



UNIVERSITY OF CENTRAL FLORIDA

College of Community Innovation and Education  
Department of Criminal Justice

## DEPARTMENT OF CRIMINAL JUSTICE BYLAWS

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**UNIVERSITY OF CENTRAL FLORIDA  
DEPARTMENT OF CRIMINAL JUSTICE  
BYLAWS**

**ARTICLE I: NAME AND PURPOSE**

**SECTION I: NAME**

The name of this organization shall be the Department of Criminal Justice (hereinafter referred to as “Department”) and it shall exist under the College of Community Innovation and Education (hereinafter referred to as “College”) at the University of Central Florida (hereinafter referred to as “University”).

**SECTION II: PURPOSE**

The Department of Criminal Justice has the responsibility of fulfilling the University’s mission by providing high-quality, broad-based education and experience-based learning; pioneering scholarship and impactful research; enriching student development, leadership and growth; and providing highly relevant continuing education and public service initiatives that address pressing local, state, national, and international issues in support of the global community.

**ARTICLE II: DEPARTMENT STRUCTURE**

**SECTION I: DEPARTMENT CHAIR**

The Department is administered by the Chair of the Department (hereinafter referred to as “Chair”) who is appointed by the Dean of the College (hereinafter referred to as “Dean”) for a renewable five-year term. Only tenured faculty members who hold the rank of professor are eligible to serve as the Chair. It is the recommendation of the Department that the Chair shall hold office for no more than two consecutive full terms.

The Chair’s responsibilities include, **but are not limited to:**

- Providing leadership, vision, and a model of transparent governance for the department.
- Advocating for the needs of the Department’s faculty, staff and students.
- Assigning faculty duties during the contract period.
- Ensuring that the FTE of faculty assignments are fairly administered.
- Developing departmental policies with input from faculty.
- Overseeing the day-to-day operations of the department, including the supervision of all budgetary and scheduling matters.
- Communicating regularly with the faculty about pertinent information from other administrators and matters of concern to the Department or faculty.
- Handling complaints or concerns brought forward by university offices.
- Handling complaints from students and other faculty.
- Preparing the agenda for and presiding over Department faculty meetings.
- Annually evaluating each member of the faculty who holds a budgeted position or joint appointment.

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- Overseeing the nomination and election process for Department committees, as well as College and University level service assignments.
- Setting and approving the academic schedule within official University guidelines.
- Appointing the Undergraduate Program Coordinator, Undergraduate Program Advisor, Graduate Program Coordinator, and Graduate Program Advisor.
- Designating a temporary “Acting Chair” (a full-time tenured faculty member) when s/he will not be available for departmental governance due to illness, vacation, or professional travel.
- Officially representing the Department in its relationships across the College, University, and throughout the community.

## **SECTION II: SELECTION AND EVALUATION OF DEPARTMENT CHAIR**

In the event that the Chair’s seat is vacated either by a resignation, removal, term limitation or other reason, the Department procedures for appointing a Chair are indicated below.

- 1) Voting Procedures
  - See ‘Section VIII: Voting Procedures’.
- 2) Eligibility, Review and Tenure of the Chair
  - A. Eligibility for serving as Chair is limited to tenured professors.
  - B. The faculty will have the ability to provide feedback in the comprehensive 5<sup>th</sup> year review of the Chair. The reappointment process shall include a confidential retention vote by faculty. That vote will be unrecorded, and the results will be known only to the Dean. The sitting Chair, upon decision not to continue, opt to retire, or who receives a vote of no confidence (as found in Section III, below), shall discuss with the Dean options for his/her replacement.
    - A. Should the Dean decide to advertise for an external replacement, the search shall be national in scope, and the rules of Resolution 2015-2016-3 Appointment and Evaluation of Department Chairs/Unit Heads are to be followed.
    - B. An interim Chair will be appointed by the Dean until a new Chair is appointed.
- 4) Should the Dean decide to hire an individual from within the Department, the following rules shall be followed (Departmental Instructions/Preferences for the Appointment of an Existing Faculty Member as Chair):
  - A. All members of the Department voting body shall express their preference for Chair by secret ballot, including preference for an outside candidate.
  - B. The Dean will consider the recommendation of the voting faculty in regard to the selection of the Chair; however, the Dean is not bound by this vote.

