faculty with primary assignments in teaching academic courses who hold the following ranks:</p> <ul style="list-style-type: none"> <li>○ Instructor, Associate Instructor, Senior Instructor, Lecturer, Associate Lecturer &amp; Senior Lecturer</li> </ul>

<b>Faculty (Continued)</b>	
<b>Clinical Faculty</b>	<p>Non-Tenure Track Faculty with primary assignments in clinical education and supervision who hold the following ranks:</p> <ul style="list-style-type: none"> <li>○ Instructor, Associate Instructor, Senior Instructor, Lecturer, Associate Lecturer &amp; Senior Lecturer</li> </ul>
<b>Emeritus Faculty</b>	<p>Consistent with the College of Health Professions and Sciences (CHPS) Policy 6.06, Emeritus Faculty are considered Ex-Officio members of the school; as such, Emeritus Faculty do not hold standing committee participation or voting privileges, but are welcome as visitors at regular faculty meetings and other school events.</p>
<b>Other Faculty</b>	<p>Individuals holding the following ranks/titles are not considered long-term or primarily vested members of the School and, therefore, do not have committee participation or voting privileges in the School:</p> <ul style="list-style-type: none"> <li>○ Visiting Assistant Professors, Associate Professors, or Professors</li> <li>○ Visiting Instructors, Associate Instructors or Senior Instructors</li> <li>○ Visiting Lecturers, Associate Lecturers or Senior Lecturers</li> <li>○ Adjunct Instructors or Lecturers</li> <li>○ Affiliate/Courtesy/Jointly Appointed Faculty with primary appointments (&gt; 50%) in other units or institutions.</li> <li>○ Postdoctoral Scholars</li> </ul>
<b>Staff</b>	
<p>All full-time (benefits eligible) office personnel are considered members of the School; staff have a voice on non-curriculum issues and procedural aspects of curriculum, but no vote.</p>	

### School Administrative Authority

Within the School, the authority for School business resides in its voting members except in those instances where the College or University has vested authority in the School Director, who acts as the Chief Administrative Officer in the School.

#### School Director

- Consistent with CHPS Policy 1.03 and Faculty Senate Resolution 2015-2016 - 3, the School Director is appointed by, and serves at the pleasure of the Dean of the College of Health Professions and Sciences for a five-year term; the School Director is evaluated annually and under normal circumstances is eligible for reappointment for one subsequent 5-Year term upon satisfactory conclusion of the 5-Year School Director Review process.
- The School Director serves as the chief administrative officer and principal financial officer of the School, including associated centers, clinics, and laboratories as relevant<sup>^</sup>, and will address School emergencies of all kinds. Consistent with CHPS Policy 1.03 and in conjunction with the appropriate committees, work groups, specialty area lead personnel (e.g., Center Directors), and supporting personnel, the School Director will:
  - Have ultimate responsibility for all aspects of the School's programs.
  - Prepare an annual budget for submission to the Dean; the Director also will: (a) present each fiscal year's budget to the faculty when it becomes available, (b) provide at least one budget status update to the faculty during each fiscal year, (c) redistribute budgets at the end of the fiscal year as necessary, (d) report on the prior fiscal year's expenditures at the time of the school's Fall Kick-Off Meeting (i.e., Retreat), and (e) authorize all regular School expenditures.
  - Submit to the Registrar the schedule of classes for each term (following assignment and consultation with school membership on courses to be taught, teaching format, and days and times of class meetings);
  - Make annual staff and faculty assignments; in the case of in-unit faculty – and consistent with CBA Article 9.3(a) – this “shall be communicated to employees no later than six (6) weeks in advance of (the) starting date, if practicable.”
  - Meet with each faculty member in August to discuss their overall professional goals and development, for the academic year beginning the next August.
  - Charge the standing and non-standing school committees and select committee membership in alignment with committee composition details described in this document.
  - Prepare an annual evaluation of the performance of each faculty and staff member in accordance with university procedures;
    - Conduct cumulative progress evaluations for all tenure-track faculty beginning with the second year of employment (or the first year, if tenure credit was given), and for associate professors upon request.

