University of Central Florida
Division of Digital Learning (DDL) Faculty Bylaws

Adopted by 08/03/2020

Last Amended by 08/03/2020

Preamble

The fundamental premise of this document is that a relationship of mutual respect and trust should exist among unit administrators and faculty whose activities are focused primarily on the performance of professional responsibilities, scholarship and professional development, and service. Therefore, faculty governance should be collegial and reflect diverse points of view. At the same time, the governance process should be efficient and aim to achieve broad faculty participation in a manner consistent with the other responsibilities of the faculty and the mission of the unit and the University of Central Florida. See the historical overview of this document in the Appendix.

The unit administration shall represent the interest of the unit to the central administration and oversee and allocate human, financial and material resources of the unit among the various teams. In the spirit of collegiality, the faculty of the unit reserve the prerogative to comment upon, request clarification of or suggest modifications and alternatives to any administrative action taken by the unit that involves faculty affairs.

The Collective Bargaining Unit (CBA) is a contract that lays out specific terms and conditions of employment for in-unit employees, and applies to the faculty of DDL.

Statement for Inclusion and Diversity

Unit administration and faculty shall respect and value the voices of all unit members in the decision-making process in tandem with the principles described in the UCF Employee Code of Conduct. Unit administration will provide equal opportunities for all faculty within the unit and take into consideration any necessary personal accommodations needed to enhance their performance. It is expected that in carrying out the policies and governance procedures in the Bylaws, that in-unit faculty and unit administrators will value inclusion and diversity.

Statement for Governance

Faculty should be governed by faculty or those within the organizational structure with a direct reporting relationship (or supervisor as described in the CBA, for example, someone who has the authority to approve leave of absence). DDL faculty recommend that a clear governance

structure with an accompanying organizational chart should depict all supervisor relationships, leadership teams, operational teams, and project teams with clearly depicted reporting structures for individual faculty.

Purposes of Bylaws

The purposes of the faculty united by these Faculty Bylaws are to:
1. Clarify how the ID Team functions
2. Describe the standing committees, including purpose and membership
3. Describe division meetings and explains how information is shared with division members
4. Promote the mutual involvement of the faculty and administration in strategic planning, implementing, and evaluating programs, projects, and services within DDL.
5. Formulate policy recommendations about faculty affairs for governance.
6. Facilitate the accomplishment of the CDL and DDL missions.
7. Establish a climate of productive and respectful discussion and dialogue about issues related to faculty development, innovative pedagogies, instructional technologies, and digital learning.

The faculty, as part of the total University, functions within a mutual governing framework for the exchange of ideas between administrators and faculty.

Voting and Non-Voting Members

The terms "voting members" and "non-voting members" will be used throughout this document. Please refer to the terms below for their definitions.

Voting Members

All faculty members located in DDL and having at least a half time (.5 FTE) appointment for an academic year constitute the *faculty* referred to in these Bylaws and have voting privileges. DDL faculty on a visiting line are included in this definition but may not be able to serve or vote on certain committees due to eligibility preclusions. These exceptions will be noted in the committee sections below where applicable.

Non-voting Members

Non-voting members are those located in DDL whose majority of FTE is administrative and to whom DDL faculty report (such as a supervisor as described in the CBA). These members are considered ex officio members who hold a position or membership due to their office but not by election or appointment. They are entitled to attend committee meetings of the faculty or call

committee meetings with an agenda. The ex officio members have speaking privileges, but do not vote.

Division of Digital Learning Faculty Meetings

There will be at least three face-to-face DDL faculty meetings during each academic year (typically, one per semester). Feedback on faculty-related matters will be solicited from the faculty that are in attendance.

The agenda for DDL Faculty meetings will be proposed by the Faculty Advisory Committee with input from the faculty and the Vice Provost of Digital Learning. Notices of regularly scheduled meetings are to be distributed in August of each academic year. In emergencies, as much prior notice of a meeting shall be given as is feasible. DDL faculty are expected to participate in these meetings.Special meetings may be called by the Faculty Advisory Committee chairperson or Vice Provost of Digital Learning when deemed necessary or upon petition of one-third of the voting members.

Meeting Agendas and Minutes

Agenda and minutes will be stored on Microsoft Teams, in a designated location that can be accessed by all DDL faculty.

Rules of Order

It is highly encouraged, but not required at this time, for DDL faculty meetings to be conducted according to [Robert's Rules of Order](#) (latest edition). The purpose of Robert's Rules of Order is to promote order, fairness, decorum, and efficiency among members. A print edition will be made available to the unit.

Unit Records

Except for records deemed confidential under law or university policy, all unit records will be available to all unit faculty such as but not limited to, policies, bylaws, agendas, minutes, exhibits, budgets, and unit committee records (including membership, agendas, minutes, and exhibits). These will be accessed via Microsoft One Drive or Teams.

Committees

Standing Committees

Four standing committees are proposed and described in detail below:
1. Bylaws Committee
2. Promotion Committee
3. Inclusivity Committee
4. Innovative Technologies Committee

Each standing committee is described by three sections: (1) purpose (2) duties, and (3) membership. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* will govern these committees' procedural operations in all cases to which they are applicable.
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Bylaws Committee

Section 1: Purpose
The Bylaws Committee shall systematically review the Bylaws outlined in this document, and facilitate the amendment process.