## **SECTION III: REGISTERING FACULTY DISSATISFACTION WITH CHAIR**

Regular Faculty may, and should register their dissatisfaction on significant leadership issues as follows:

- A. First, address the issues informally with the Chair, allowing reasonable time for a response.
- B. If still dissatisfied with the resolution, address the issues involved directly, in writing, with the Chair, allowing reasonable time for a written response from the Chair.
- C. If issues remain unaddressed or unresolved the faculty involved may seek the

intervention of the Dean or his/her representative.

- D. If issues remain unaddressed or unresolved the faculty involved may seek the intervention of their Union representative, including the initiation of a grievance process.
- E. If issues remain unaddressed or unresolved the regular faculty may convene to discuss and vote on the motion to move for a *Vote of No Confidence*.
- F. A *Vote of No Confidence* may be passed by the voting body. The vote will be convened and called by a minimum of four tenured faculty members of the department.
- G. Voting procedures will follow those outlined in 'Section VIII: Voting Procedures'. A *Vote of No Confidence* by secret ballot will require two thirds majority of the Regular Faculty in order to be passed.
- H. This vote will then be presented to the Dean with the expectation that he/she will inform the UCF Office of Academic Affairs.

#### **SECTION IV: GRADUATE PROGRAM COORDINATOR**

The Graduate Program coordinator is responsible for the organization and management of the Master's and Ph.D. programs within the department, must be a full-time tenured faculty member in the Department. The Graduate Program Coordinator serves at the discretion of the Chair and reports to the Chair. It is recommended that the Chair consult the graduate faculty before appointing the Graduate Program Coordinator. The Chair will discuss the position with the faculty member(s) s/he determines to be appropriate for the position. The term of the Graduate Program Coordinator is five (5) years. Terms can be extended or renewed up to the equivalent of two terms, or ten (10) years. At the end of a five-year term, faculty members interested in serving as the Graduate Program Coordinator can request consideration from the Chair as an alternative applicant. Pending availability of funds, the graduate director will receive an off-load in Fall, Spring, and Summer.

The Graduate Program Coordinator responsibilities, in accordance with College guidelines, and include, but are not limited to:

- Student recruitment, admissions, fellowship nominations, and orientation.
- Overseeing, reviewing, and amending the graduate curricula and student handbooks.
- Producing periodic reports for faculty and others.
- Working with the Chair to assign graduate teaching assistants, graduate assistants, and other funded students.
- Keeping, reviewing, and disseminating criteria/qualifications for teaching in the graduate program, and ensuring these criteria are met in the making recommendations to the Chair in the assignment of graduate classes.
- Monitoring the progress of graduate students towards graduation.
- Completing surveys and questionnaires from external groups and organization that rank and publish our place in national standings.
- Work closely with the Center for Distributive Learning to make sure the online programs are advertised correctly, and the curriculum is up to date.
- Supervising and evaluating the Department's Graduate Program Advisor.
- Supervising and approving the class schedule on behalf of the faculty and present it to the Chair for final submission.

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- Consulting and collaborating with the Doctoral Program Committee to hear and adjudicate Ph.D. student petitions and grade appeals in accordance with the Golden Rule and other UCF processes.
- Representing Departmental interests at University Curriculum Meetings when courses are proposed in other departments and other academic units throughout the University where the Department's interest are in concern.
- Facilitating the periodic review of the graduate programs and providing pertinent documents and data for the Department's program review.
- Representing the Department at College and University graduate council meetings.
- Representing the Department at other appropriate College and University meetings.
- Maintaining a three-year plan, updated annually, indicating trends in applications, admissions, and registrations, which should be made available for faculty use on the Department shared drive and include discussions of potential issues that the Graduate Program Coordinator feels need to be addressed by the faculty or by the Coordinator in her/his role.
- Serving as faculty advisor of Ph.D. students until they successfully defend their prospectus.
- Serve as signatory of paperwork approving composition of dissertation committees.
- Serve as chair of Graduate Program Committee, and only votes in the event of a tie.