**School Director (continued)**

- Recommend to the Dean annual salary adjustments, including market equity and administrative discretionary increases if requested, based on relevant data and faculty evaluation ratings;
  - Serve as hiring official in accordance with College policy and UCF's "Search and Screening Guidelines," making faculty and staff hiring recommendations to the College Dean;
  - Call, prepare the agenda for, and preside over school meetings; this includes ensuring timely distribution, approval, and archiving of meeting minutes, and ensuring distribution of materials sufficiently in advance to reasonably permit review by the School membership prior to relevant meetings (e.g., 1 week prior to the faculty meeting for multiple page documents and 48 hours prior to the faculty meeting as it relates to other documents such as agenda, meeting minutes etc., where practicable). Additional Note: School Meeting Dates/Times will be distributed School-wide by the School Director at the beginning of each semester and meeting minutes will be made available School-wide via electronic means.
  - Serve as an ex-officio, non-voting member of all school standing committees, except the School of Communication Sciences and Disorders Promotion & Tenure Committee and the School of Communication Sciences and Disorders Instructor/Lecturer Promotion Committee, in which the Director has neither vote nor voice.
  - Other activities as may occur and as outlined in CHPS Policy 1.03.
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- The School Director reconciles any conflicting demands of various programs (academic, clinical, and laboratory) allocating resources (e.g., assistantships, adjunct appointments, capital outlay, expense funds, and human resources) to meet the needs of the school.
  - The School Director oversees and holds the ultimate responsibility for all accreditation procedures and requirements. The School Director serves as Liaison Officer and the school representative (or shall designate such representative) to offices and bodies outside the School (e.g., American Speech-Language-Hearing Association accrediting body).
  - Formal annual reviews of the School Director's performance shall be carried out during the Spring semester by the Office of the Dean with input from the School membership. The report of this evaluation shall be made by the Dean to the Director.

**School Director (continued)**

- In the School Director's routine absence (e.g., annual leave, short-term sick leave, professional travel), a School Director-appointed designee (holding the rank of Associate Professor or Professor) will be granted signing authority for school business; the same person will be designated to serve in this capacity for the period of an academic year or more when practicable. In case of simultaneous absence of the School Director and the ongoing designee, another designee (holding the rank of Associate Professor or Professor) will be identified and communicated to the School membership. For matters requiring higher authority, the school member requesting action and the designee together seek assistance from the CHPS Dean or a CHPS Associate Dean. When a routine absence is scheduled in advance (e.g., annual leave, professional travel), the School Director will provide the school membership with at least 3 business days' notice of a pending absence to afford an opportunity to consult with the Director on pressing matters prior to his/her absence.
- Consistent with Faculty Senate Resolution 2015-2016-3 and CHPS Policy 1.01, if the position of School Director is to become vacant:
  - The Dean authorizes the search for a new School Director and forms a search committee that includes: (a) School staff, (b) representatives of all faculty ranks in the School, and (c) a Search Committee Director (either a current Chair/Director from another CHPS unit or a CHPS Associate Dean).
  - All faculty in the School/unit, and other relevant stakeholders, will have the opportunity to provide feedback concerning the strengths and weaknesses of candidates to the search committee.
  - The search committee will present their recommendations, including a report of feedback from faculty and stakeholders, to the Dean, who will have the final college-level decision on hiring of the candidate.
  - If applicable, the faculty of the School/unit will conduct a vote on the recommendation to award tenure to the selected candidate following established University procedures.
  - The final appointment of the candidate is subject to approval by the Provost and the President.

**Additional Notes:**

- *UCF's Search and Screen Guidelines* will be followed in conducting a search for a new School Director.
- In the case of the School Director's position being vacated prior to the identification of a new Director through a search process, the Dean will appoint an Interim Director at the rank of Professor if practicable.