Section 2: Duties
Members of the Bylaws Committee are expected to:
- Review Bylaws yearly for consistency, clarity, congruity.
- Develop and implement a process to consider amendments to the Bylaws

Section 3: Membership
The Bylaws Committee shall have a minimum of three faculty members.

Promotion Committee

Section 1: Purpose
The Promotion Committee oversees the promotion and Cumulative Progress Evaluation (CPE) processes, as well as provides guidance for new hire ranks to the hiring official. The promotion process allows faculty to demonstrate their growth and achievement. The CPE process helps a faculty member gauge their individual progress toward promotion to the next appropriate rank so they may better identify the areas in which they need to focus, before they formally apply for promotion.

Section 2: Duties

Members of the Promotion Committee are expected to:
- Be familiar with the criteria, processes and timelines for promotion.
- Review promotion submissions appropriate to rank and make recommendations.
- Review CPE submissions appropriate to rank and make recommendations.
- The chairperson is responsible for coordinating the promotion votes, summarizing the results, and formally reporting the results.
- The vice-chairperson is responsible for serving in the chairperson's absence, as well as coordinating the CPE process.
- Providing guidance to the hiring official regarding ranks of new faculty hires.

Section 3: Membership

Membership and chairperson is determined by the [UCF-3.0177 Promotion of Non-tenure-earning Instructional Designers regulation](), subsection "Unit Promotion Committee." Faculty on a visiting line are not eligible to serve on this Committee.

Inclusivity Committee

Section 1: Purpose

The Inclusivity Committee shall guide the Division on the University's initiatives pertaining to inclusion and diversity. The Inclusivity Committee shall also develop and implement strategies for inclusive practices within the unit.

Section 2: Duties

Members of the Inclusivity Committee are expected to:
- Advocate for inclusive collaboration.
- Monitor, formulate and recommend policies that will enhance inclusion in the unit.
- Submit reports and recommendations to the FAC.
- Lead the implementation of inclusive initiatives passed down from the university level.

Section 3: Membership

The Inclusivity Committee shall have a minimum of three faculty members.

Innovative Technologies Committee

Section 1: Purpose

The Innovative Technologies Committee will review, research, and make recommendations regarding the use of technologies for organizing faculty teams' efforts, project integration and coordination of ongoing operational functions, and implementation of faculty efforts. Additionally, the committee will review and create proposals for incorporating technologies into governance functions.

Section 2: Duties

For the use of technology in governance, project management, coordination, faculty development, and related instructional design services, members of the Innovative Technologies Committee are expected to:

- Monitor, formulate and recommend experiences, activities, equipment, and policies.
- Recommend technology for use.
- Conduct systematic review, research, and make technology recommendations to fiduciary administrators.
- Oversee the systematic evaluation of technology and report results and recommendations to the FAC for strategic planning.

Section 3: Membership

The Innovative Technologies Committee will consist of a minimum of three faculty members.

Initial Standing Committee Formation

Acknowledging that each standing committee has some variety in their structure and processes, all committees must follow these common procedures initially. The initial formation of faculty committee membership may differ from the processes outlined in the Standing Committee section of these Bylaws but are necessary for two purposes: (1) to ensure that all committees are filled to a minimum when these Bylaws go into effect and (2) to implement staggered terms for balancing continuity with new perspective within committee membership.

To initially fill open seats on standing committees, faculty members will indicate their interest in serving on each committee. Both the interest level of faculty and composition of Committee members will be considered for fair, balanced committee membership. The supervisor, as defined by the CBA, will oversee this process.

General Committee Membership Guidelines

The unit head will ask for faculty volunteers for committee participation. In cases where an overage of faculty volunteer for memberships than slots exist, then the director appoints committee membership based on the criteria of sex, race, experiences and backgrounds, and ranks represented.

Membership procedures across each committee are similar in term and leadership designation. Members of each committee will serve two-year staggered terms. To initiate staggered terms, members within each committee determine which of the committee members will serve either 1 year or 2 years. This can be accomplished by a randomization method.

If membership on a committee falls below the minimum, then the unit head, in consultation with the faculty, will identify potential committee members who are willing to serve in this role, per University rules for visiting line faculty committee participation. Persons selected to fill such vacancies shall complete the term of the committee member they are replacing.

It is expected that committee members will participate in committee meetings. Each committee will keep their own records in One Drive, including meeting notes and members' term limits. The chairperson and vice-chairperson for each committee will be selected by majority vote from its committee members. The chairperson will determine the frequency of meetings and articulate participation expectations. The vice-chairperson will serve in the chairperson's absence.

The non-voting ex-officio members have a standing invitation to all committee meetings and may speak at all committee meetings, but do not have voting privileges.

Special Committees

Faculty Advisory Committee

Section 1: Purpose

The Faculty Advisory Committee (FAC) shall serve as a liaison committee (advocate's voice for faculty) to facilitate communication and coordination among faculty members to the administrative body of DDL.