Specific roles of the Graduate Program Coordinator with respect to the Ph.D. program are described in the Ph.D. Program Rules & Procedures

## **SECTION V: UNDERGRADUATE PROGRAM COORDINATOR**

The Undergraduate Program Coordinator must be a full-time Regular Faculty member in the Department. The Chair will discuss the position with the faculty member(s) s/he determines to be appropriate for the position. The Undergraduate Program Coordinator serves at the discretion of the Chair and reports to the Chair. The term of the Undergraduate Program Coordinator is five (5) years. Terms can be extended or renewed up to the equivalent of two terms, or ten (10) years. At the end of a five-year term, faculty members interested in serving as the Undergraduate Program Coordinator can request consideration from the Chair as an alternative applicant. Pending availability of funds, the graduate director will receive an off-load in Fall, Spring, and Summer.

The Undergraduate Program Coordinator's responsibilities, in accordance with College guidelines, and include, but are not limited to:

- Coordinating curriculum, advising, program assessment, and other related program issues and individual items that affect the program in general.
- Serving as primary program advisor to students who have questions about the program, internships, and criminal justice careers.
- Representing the Criminal Justice B.A./B.S. and B.A.S. programs at the College Undergraduate Affairs Committee meetings, advising meetings, and at recruiting events and orientations.
- Serving as point of contact with the Undergraduate Course Review Committee and the Undergraduate Policy and Curriculum Committee when program or course changes are proposed.

- Facilitating the periodic review of the undergraduate programs and providing pertinent documents and data for the Department’s program review. Representing the Department at College and University undergraduate council meetings.
- Representing Departmental interests at University Curriculum Meetings when courses are proposed in other departments and other academic units throughout the University where the Department’s interest are in concern.
- Chairing the CJ Undergraduate Program Committee, which reviews curricular items, including the general curriculum requirements, new course proposals, assessment practices and issues, and advising practices.
- Reporting Undergraduate Program Committee activities at Department meetings.
- Working closely with the Academic Coordinator to supervise and approve the class schedule on behalf of the faculty and present it to the Chair for final submission.
- Conducting program recruitment through the following mechanisms and activities:
  - University Undergraduate Catalog
  - Career fairs
  - Majors fairs
  - Degree Expos
  - Advisors’ seminars
- Maintaining a three-year plan, updated annually, indicating trends in applications, admissions, and registrations, which should be made available for faculty use on the department website, and include discussions of potential issues that the Undergraduate Coordinator feels need to be addressed by the faculty or by the Coordinator in her/his role.

**ARTICLE III: DEPARTMENT REGULAR AND ADMINISTRATIVE FACULTY MEMBERSHIP, PRIVILEGES AND RESPONSIBILITIES**

**SECTION I: REGULAR FACULTY STATUS**

The Department faculty shall initiate faculty voting in accordance with the following Department guidelines and criteria:

- 1) *Regular Faculty* members are those “in unit” faculty in the Department who:
  - A. Hold regular full time, tenured or tenure earning positions at the rank of assistant, associate or professor; or
  - B. Hold regular full-time non-tenure earning appointments as instructor, associate instructor, or senior instructor; and lecturer, associate lecturer, or senior lecturer.
 Regular Faculty are voting members of the Department.
- 2) *Administrative Faculty* members are those “out of unit” faculty who:
  - A. Hold regular full time, tenured or tenure earning positions at the rank of assistant, associate or professor that have a full-time administrative appointment either in the Department, College or University. Administrative Faculty are voting members of the Department.
- 3) *Emeritus Faculty* members are those faculty who:

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A. Have retired from the University and have been given Emeritus status. Emeritus faculty may be invited to academic meetings with a status as ex-officio member if desired according to UCF Policy 4-502 (Policy <https://policies.ucf.edu/documents/4-502.pdf>). Emeritus Faculty are non-voting members of the Department.