**Clinic Director**

- The Clinic Director shall serve at the pleasure of the Director of the School of Communication Sciences and Disorders. The School Director has appointment and termination authority.
- The Clinic Director (CD) serves in an advisory capacity to the School Director as the primary administrative and financial officer of the UCF Communication Disorders Clinic, and will address emergencies of all kinds in the Communication Disorders Clinic. In conjunction with the appropriate committees, work groups, specialty area lead personnel (e.g., Center Directors), and supporting personnel, the Clinic Director will:
  - Oversee all aspects of the School's clinical programs, including clinical education and client/student clinician scheduling.
  - Prepare an annual clinic-specific budget for submission to the School Director, authorize regular clinical expenditures, prepare and present to the CSD faculty an annual budget and an annual financial report at the end of each fiscal year, and coordinate with the Director to redistribute budgets at the end of a fiscal year.
  - Submit to the School Director the recommended schedule of clinical courses and faculty assignments, including adjunct faculty assignments when relevant, for each term (following consultation with clinical faculty and specialty area lead personnel);
  - Complete a Draft Annual Evaluation of the performance of each university-funded staff member and non-tenure track faculty member whose primary role is clinical education and supervision to be finalized in conjunction with the School Director and any relevant Principal Investigators, in accordance with university procedures;
  - Confer at least one time annually with each clinical faculty member and with specialty area lead personnel/Center Directors with respect to goals and development;
  - Oversee and take ultimate responsibility for enforcement of HIPAA procedures and safeguards.
  - Oversee all clinical accreditation procedures and documentation.
  - Oversee administration of the clinic including front office personnel and facilities management.
  - Oversee program development as it relates to the clinical services provided, expansion of services in the community, strategic partnerships, etc.
  - Oversee special projects as determined by the Director.
  - Oversee all clinical accreditation procedures and documentation.
  - Assist in addressing any student issues in collaboration with relevant faculty (and the Master's Program Director, if applicable).
  - Act as a liaison with academic faculty member(s) in relevant content area(s) as it relates to clinical education, and function as a resource/mentor for Adjunct Clinical Faculty to ensure consistent course content, materials (e.g., syllabi in compliance with UCF FCTL standards), and delivery.
  - Monitor student remediation plans, student "low grade" reports, and CALIPSO documentation.
  - Other activities as assigned by the School Director, Dean, or Associate Dean.

- The Clinic Director has a 12-month Clinical Faculty appointment with a minimum of 0.75 FTE allocated to “Other Assigned Duties” in order to afford primary focus on administrative responsibilities; remaining 0.25 FTE is split between Instructional Activities and/or Service as determined on an annual basis in consultation with the School Director.
- Formal annual reviews of the Clinic Director's performance shall be conducted by the School Director, with input (opportunity to provide feedback in survey format) from the Dean and the School membership.
- In the Clinic Director's routine absence (e.g., annual leave, short-term sick leave, professional travel), the School Director is the signatory for School business, including Clinic business, unless an alternate arrangement is communicated to the School membership. When a routine absence is scheduled in advance (e.g., annual leave, professional travel), the Clinic Director will provide the School membership with at least 3 working days' notice of a pending absence to afford an opportunity to consult with him/her on pressing matters prior to his/her absence.
- If the position of the Clinic Director is to become vacant, the School Director, after whatever consultation with members of the School (s)he deems wise, authorizes the search for a new Clinic Director and follows UCF, CHPS and School procedures for appointing a Clinic Director's Search Committee. The faculty will have voice in the selection process for any new Clinic Directors and that *UCF's Search and Screen Guidelines* will be followed in conducting the search. In the case of the Clinic Director's position being vacated prior to the identification of a new Clinic Director through a search process, the School Director appoints an Interim Clinic Director in consultation with the Dean.

- The Undergraduate Program Director (UPD) shall be a member of the academic faculty and shall be appointed by and serve at the pleasure of the Director of the School of Communication Sciences and Disorders for a 3-year term. In the case of pending conclusion of a UPD's 3-year term, the School Director shall seek nominations (including self-nominations and nominations of faculty members who have previously served as UPD) for candidates to serve the next 3-year term as UPD. There is no limit on the number of consecutive or nonconsecutive terms an individual can serve as UPD; previous UPDs are free to express their desire to continue in this role. The School Director has appointment and termination authority.
- The UPD serves as the coordinating individual for the CSD Undergraduate Program. The UPD shall serve in an advisory capacity to the School Director. Consistent with CHPS Policy 6.09, in conjunction with the Director, Undergraduate Program Committee, the Undergraduate Advising Coordinator, and other relevant personnel, the UPD will:
  - Coordinate and oversee all aspects of the School's undergraduate program, including SACS accreditation and institutional effectiveness compliance and documentation.
  - Maintain regular communication with faculty teaching Undergraduate classes.
  - Assist in addressing any student issues in collaboration with relevant faculty, and act in advisory capacity on such matters to the School Director.
  - Oversee and act as a liaison with academic faculty member(s) in relevant content area(s), and function as a resource/mentor for Adjunct Faculty teaching undergraduate courses to ensure consistent course content, materials (e.g., syllabi in compliance with UCF FCTL standards), and delivery.
  - Supervise and work in conjunction with the Undergraduate Advising Coordinator.
  - Other activities as assigned by the School Director, Dean, or Assistant/Associate Dean and as outlined in CHPS Policy 6.09.
- Formal annual reviews of the UPD's performance shall be conducted by the School Director (as a component of the Faculty Annual Evaluation process within "Other Assigned Duties").
- The UPD is a 9-month tenure track faculty member and receives one course release in the fall semester, one course release in the spring semester, and 0.375 FTE allocated to "Other Assigned Duties" in the summer semester to afford consistent focus on administrative responsibilities while balancing other instructional and service assignments.
- In the UPD's routine absence (e.g., annual leave, illness, professional travel), the School Director retains signing authority for programmatic business.
- When the position of the UPD becomes vacant - at the end of a 3-year term or for any other reason, the School Director re-opens the nomination process for consideration of candidates to serve the next three-year term as UPD. Note: The School Director will confer with all nominees to first gauge their interest in assuming the position.

