



UNIVERSITY OF CENTRAL FLORIDA
Department of Counselor Education and School Psychology
College of Community Innovation and Education
12494 University Blvd. Ste. 209
Orlando, FL 32816-1250

DEPARTMENT BYLAWS

ARTICLE 1: PURPOSE

1. Purpose

- a. Unit bylaws detail guidelines and procedures of the unit. This allows faculty within the unit to understand how it operates, and their responsibilities to support the mission of the university and the unit. Bylaws do not address or contain matters that are collectively bargained or are defined in university regulations and policies.
- b. The central tenet of this document is that a collegial environment of acceptance, respect, and trust should occur among personnel within the Department of Counselor Education and School Psychology.

ARTICLE II: DEPARTMENTAL MEMBERSHIP AND GOVERNANCE

1. Frequency of Faculty Meetings

- a. The Department of Counselor Education and School Psychology (CESP) will have at least two faculty meetings annually.

2. Meetings Rules of Order

- a. Robert's Rules of Order, newly revised, shall prevail at the meetings of the department, and the committees of the unit, unless otherwise stated.

3. Faculty-Called Meeting Procedures

- a. In accordance with the Faculty senate resolution, faculty in CESP shall be entitled to call a special meeting with a specific agenda upon presentation to the Department Chairperson of such a request of one-third of the Department faculty. The special faculty meeting shall occur within five business days of the presented request if reasonably possible.

4. Membership and Voting

- a. The members of the Department shall include full-time faculty with regular or visiting appointments in the Department; faculty with courtesy, joint, or secondary appointments in the Department; Administrators and Staff assigned to the Department; and students enrolled in academic programs housed within the Department.
- b. The voting members of the Department shall include the Department Chairperson and all regular, full-time faculty of the Department, including "Assistant Professors", "Associate Professors", "Professors", "Instructors", and "Lecturers" who are currently teaching courses housed in CESP. In addition, voting members of the Department shall include faculty whose tenure line is in CESP.
- c. Other members of the Department may participate in discussions related to Departmental administration and governance as non-voting members. Non-voting members of the

Department shall include visiting and adjunct faculty; faculty with Courtesy appointments; Staff; and Students.

- d. The participation and voting rights of faculty with joint or secondary appointments to the Department shall be governed by their letter of appointment.
- e. For synchronous voting, a quorum will be reached if over 50% of the departmental voting faculty are present at a meeting in person or by synchronous telecommunication. Matters of vote will be decided by a majority of those voting within the allotted time period. All vote tallies will be presented to the faculty
- f. For asynchronous voting, electronic voting will be used, with a voting window of at least 5 business days. A quorum will be reached if over 50% of the departmental voting faculty participate in the vote.
- g. All vote tallies will be presented to the faculty.

5. Faculty Meeting Agendas

- a. Proposed agendas will be provided at least 2 days in advance of scheduled faculty meetings.
- b. An agenda item may be placed on the overall meeting agenda in advance of the meeting upon the request, in writing, by 20% of the voting faculty at least 7 calendar days prior to a scheduled faculty meeting.
- c. Agenda items may be added or removed from the overall meeting agenda by majority vote of the members present at the meeting.

6. Meeting Records

- a. Minutes from each faculty meeting will be archived and available to faculty within 7 calendar days of the faculty meeting in the CESP's shared group folder on the college's internal website. The minutes can be approved electronically or at the next departmental meeting.
- b. Additional records to be archived on the college's internal website and available to faculty include agendas and minutes from college-wide committees as well as all policies and bylaws that affect faculty.

ARTICLE III: CESP STRUCTURE

1. Chairperson

- a. The Chairperson is appointed by the Dean to serve for no more than 5 years initially. This appointment following review may be renewable. The Chairperson has the responsibility for calling and presiding at faculty meetings, and for coordinating the administrative and executive functions of the Department, which include, but are not limited to, the following, each on an annual basis:
 - Direct and manage departmental budgets
 - Assignment of program coordinators
 - Convene periodic meetings of program leaders
 - Assignments of responsibilities for each tenured/tenure-track faculty member;
 - Revisions of annual assignments for each tenured/tenure-track, or non-tenure-track faculty;
 - Create or approve course schedules each semester
 - Appointing faculty mentors – approval of the annual assignment of responsibilities for the non-tenure track faculty;
 - Providing in writing to each tenure-track/non-tenure track faculty member who has

not achieved the highest rank possible an evaluation of progress toward promotion;

- and where applicable, an evaluation of progress toward tenure;
- Evaluating the calendar year performance of each faculty member, in accordance with the responsibilities specified in the faculty member's annual assignment of responsibilities
- Participate in the evaluation of adjunct faculty
- Recommendation of hiring for new faculty after a search;
- Approving course schedules;
- Approving curriculum changes recommended by faculty;
- Provide assignments for student assistants.