4) *Visiting Faculty* members are those faculty who:

A: Are granted ex-officio faculty privileges of teaching, research and service from the Department, College, and University and serve term limited appointments. Visiting Faculty are non-voting members of the Department.

5) *Adjunct faculty* members are those faculty who:

A. Have primarily a teaching assignment and may participate in committee activities as a non-voting member. Adjunct Faculty are non-voting members of the Department.

## **SECTION II: RESPONSIBILITIES OF REGULAR AND SELECTED ADMINISTRATIVE FACULTY**

Faculty members play a special role in the life of the University as teachers, mentors, scholars, and participants in academic governance. As such, it is expected and understood that Department faculty:

- 1) Must work with the Chair to maintain academic standards and degree requirements for the program, including student learning outcomes, assessment, and program review.
- 2) Must assist the Chair to keep program advising material current and work cooperatively with department and student services staff to provide professional advising and life coaching.
- 3) Must use a syllabus in courses that adhere to the current policies of the University, and provide course syllabi to the Chair or designee in a timely manner each semester
- 4) Must work with the Chair to identify, develop, and initiate new programs, certificates or academic degrees when appropriate.
- 5) Must participate in Department meetings.
- 6) If eligible, must attend the tenure and promotion meetings scheduled each year and participate fully.
- 7) Must hold regularly scheduled office hours:
  - A. If faculty are teaching at least one live or hybrid class, they must hold a minimum of 5 office hours, across two days per week. These hours must be provided to the Chair (or their designee) at the beginning of the semester and must be clearly displayed in their syllabi and on their office door.
  - B. If faculty are teaching exclusively online, the faculty member may work in consultation with the Chair to have all or some of the required office hours completed virtually. These hours must be provided to the Chair (or their designee) at the beginning of the semester and must be clearly displayed in their syllabi and on their office door (if applicable), and clearly indicate how students, fellow faculty, and administrators can contact them.

### **SECTION III: FACULTY PRIVILEGE**

It is generally understood and known that:

- 1) Department faculty are responsible for the curriculum of degree earning undergraduate and graduate programs. Changes cannot be made to the curriculum of the Department without a full vote of the Regular and Administrative faculty as defined in Article, III, Section I, Parts A and B.
- 2) The Chair in coordination with the program coordinators and authorized department level academic advisors are responsible for the academic schedule published by the department.
- 3) Graduate courses necessitate a smaller enrollment due to the expected increase in writing assignments and related individualized faculty involvement in grading and student learning outcomes. Course size limits should be set consistent with disciplinary specific Ph.D.-granting peer institutions.
  - A. No over rides over these established limits may be authorized without the consent of the faculty member teaching the class.
  - B. However, the Chair reserves the right to add specific students or increase the number of seats within a reasonable amount to classes in the case of a student(s) needing a specific course to graduate. This can only be done after the Chair consults with the faculty member of record.
- 4) Undergraduate courses have no established enrollment limits.
  - A. No over rides over established or published limits may be authorized without consent of the instructor of record.
  - B. However, the Chair reserves the right to add specific students or increase the number of seats within a reasonable amount to classes in the case of a student(s) needing a specific course to graduate. This can only be done after the Chair consults with the faculty member of record.
- 5) Online courses or other instruction material developed for a specific course, written or developed by faculty in the Department may not be used by other faculty without the consent of the original author. Consent and potential faculty compensation must be carried out in accordance with established University policy and the Collective Bargaining Agreement.
- 6) The Department recognizes the importance of academic freedom in terms of a faculty members' research and teaching obligations.
  - A. As such no administrator or faculty committee shall require a faculty member to use a specific book or set of instruction materials (e.g., articles, monographs) for a class offered by or developed for the Department.
  - B. Similarly, no administrator or faculty led committee shall dictate to a specific faculty member a specific area of research or inquiry that a faculty member must follow.
- 7) It is generally expected that each faculty member wishing to teach in the summer will receive at least one class subject to availability of funds, enrollment guidelines, curricular need, and faculty expertise.
- 8) Course overloads must be approved by the Dean and paid consistent with the Collective Bargaining Agreement and College policy.