- The Master's Program Director (MPD) shall be a member of the academic faculty and shall be appointed by, and serve at the pleasure of, the Director of the School of Communication Sciences and Disorders for a three-year term. In the case of pending conclusion of a MPD's 3-year term, the School Director shall seek nominations (including self-nominations and nominations of faculty members who have previously served as MPD) for candidates to serve the next 3-year term as MPD. There is no limit on the number of consecutive or nonconsecutive terms an individual can serve as MPD; previous MPDs are always free to express their desire to continue in this role. The School Director has appointment and termination authority.
- The MPD serves as the chief coordinating individual of the CSD Master's Program. The MPD shall serve in an advisory capacity to the School Director. Consistent with CHPS Policy 6.09, and in conjunction with the Master's Program Committee, the Graduate Advising Coordinator, and other relevant personnel, the MPD will:
  - Coordinate and oversee all aspects of the School's master's program, including SACS and ASHA accreditation compliance and documentation.
  - Maintain regular communication with faculty teaching Master's level classes.
  - Assist in addressing any student issues in collaboration with relevant faculty, and act in advisory capacity on such matters to the School Director.
  - Oversee, act as a liaison with academic faculty member(s) in relevant content area(s), and function as a resource/mentor for Adjunct Faculty teaching graduate courses to ensure consistent course content, materials (e.g., syllabi in compliance with UCF FCTL standards), and delivery.
  - Supervise and work in conjunction with the Graduate Advising Coordinator.
  - Monitor student remediation plans, student low grade reports, student probationary periods, and CALIPSO documentation.
  - Other activities as assigned by the School Director, Dean, or Associate Dean and as outlined in CHPS Policy 6.09.
- Formal annual reviews of the MPD's performance shall be conducted by the School Director (as a component of the Faculty Annual Evaluation process within "Other Assigned Duties").
- The MPD is a 9-month tenure track faculty member and receives one course release in the fall semester, one course release in the spring semester, and 0.375 FTE allocated to "Other Assigned Duties" in the summer semester to afford consistent focus on administrative responsibilities while balancing other instructional and service assignments.
- In the MPD's routine absence (e.g., annual leave, illness, professional travel), the School Director will retain signing authority for programmatic business.
- When the position of the MPD becomes vacant - at the end of a 3-year term or for any other reason, the School Director re-opens the nomination process for consideration of candidates to serve the next three year term as MPD. Note: The School Director will confer with all nominees to first gauge their interest in assuming the position.

## Faculty Authority

**Overall Roles & Responsibilities**

**Regular Faculty**

- “Regular Faculty” – defined in this document as full-time, benefits eligible faculty in permanent faculty lines (excluding visiting, adjunct, affiliate/courtesy/jointly appointed faculty with > 50% appointment in another unit) - are expected to fulfill the roles and responsibilities outlined in Article 9 of the UCF-UFF Collective Bargaining agreement and to fulfill additional roles and responsibilities as outlined under the following sections of this document: Faculty Meetings, Voting Privileges, and Committee Work