2. Program Committees

- a. The primary unit of organization within the Department is the Program Area. Every member of the Department shall be assigned to at least one Program Area. The membership of each Program Area will constitute the Program Committee.
- b. The primary responsibility of each Program Committee will be the administration of degree granting academic programs within the Program Area.
- c. The Program Coordinator will serve as the Chairperson of each Program Committee and will be appointed by the Department Chairperson from among the tenured and tenure-track faculty members of the Program Area. Program Coordinators are appointed to serve for no more than 5 years initially. This appointment following review may be renewable. If a tenured or tenure-track faculty member is not available to serve as Program Coordinator, another faculty member may be appointed by the Department Chairperson to serve as Interim Program Coordinator for a period 1 year. Program coordinators may receive course reassignments consistent with the scope of their program service.

ARTICLE IV: RESOURCE ALLOCATION PROCEDURES

1. Course Reassignment Protocol

- a. Teaching loads for faculty assignments will be based on existing college procedures. Annual assignment of responsibilities are identified using UCF In-Unit Faculty Assignment of Duties Form.
- b. Subject to Departmental budgetary constraints, faculty in the Department may have part or all of their normal teaching responsibilities reassigned in order to perform other research- or service- related activities. These situations include, but are not limited to:
 - i. Negotiated agreements between the faculty member and the Chairperson, Dean, and/or Provost. For example, program coordinators may receive course reassignments consistent with the scope of their program service.
 - ii. Faculty who receive internal or external research or service grants may receive course reassignments when the approved budget of the grant award includes such reassignments. The budgetary transfer to the Department shall represent the full-cost of reassigning the proportion of faculty members (salary plus benefits).
 - iii. Tenure-track Assistant Professors will normally have 1 course reassigned to research responsibilities each Fall and Spring semester for the first three years of their appointment.
 - iv. Faculty who are responsible for significant service obligations in the Department, such as but not limited to tract leaders, may have one course reassigned to service responsibilities every year.

2. Travel Allocation & Expenses

- a. CESP receives a percentage of overhead funding to support departmental initiatives aligned with college and departmental priorities. The departmental priorities for the CESP Discretionary Department Initiative Funding Program include and relate to the University's mission and the College of Community Innovation and Education:
 - i. Recruitment – actions to support enrollment of high-quality graduate students (e.g., Passive Recruitment: advertising brochures; Active Recruitment: personal recruitment of strong candidates at diverse activities).
 - ii. Recognition & Ranking – actions to promote programmatic recognition, (e.g., receiving significant professional awards) increasing the national or international visibility of the department for improved rankings.
 - iii. Research – actions to increase innovative research activity of faculty members, leading to future full indirect research funding (e.g., seed funding for pilot investigations; resources to promote research partnerships).
 - iv. Teaching – actions to advance high-quality teaching (e.g., curricula enhancement and course material development).

ARTICLE V: ANNUAL REPORTS

1. Each faculty member is required to complete an electronic annual report as required by the UCF Collective Bargaining Agreement timeline for Faculty Annual Reports.
2. Each faculty member must submit an updated curriculum vita as part of their eFAR.

ARTICLE VI: AMMENDMENTS

1. Ratification of the Bylaws

- a. Ratification. Ratification requires a majority vote of full-time departmental faculty. Additionally, bylaws need to be approved by the Chairperson and Dean and reviewed by UCF Faculty Excellence.

2. Amendments to the Bylaws

- a. Proposals to amend these bylaws may be initiated by all full-time departmental faculty, Chairperson, or Dean. A proposed amendment to the bylaws must be approved by a majority vote of the full-time faculty, and then approved by the Chairperson and Dean before it is incorporated into the bylaws.
- b. The bylaws of the department shall automatically stand amended as necessary to comply with the rules, regulations, policies, and procedures of the University, the UCF Board of Trustees, the Board of Governors, and the State of Florida.