### **SECTION IV: GRADUATE FACULTY STATUS**

The Department of Criminal Justice recognizes the effort and expertise of those faculty who teach and mentor graduate students. However, prior to participating in graduate level instruction, an individual must be appointed either as a member of the University Graduate

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Faculty or as a Graduate Faculty Scholar.

- A. University faculty who are tenured, tenure-earning, or ranked Research professors are eligible to be appointed as members of the Graduate Faculty.
- B. Department lecturers, research associates, and individuals not employed by the University may be appointed as graduate faculty scholars.
  - i. Graduate faculty scholars may teach graduate courses and may serve as members or co-chairs of thesis or dissertation advisory committees.

All Graduate Faculty members may also serve as a chair or co-chair of dissertation committees if they meet the criteria established by the departmental graduate program for significant current involvement in scholarly research or creative productivity.

The process of appointment for Graduate Faculty status is as follows:

- A. All participants in graduate-level instruction must first be endorsed by the Graduate Program Coordinator, nominated by the Chair and Dean or designee, and then forwarded to the College of Graduate Studies for consideration as a member of the Graduate Faculty.
- B. Nominations will be reviewed, and appointments made by the Dean of the College of Graduate Studies.
- C. For current policies regarding the requirements and responsibilities for graduate faculty and graduate faculty scholars serving on thesis or dissertation advisory committees, please see the graduate catalog.

## **SECTION V: APPOINTMENTS, JOINT APPOINTMENTS AND TENURE FOR FACULTY HIRED EXTERNAL TO DEPARTMENT**

The Department encourages faculty hired outside the unit with degrees in Criminal Justice or a related field to become a full or partial members of the department. Typically, this is done through a full or joint appointment (i.e., partial member) that possibly will involve the conferring of tenure by the Criminal Justice Department. Before appointments, joint appointments or tenure can be voted on, the applicant should meet and participate in a meeting and/or review process with the Criminal Justice faculty. These meetings shall be officially scheduled and should be independent of any other presentation or meeting. All other procedures for the conferring of tenure or the joint appointment shall follow University Regulations, and College and Departmental guidelines.

## **ARTICLE IV: CONDUCTING DEPARTMENTAL BUSINESS**

### **SECTION I: DEPARTMENTAL MEETINGS**

The Department faculty shall meet in regular session at a time and place designated by the Chair or by the Chair's designee. Faculty meetings will be held at least once in the Fall and once in the Spring semesters. Written notice of a faculty meeting and topic shall be distributed at least seven (7) days in advance of the scheduled meeting. Faculty members wishing to have an item placed on the agenda for a Department meeting should submit such a request, in writing via email, to the Chair at least five (5) days in advance of a faculty meeting. A final agenda will be provided to the faculty at least two (2) days in advance of a faculty meeting. On rare occasions, the seven/five/two (7/5/2) day notification period may not be possible, in which case both the Chair and faculty must be

notified as soon as possible in writing. The Chair or the Chair's designee shall be the presiding officer.

## **SECTION II: SPECIAL MEETINGS**

Special sessions of the Department faculty may be called by the Chair or the Chair's designee or at the written request of three faculty members. Written notice of a special session shall be distributed as far in advance of the scheduled meeting as practical. The Chair or the Chair's designee shall be the presiding officer.

## **SECTION III: MEETING QUORUM**

A quorum shall consist of 50% plus one of the Department's *Regular Faculty* at any meeting or special session meeting.

## **SECTION IV: MEETING PROCEDURES**

Faculty meetings will be directed by the Chair following the Department Bylaws. For matters not addressed by the Bylaws, procedures according to the current edition of *Robert's Rules of Order* will be used. Meeting minutes will be recorded by a staff or faculty member appointed by the Chair.

## **SECTION V: DEPARTMENT MEETING MINUTES**

Meeting Minute Recording Process:

- 1) Minutes are to be recorded at each faculty meeting by the appointed recording designee. Every attempt will be made to have draft minutes sent to the faculty within seven (7) business days.
- 2) Minutes become official upon ratification by a simple majority vote of the faculty at the next faculty meeting. Ratified minutes will be stored on the Departmental shared folder or through a similar electronic folder that is able to be accessed by all members of the Department.