**Voting Priveledges**

- All “Regular Faculty” shall have voting privileges for business brought to the faculty as a whole, where allowable by university guidelines.
- Voting in response to a call for the question is the preferred procedure for voting within the School. Any faculty member can call for secret ballot on School issues subsequent to faculty meeting discussions, or subsequent to information dissemination about the issues under vote; if a secret ballot is requested, it must be granted without discussion. Online voting through an appropriate system is allowable as long as appropriate in-person discussion and consideration have taken place in advance of the vote. Promotion and Tenure votes must be conducted by secret ballot.
- A quorum of the eligible voting members of the School shall constitute 50% plus one. Any faculty member who is on leave, who has accepted an administrative position at UCF outside the School (e.g., Provost Fellow), or who is in his or her final year of appointment and is excused from School meetings, is not counted in the total required for a quorum. If such a person does attend meetings, he or she shall be counted as part of the quorum and have the right to vote.
- A quorum must be secured for faculty present or participating via distance (e.g., phone, Zoom, Skype) at any meeting where votes are taken. To carry, a motion requires a simple majority vote. A member who participates in discussion but is unable to attend a meeting when the vote is taken may submit a defined vote by proxy. If in any given semester at least 2/3 of the faculty will not be employed (e.g., summer): (a) provisions must be made the previous semester (when a quorum is present) for the conduct of School business during the semester when a quorum will not be present, or (b) School business at hand will need to be postponed until fall unless otherwise specified at the university level.
- Voting members of the School who are on leave (e.g., administrative, medical, family, sabbatical) or release time may vote on School issues in the case of demonstrated effort (such as attending a meeting or reviewing files) to inform themselves of the issue at hand. For promotion and tenure, faculty must participate in discussions in order to vote (see the following regulations):

**Voting Priveledges (continued)**

- a. UCF 3.015 Promotion and Tenure of Tenured and Tenure-earning Faculty 4(d) 2- Because of the importance of the promotion and tenure process, it is expected that all promotion and tenure committee members will participate fully in the process.
- b. UCF 3.015 Promotion and Tenure of Tenured and Tenure-earning Faculty 4(d) 3(iv)- if a committee member is outside of the greater metropolitan area; Voice and or video calls may be utilized at the discretion of the Committee Chair when a member cannot be physically present for the School promotion and tenure committee meetings.
- c. <http://www.regulations.ucf.edu/chapter3/3015PromotionandTenurerevisedFINALMay16.pdf>

#### School Faculty Meetings

- School faculty meetings shall be held at the call of the School Director. A minimum of one meeting each fall and spring will be held for all faculty who are members of the School. If more frequent meetings of the School faculty are planned, a schedule will be distributed prior to the beginning of the fall and spring semesters by the School Director. Additional meetings may be scheduled upon school faculty providing a written request to the School Director.
- The School Director shall be the presiding officer (or in his/her absence, a person designated by the School Director) and shall provide the agenda for the meeting.
- If a quorum is not obtained, the meeting may proceed, but no votes may be taken.
- Minutes of the School meetings are to be prepared in a timely manner, distributed sufficiently in advance to reasonably permit review by the School membership prior to the next faculty meeting (at which time the minutes will be reviewed), revised as necessary, and voted on for approval. All minutes will be permanently archived and made readily available to the School membership in electronic format.
- Additionally, all results for matters brought to a vote will be recorded in a separate document entitled "School of Communication Sciences and Disorders Voting Record" for permanent electronic archiving and ease of review/access by any member of the School.
- Faculty members are expected to attend regular faculty meetings unless specifically approved for excusal by the Director (e.g., when teaching class, traveling for UCF business) or in cases of extenuating circumstances (e.g., unexpected illness).
- Meetings are conducted in accordance with the latest revision of *Robert's Rules of Order*.

#### COMMITTEE WORK

<b>STANDING COMMITTEES</b>	
<p>The following committees will be formed as a matter of typical procedure each academic year to ensure appropriate conduct and oversight of typical School business. The School Director will seek input from school membership on committee participation interests and priorities on an annual basis, and will then make yearly committee assignments in alignment with the below specifications.</p>	
<b>A - Promotion &amp; Tenure Committee</b>	
<i>P&amp;T Committee for Tenure Track Faculty</i>	<p>This committee is formed, convened, and conducts business in accordance with UCF Regulation 3.015 Promotion and Tenure of Tenured and Tenure-earning Faculty.</p> <p>Additional Notes:</p> <ul style="list-style-type: none"> <li>• Annual Cumulative Progress Evaluations will be completed for all tenure track faculty members who will be applying for tenure and promotion to the rank of Associate Professor.</li> <li>• Cumulative Progress Evaluations will be completed for tenured Associate Professors considering future application for promotion to the rank of Professor upon candidate request; such appraisals are encouraged in accordance with Faculty Senate recommendations.</li> </ul>
<i>Promotion Committee for Non-Tenure Track Instructors &amp; Lecturers</i>	<ul style="list-style-type: none"> <li>• This committee is formed, convened, and conducts business in accordance with UCF’s Regulation 3.0175 Promotion of Full-time Non-tenure-earning, Research, and Clinical Faculty, and UCF Regulation 3.0176 Instructor and Lecturer Faculty Promotion.</li> <li>• This committee convenes at least twice each academic year when there are faculty members seeking consideration for promotion to Associate Instructor or Associate Lecturer in the School. <ul style="list-style-type: none"> <li>○ During the first meeting, the committee will receive its charge from the School Director and will review policies and procedures within UCF’s Promotion Guidelines, any approved CHPS or CSD Promotion Guidelines, and the UFF-UCF Collective Bargaining Agreement relating to the committee’s work for the year.</li> <li>○ Prior to any subsequent meetings, all committee members will review the dossier(s) / file(s) on which they will vote.</li> <li>○ During at least one additional meeting, relevant dossiers will be presented and discussed, relevant votes will be cast, and relevant appraisal summaries will be crafted, reviewed, and/or approved.</li> </ul> </li> </ul>
<b>B – Other Standing Committees</b>	