Section 2: Duties

Members of the Faculty Advisory Committee are expected to:

- Collaborate with the Vice Provost of Digital Learning to determine the agenda for DDL Faculty meetings.
- Facilitate conversation between the Vice Provost of Digital Learning and the DDL faculty, invite the Vice Provost of Digital Learning to share an overview of the state of the DDL, including mission and vision, strategic planning, goals, organizational changes, and expenditures and budget.
- Determine the agenda for DDL Faculty meetings called upon by petition of voting members.
- Monitor and review committee reports and responses to requests for information and consultation from in-unit administrators or faculty members, acting as a centralized mechanism for support and communication for other committees.
- Review the mission, strategic plan, goals, and policies of the DDL as well as the respective unit. If these are not present, serve as consultants for their formulation.
- Make recommendations for ad hoc committees as needed.

Section 3: Membership

The FAC will be composed of three members elected by the faculty. The chair is elected by its members. When the term of a Committee chair expires, then a new chairperson will be selected by the members of that Committee from its membership. The new chairperson joins the FAC for the duration of their term.

Regular meetings of the FAC will be scheduled every other month during the academic year. The Vice Provost of Digital Learning will be invited to meet with the FAC at least once a semester. FAC chairperson and Vice Provost may agree to cancel any regularly scheduled meetings if there is no new business to conduct. The meetings among the FAC and in-unit administrators may be initiated by either party at any time.

Ad Hoc Committees

Ad hoc committees may be established by the Faculty Advisory Committee or by the faculty by way of a majority vote from a quorum of half of the voting members. When a committee or task force is established:
- The authority and duties of the committee must be defined.
- The manner in which members will be selected must be designated.
- The date of the completion of the task must be designated.
- Results of a the committee members' efforts need to be shared with DDL faculty

Ad hoccommittees are those that will be formed when the need is present, and will dissolve when the need is no longer present.

Annual Evaluation Standards and Procedures Committee

Section 1: Purpose

The Annual Evaluation Standards and Procedures (AESP) committee will implement the procedures for the establishment and revision of annual evaluation standards and procedures, as outlined in the CBA.

Section 2: Duties

The committee will perform the duties as outlined in the UCF CBA.

Section 3: Membership

Faculty members will be elected as outlined in the UCF CBA.

Search Committee

Section 1: Purpose

The Search Committee will conduct hiring searches for qualified faculty in accordance with current University rules (refer to UCF Office of Institutional Equity Search and Screening Guidelines and the Office of Academic Affairs Faculty Hiring Guide)

Section 2: Duties

Members of the Search Committee are expected to:
- Review and propose recommendations to job description.
- Screen applicants based on posted qualifications for a position.
- Enhance hiring practices.
- Propose recommendations per University processes and guidelines regarding candidates who are eligible for the appropriate hiring authority.
- Assess the efficacy of the hiring practices and outcomes.

Section 3: Membership

The Search Committee will consist of a minimum of three faculty members as per University rules. Members should have completed training in this area (e.g., Ethical Leadership, Interviewer Certification, etc.).

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Committee Records

Committee records (including but limited to membership information, agenda, minutes, and exhibits) must be available to all unit faculty, and will be digitally stored in a specified secured folder.

APPENDIX

Formation of Bylaws

In 2018, a Faculty Senate resolution was approved that states, "Each academic unit, and departments and schools whose leader holds an administrative appointment, must operate according to written bylaws approved by a majority of the unit's general faculty." Before 2019, the DDL had no bylaws designed to provide governance within the unit. The absence of these bylaws for DDL faculty meant that DDL had no central documentation for processes and procedures which explicitly apply to DDL in-unit faculty. DDL administrators had meetings with senior executives at UCF Faculty Excellence. From these meetings, a decision was made that faculty located in the Center for Distributed Learning (CDL) should create its bylaws. With foresight, bylaws were created to encompass all faculty in the Division of Digital Learning, not just those faculty on the Instructional Design team. The creation of these bylaws would recalibrate the governance and operations in relation to Instructional Designer faculty to a similar agreement as that for other in-unit faculty at UCF.

CDL had no formal documentation for the creation of bylaws. Therefore, Dr. Futch solicited samples of bylaws within the university and she started the process of writing bylaws for CDL. In an attempt to foster greater in-unit faculty collaboration, Dr. Jowallah, Dr. Major, and Dr. deNoyelles were commissioned to review samples of bylaws and create a draft bylaws for faculty in CDL. Quickly into the process, it was recognized that the bylaws would need also to include faculty currently located outside of the Instructional Design team. With the foresight that faculty may also be organized beyond CDL to the larger Division and in congruence with bylaws across UCF as guideposts for addressing College structures, the team broadened the original intent to draft bylaws equivalent to other units at UCF, to focus on faculty governance and operations within the Division as a whole. Therefore, faculty meetings detailed in these Bylaws refer to meetings of the in-unit faculty members in DDL. Meetings that involve a subset of faculty within DDL are not governed by these Bylaws.

All faculty and administration reviewed the draft Bylaws. The feedback was used to develop the final draft.

These Bylaws were approved by a secret ballot of a majority of voting faculty.