## **SECTION VI: MAKEUP AND STRUCTURE OF COMMITTEE MEETING PROCEDURES**

- 1) All committee procedures shall be run by the Department Chair, or committee chair either elected by the committee or appointed by the appropriate administrative personnel. These rules and policy regulations are accepted for most if not all Departmental meetings. It is understood that there may be times when personnel or privacy issues prevent some or all of these items from being enforced.
- 2) Items from the committee shall move for general faculty review after a majority affirmative vote from the committee.
- 3) Any Department faculty or staff member shall be permitted to attend as a guest (except evaluative committees such as Tenure and Promotion). Guests at committee meetings have no voting rights or privilege to address the committee as a whole. Guests may be asked to excuse themselves when a committee discusses evaluative or specific personnel matters.

## **SECTION VII: VOTING PROCEDURES**

The voting procedures are as follows unless otherwise dictated by University guidelines:

- 1) There shall be one vote per voting eligible faculty member. Faculty members may not transfer their vote by proxy to another voting member.

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- 2) Voting is valid at committee meetings, functions, or on assigned projects.
- 3) Voting may be by a show of hands, written on a form, or an electronic response of an email or other web-based query. All efforts, including the use of technological resources, will be made to foster voting for faculty members who are unable to physically attend the meeting.
- 4) Voting by electronic means is permitted by the Chair on special attention items requiring a vote by the faculty, in lieu of a meeting.
- 5) Should a faculty or committee member request an anonymous vote in lieu of a show of hands, that request shall be granted, and a vote shall take the form of a secret ballot.
- 6) Majority decisions are based on 50% plus one of voting eligible faculty.

## **ARTICLE V: DEPARTMENT, COLLEGE, AND UNIVERSITY COMMITTEES**

### **SECTION I: PROCEDURE**

The Chair shall informally contact faculty members for their committee service based on the committee assignment policy, the practice of the Department, and the current service assignment of the faculty members. Once the draft faculty committee assignment is developed, it is submitted to the entire faculty for review, discussion, and formally approval at a formal faculty meeting.

### **SECTION II: COMMITTEE ASSIGNMENT GUIDELINES**

The assignment of committee service is based on the principles of fairness, program needs, faculty member's career development and individual faculty member's interests, and includes the following Departmental Committees: Annual Evaluations and Standards, Promotion and Tenure, Undergraduate Program Committee, Instructor and Lecturer Promotion, Lambda Alpha Epsilon, Alpha Phi Sigma, Scholarship, and Faculty Awards.

### **SECTION III: COLLEGE COMMITTEES**

Undergraduate Affairs: The Undergraduate Program Coordinator should serve on the College Undergraduate Affairs Committee.

Graduate Affairs: The Graduate Program Coordinator should serve on the College Graduate Affairs Committee.

Research Council: The Department representative of the College Research Council should be a tenured faculty member with a strong research record.

Faculty Council: The Department should be represented on the College Faculty Council by a faculty member.

Faculty Promotion & Tenure Committee: The Department representative of the College Faculty Promotion & Tenure Committee should be a tenured faculty member with the rank of Professor.

Instructor/Lecturer Promotion Committee: When applicable, and the Department has a representative on the Instructor/Lecturer Promotion Committee, the Department representative of the College Instructor/Lecturer Promotion Committee should ideally be selected from the Department's Instructors/Lecturers.

TIP Selection and/or Criteria Committee: The Department representative of the College TIP Selection and/or Criteria Committee should ideally be a faculty member who most recently received the TIP Award. The representative cannot be under consideration for the Award during their service on the Committee.

RIA Committee: The Department representative of the College RIA Selection and/or Criteria Committee should be a tenured or tenure earning faculty member who most recently has received the RIA Award. The representative cannot be under consideration for the Award during their service on the Committee.

SOTL Committee: The Department representative of the College SOTL Selection and/or Criteria Committee should be a faculty member who has received the SOTL Award. The representative cannot be under consideration for the Award during their service on the Committee.