The committees described below serve in an advisory capacity to the Faculty and School Director. Issues relevant to each program are brought forward to the relevant committee and it is the committee’s role to explore and vet topics relating to each program. All substantive and curricular issues are to be brought to the full faculty for discussion and voting purposes.

<b>Curriculum Committee</b>	<p><b>Committee Composition:</b></p> <p>Co-Chairs</p> <ul style="list-style-type: none"> <li>• Co-Chairs: 1 Academic Faculty Member &amp; 1 Clinical Faculty Member with prior experience on the Curriculum Committee</li> </ul> <p>Other Standing Committee Members:</p> <ul style="list-style-type: none"> <li>• One representative from each School program committee (to be chosen by the committee)</li> <li>• One clinical faculty member elected by the Clinical Faculty</li> <li>• One academic faculty member elected by the Academic Faculty</li> </ul> <p><b>Committee’s Primary Charge:</b></p> <ul style="list-style-type: none"> <li>• Specific charge is issued by the School Director annually.</li> <li>• Oversight of curriculum to ensure it is in line with ASHA Accreditation requirements, internal UCF requirements, and is contemporary in offering the best possible education for our students to prepare them for their careers.</li> <li>• Coordination across School programs.</li> </ul> <p><b>Committee’s Order of Operations:</b></p> <p>Committee:</p> <ul style="list-style-type: none"> <li>• Researches and responds to charge on individual and/or whole curriculum issues/changes</li> <li>• Invites input from other internal or external stakeholders/experts as relevant.</li> <li>• Brings proposals for any curriculum change to faculty as a whole.</li> <li>• Considers feedback from faculty at large in confirming or making friendly amendments to a given proposal.</li> <li>• Prepares final proposal for a vote of the faculty as a whole.</li> </ul>
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<p><b>Undergraduate Program Committee</b></p>	<p><b>Committee Composition:</b></p> <p>Chair:</p> <ul style="list-style-type: none"> <li>• Undergraduate Program Director or Tenure Track Faculty Member with Active Involvement in the Undergraduate Program &amp; prior experience on the CSD Undergraduate Program Committee</li> </ul> <p>Other Standing Committee Members:</p> <ul style="list-style-type: none"> <li>• Undergraduate Program Director (if not committee Director), Undergraduate Advising Coordinator (non-voting)</li> <li>• Other Minimum Committee Membership: 2 tenure track faculty members, 2 non-tenure track &amp;/or, clinical faculty members with experience in teaching undergraduate academic courses.</li> </ul> <p><b>Committee Formation:</b></p> <ul style="list-style-type: none"> <li>• Committee Chairs are to be appointed by the School Director.</li> <li>• Committee Members are recommended by the Chair of the Committee in consultation with the School Director.</li> </ul> <p><b>Committee’s Primary Charge:</b></p> <ul style="list-style-type: none"> <li>• Specific charge is issued by the School Director annually.</li> <li>• To provide oversight and recommendations relevant to the undergraduate program, including but not limited to issues of accreditation, curriculum, enrollment, institutional effectiveness, and instruction.</li> </ul>
<p><b>Masters Program Committee</b></p>	<p><b>Committee Composition:</b></p> <p>Chair:</p> <ul style="list-style-type: none"> <li>• Master’ Program Director</li> </ul> <p>Other Standing Committee Members:</p> <ul style="list-style-type: none"> <li>• Master’s Program Director (if not Committee Chair), Clinic Director (voting), Graduate Advising Coordinator (non-voting)</li> </ul> <p>Other Minimum Committee Membership:</p> <ul style="list-style-type: none"> <li>• 3 tenure track faculty members and 2 clinical faculty member with experience in teaching master’s level courses.</li> </ul> <p><b>Committee Formation:</b></p> <ul style="list-style-type: none"> <li>• Committee Chairs are to be appointed by the School Director.</li> <li>• Committee Members are recommended to the School Director (who makes the final selections) by the Chair of the Committee.</li> </ul> <p><b>Committee’s Primary Charge:</b></p> <ul style="list-style-type: none"> <li>• Specific charge is issued by the School Director annually.</li> <li>• To provide oversight and recommendations relevant to the master’s program, including but not limited to issues of accreditation, curriculum, enrollment, institutional effectiveness, and instruction.</li> </ul>