Other College Committees: The Department should be represented on other College committees based on the Department's needs or individual faculty interest.

#### **SECTION IV: AD HOC DEPARTMENT COMMITTEES**

The Chair may appoint ad hoc committees, including but not limited to committees for administrative planning, assessment, research, employment search, space planning, strategic planning, and technology planning.

#### **SECTION V: GRADUATE PROGRAM COMMITTEE**

The Graduate Program Committee members must hold terminal degrees as required by the College of Graduate Studies to hold graduate faculty status. The graduate program committee responsibilities include but are not limited to:

- Reviewing applications, interviewing applicants, and admitting new students into the graduate program.
- Working with the Graduate Program Coordinator and Department Chair to assign GTA's.
- Deciding on graduate student petitions and grade appeals.
- Recommending program changes to the graduate faculty.
- Approving the composition of dissertation committees.

#### **SECTION VI: BYLAWS COMMITTEE**

The Bylaws Committee shall review these bylaws as needed and shall consider proposed changes brought to the faculty as well as changes proposed by its own members. The Bylaws Committee will make recommendations regarding such changes to the faculty. The Committee will have five members and its members will be elected from the regular faculty. The Committee shall be composed of members of the regular faculty from the Department for a term of two years. Proposed amendments to the Bylaws shall be submitted to the Bylaws Committee. Upon review, proposed amendments will be brought to the attention of the department faculty for discussion and vote.

### **ARTICLE VI: FACULTY EVALUATION, PROMOTION, AND TENURE**

#### **SECTION I: ANNUAL EVALUATION OF FACULTY (AESP)**

Refer to the Annual Evaluation of Faculty (AESP) document. This document can be found on the Departmental shared folder or through a similar electronic folder that is able to be accessed by all members of the Department.

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## **SECTION II: CUMULATIVE PROGRESS REVIEW (CPE)**

Refer to the Cumulative Progress Review (CPE) document. This document can be found on the Departmental shared folder or through a similar electronic folder that is able to be accessed by all members of the Department.

## **SECTION III: CRITERIA FOR TENURE AND PROMOTION**

Refer to the Criteria for Tenure and Promotion document. This document can be found on the Departmental shared folder or through a similar electronic folder that is able to be accessed by all members of the Department.

## **SECTION IV: POST TENURE REVIEW**

Refer to the Post Tenure Review document. This document can be found on the Departmental shared folder or through a similar electronic folder that is able to be accessed by all members of the Department.

## **ARTICLE VII: UNIVERSITY OF CENTRAL FLORIDA POLICIES AND PROCEDURES**

- 1) Faculty members are expected to be familiar and follow the University of Central Florida Policies and regulations as found on the University website: <http://policies.ucf.edu/>
- 2) Faculty members are encouraged to be familiar with the Guide to teaching at UCF as found on the University website:  
[http://www.fctl.ucf.edu/FacultySuccess/SemesterEssentials/content/teaching\\_at\\_ucf.pdf](http://www.fctl.ucf.edu/FacultySuccess/SemesterEssentials/content/teaching_at_ucf.pdf)
- 3) Faculty members are encouraged to be familiar with the Golden Rule (Student Handbook) as found on the University website:  
<http://goldenrule.sdes.ucf.edu/docs/goldenrule.pdf>
- 4) Faculty members are encouraged to be familiar with the Collective Bargaining Agreement: <http://www.collectivebargaining.ucf.edu/completecba.asp>

## **ARTICLE VIII: SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS (SACS)**

Faculty and staff members are expected to be familiar with and follow the University of Central Florida Substantive Change Policy as found on the University website:  
<https://apq.ucf.edu/accreditation/substantive-change/>

## **ARTICLE IX: AMENDMENT**

Any member of the Department faculty may propose an amendment to the Bylaws, provided the proposed amendment is circulated among Department faculty members at least five (5) working days in advance of the meeting at which the change will be considered. The amendment shall become part of the Bylaws when it is adopted by a two-third vote of the faculty present and voting in a recorded meeting.