<b>B – Other Standing Committees</b>	
Master's Program Committee	<ul style="list-style-type: none"> <li>• Form a Master's Admissions Sub-Committee** in consultation with the School Director.                             <ul style="list-style-type: none"> <li>• Composition:                                     <ul style="list-style-type: none"> <li>○ Standing Members: Master's Program Director (AdHoc)</li> <li>○ Chair: 1 Committee-elected or appointed Tenure Track or Clinical Faculty Member</li> <li>○ Other Standing Committee Members: Graduate Advising Coordinator (non-voting)</li> <li>○ Other Minimum Committee Membership: 3 tenure track faculty members and 1 clinical faculty member(s) or academic instructor(s)/lecturer(s).</li> </ul> </li> <li>• Primary Charge:                                     <ul style="list-style-type: none"> <li>○ Specific charge is issued by the School Director annually.</li> <li>○ To provide oversight and recommendations relevant to the master's program admissions.</li> </ul> </li> </ul> </li> </ul>
Academic Affairs Committee	<ul style="list-style-type: none"> <li>○ Composition:                             <ul style="list-style-type: none"> <li>• Chair(s): 1 or 2 Tenure Track Faculty Member(s)</li> <li>• Other Standing Committee Members may fluctuate (as allowable/required by Faculty Excellence for Charged Activities); Sample Composition:                                     <ul style="list-style-type: none"> <li>1 Academic Program Director</li> <li>1 Clinical Director</li> <li>2 Academic Faculty Members</li> <li>1 Clinical Faculty Member</li> </ul> </li> </ul> </li> </ul>

**B – Other Standing Committees Continued**

UCF School of Communication Sciences and Disorders By-Laws

Academic Affairs Committee	<ul style="list-style-type: none"> <li>○ Formation                             <ul style="list-style-type: none"> <li>● Committee Chairs are to be appointed by the School Director in consultation with the committee membership.</li> <li>● Committee Members are recommended to the School Director (who makes the final selections) by the Chair(s) of the Committee.</li> </ul> </li> <li>○ Primary Charge:                             <ul style="list-style-type: none"> <li>● Specific charge is issued by the School Director &amp;/or Faculty Excellence annually.</li> <li>● Take action on any assigned unit level faculty-related procedures/processes and work with the School Director to ensure relevant committees are formed in accordance with the CBA requirements to maintain updated CBA-required documents (e.g., Promotion &amp; Tenure Review Guidelines, AESP, School Bylaws).</li> <li>● Conduct annual review of School By-Laws document.</li> </ul> </li> </ul>
<b><i>Ad Hoc Committees</i></b> <b><i>Search Committees</i></b>	
<p>Search committees function in advisory capacities to the hiring official in accordance with UCF Human Resources and CBA procedures and guidelines. The School of Communication Sciences and Disorders carries out this work via the following defined committee structures.</p>	
Academic Faculty Searches*	<ul style="list-style-type: none"> <li>● Composition:                             <ul style="list-style-type: none"> <li>● Chair: Tenured Academic Faculty Member</li> <li>● 3 additional academic faculty members</li> <li>● 1 clinical or non-tenure track academic faculty member</li> </ul> </li> </ul>
Clinical Faculty Searches (Grant-Funded Lines**)+	<ul style="list-style-type: none"> <li>● Composition:                             <ul style="list-style-type: none"> <li>● Chair: Academic or Clinical Faculty Member</li> <li>● 3 additional clinical faculty members</li> <li>● 1 tenure track or non-tenure track academic faculty member</li> </ul> </li> </ul>
Clinical Faculty Searches (Grant-Funded)	<ul style="list-style-type: none"> <li>● Composition:                             <ul style="list-style-type: none"> <li>● Chair: UCF Principal Investigator or MPI/Site Investigator</li> <li>● 2 clinical faculty members</li> <li>● 2 tenure track or non-tenure track academic faculty members</li> <li>● 1 advisory external stakeholder</li> </ul> </li> </ul>

<b>Search Committees Continued</b>	
Staff Searches	<ul style="list-style-type: none"> <li>• Staff search procedures are specified and followed per the School Director’s preferences. Faculty members will be consulted in the selection process for staff members.</li> </ul>
Other Ad-Hoc Committee	<ul style="list-style-type: none"> <li>○ Additional Ad-Hoc Committees may be formed as needs arise</li> </ul>

**Notes:**

\*Academic and Clinical faculty members are welcome to attend and participate in discussion for any/all committee meetings - even if they are not specifically assigned as formal members of the committee; however, such participants will not hold voting privileges for committee action.

^ In the case of an externally funded Center or Institute, reporting and specified budgeting authority may reside with the Director / Principal Investigator.

+ Committees for which a year of participation as a non-voting member is required prior to full membership: (a) new Assistant Professors, and (b) new Instructors (academic & clinical) who have not previously held the rank of full-time Instructor at an institution of higher education for at least two years.

\*\* Relevant only to searches for grant-funded positions requiring compliance with *UCF Search & Screen* procedures for faculty lines; it should be noted that many grant-funded positions will not fall into this category due to funding requirements.

**Programmatic Changes.** Since the faculty retains authority on matters of curriculum, all holistic programmatic changes under consideration will be brought to the faculty as a whole to provide input, and that a vote take place prior to adoption of such changes. Examples of such changes include, but are not limited to, holistic changes in instructional format, purpose, or admission requirements. Such changes may arise in the context of degree programs, certificate programs, consortium programs, or regional campus programs at the undergraduate or graduate level.

**Administrative Structure Changes.** The faculty will have voice in any changes to the School of Communication Sciences and Disorders administrative leadership structure

**Staff Authority**

School staff members shall be appointed by, and serve at the pleasure of the Director of the School of Communication Sciences and Disorders. Staff members serve in a supportive capacity for the School's administration, faculty, programs, services and students. When staff members serve on School committees, they do so in support of the work of voting committee members conducting School business. Annual evaluations are conducted by the School Director for all staff members with input from the faculty and other School administrative personnel.

- Specific Job Titles with Roles and Responsibilities may vary over time; details are available via the Director of the School of Communication Sciences and Disorders.

## APPENDIX A

### Other Binding Documents Relevant to CSD Bylaw Document

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In addition to the content in the CSD Bylaw Document, members of the School of Communication Sciences and Disorders must abide by other regulations set forth at the School (CSD), college (CHPS), university, and State levels. The following list details several of these important documents, some of which are directly referenced within the body of the current document, along with either hyperlinks to locate these documents or instructions on how to obtain these documents.

- **Related CSD Documents**
  - Undergraduate Program Resources
    - <https://www.CHPS.ucf.edu/csd/bachelor-of-artsscience/student-resources/>
  - Master's Program Resources
    - <https://www.CHPS.ucf.edu/csd/masters/student-resources/>
- **Related CHPS Documents**
  - CHPS Policies and Procedures Manual
    - Shared Drive Access:
      - From CSD Desktop:
        - Shared Folder > School Shares > CHPS Policies
      - From Microsoft TEAMS®:
        - CHPS > College Policies Channel > Files
- **Related University Documents**
  - UCF Policies and Procedures Manual
    - <http://policies.ucf.edu/>
  - United Faculty of Florida – University of Central Florida Collective Bargaining Agreement
    - <http://www.collectivebargaining.ucf.edu/pages/CBA.htm>
  - Faculty Senate Resolutions
    - [http://www.facultysenate.ucf.edu/resolutions/2015\\_2016/index.asp](http://www.facultysenate.ucf.edu/resolutions/2015_2016/index.asp)
  - FERPA
    - <http://registrar.ucf.edu/ferpa>
- **Florida Sunshine Law**
  - [http://www.leg.state.fl.us/statutes/index.cfm?App\\_mode=Display\\_Statute&URL=0200-0299/0286/0286ContentsIndex.html&StatuteYear=2012&Title=-%3E2012-%3EChapter%20286](http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0200-0299/0286/0286ContentsIndex.html&StatuteYear=2012&Title=-%3E2012-%3EChapter%20286)