College of Community Innovation and Education

Department of Educational Leadership and Higher Education
MEMBERSHIP AND GOVERNANCE BYLAWS

BYLAWS PURPOSE

The purpose of the Unit Bylaws for the Department of Educational Leadership and Higher Education (ELHE) in the College of Community Innovation and Education at the University of Central Florida is to detail guidelines and procedures of the Unit. This allows the Unit to inform, define, and understand how it operates as well as details its roles and responsibilities to support the mission of the College and the University. Bylaws do not specifically address or contain matters that are collectively bargained or are defined in university and college regulationsand policies.

MEMBERSHIP AND VOTING

1. All full-time faculty are members of this unit for governance purposes and have voting rights. Full-time faculty consist of those who are tenured, tenure-earning, and non-tenured within the Department of Educational Leadership and Higher Education. Full-time faculty do not consist of those who have appointments as adjunct faculty, visiting, and/or emeritus.

2. A quorum of a simple majority of voting members shall be required to vote on decisions requiring a vote (i.e., change in the governance document, change in the program offerings).Only those who are considered as full-time faculty can vote.

3. Voting will be by secret ballot or anonymously if voting takes place via digital tools.

4. For asynchronous voting, electronic voting will be used, with a voting window between 5-7 business days. A quorum will be reached if over 50% of the departmental voting faculty participate in the vote.

UNIT MEETINGS

1. The meetings for the Department of Educational Leadership and Higher Education will beheld at least once per semester unless additional meetings are called otherwise by the Academic Unit Leader or Chair.

2. Faculty-called meetings may be held when requested by 1/3 of the faculty members withinthe ELHE Department and will take place within five business days, if possible.

3. The meetings for the Department of Educational Leadership and Higher Education will adhere to Roberts Rules of Order.

MEETING RECORDS AND UNIT DOCUMENTS

Modifications were made by ELHE Chair and Tenured faculty on May 22, 2026, ELHE Unit Bylaws (Full Faculty Vote approved on May 22, 2026).

Approved by Faculty Excellence June 29, 2026

1. Proposed agendas will be provided at least two days in advance by the Academic Unit Leader or Chair so that faculty may prepare, if necessary.

2. Minutes are to be approved by consent of the majority of faculty and/or corrected after distribution. An electronic, easily accessible archive of departmental minutes will be provided to faculty.

3. Bylaws, policies, budgets, formal plans, and other non-confidential documents relevant to the faculty in the Department of Educational Leadership and Higher Education will be posted in an easily accessible electronic archive.

FACULTY ROLES IN THE UNIT

The ELHE Department will espouse the core values of the University of Central Florida as identified as integrity, scholarship, community, creativity, and excellence to guide our conduct, performance, and decisions. The ELHE Department will uphold and advance core values, as situated within measures of innovation, of Collaboration, Integrity, Development, Influence, Engagement, Effectiveness, Inclusivity, High Standards, Service, Empowerment, Transformation,Positive Change, and Scholarship.

The roles of ELHE full-time faculty, adjunct faculty, and visiting faculty unique to instructional activities, research and creative activities, service, and other assigned duties are determined on a semester basis. Percentages are assigned on the In-Unit Faculty Assignment of Duties Form by the Academic Unit Leader or Chair in consultation with the respective faculty member.

Following is the description of instructional activities, research and creative activities, service, andother assigned duties addressed in the In-Unit Faculty Assignment of Duties Form:

Instructional activity includes direct delivery activities (e.g., lectures, workshops, and seminars) as well as activities that support instruction such as class preparation, evaluationof student work, library faculty instruction, supervision of clinical practicums, and laboratory instruction. Work related to thesis and dissertation responsibilities, directed individual (i.e., independent) studies, experiential learning and intern/field placement & supervision are also included. Other duties may include graduate student teaching & research supervision, mentoring graduate teaching assistants, secondary instructional site travel if over two (2) hours per course meeting, and development/improvement/revision of materials or teaching methods. Program planning, development, and evaluation and academic student advising may count as Instructional Activities (I), Service (III), or Other Assigned Duties (IV), but may not be counted in more than one section

Research and Creative Activities include but are not limited to conducting research, developing creative works, preparing articles or books for publication, writing grant or contract proposals, performing or exhibiting works, and presenting at professional meetingsor conferences essential to remaining current in one's field.

Service includes activities entered with professional, academic, student, or community associations. Examples can include contributions to the department, unit, college, university, State, K–12 education, professional associations, community organizations, and governmental boards, agencies, and commissions. Contributions can be on the local, state,regional, national, and international levels. Effort for university governance activities (e.g., Faculty Senate) should also be recorded here.

Other Assigned Duties may include, but are not limited to, attending commencement ceremonies, advising, counseling, supervision of interns, academic administration or otherposition-specific activities that would be additional to or in place of regular duties (e.g., as described in the employee's position description or annual evaluation standards).

DEPARTMENTAL COMMITTEES

The Department of Educational Leadership and Higher Education may have two standing committees. Those standing committees consist of the Faculty Development Committee and thePlanning Committee. Other ad-hoc committees might be established depending upon emerging needs of the Department as identified by the faculty and/or the Chair. The guidelines for the Standing Committee are as follows:

- Faculty Development Committee
  Purpose and Duties
  - To develop, implement, and monitor procedures that contribute to the professionaladvancement of faculty members.

  Committee Membership
  - Each of the three programs in the Department will identify, at least one member from the program as a representative on the committee to serve annually. Theidentified committee members are asked to have experience with tenure and promotion, College awards, and related areas involving faculty development. The identification of the member on the Faculty Development Committee will coincide with the timing of appointments made by the College of Community Innovation and Education.

  Committee Procedures
  - The committee will meet as frequently as needed to do its work.

  Review
  - The committee will be responsible for conducting a yearly review of the status offaculty development activities. If necessary, the committee will propose recommended changes to the Chair.

- Planning Committee

  Purpose and Duties
  - To assess the department's future needs and develops short and long-range plans for consideration by the Chair and the Department.

  Committee Membership
  - Each of the three programs in the Department will identify, at least, one member from the program as a representative on the committee to serve annually. The identification of the member on the Planning Committee will coincide with the timingof appointments made by the College of Community Innovation and Education.

  Committee Procedures
  - The committee will meet as frequently as needed to do its work.

  Review
  - The committee will be responsible for conducting a yearly review of its status. Ifnecessary, the committee will propose recommended changes to the Chair.

EXTERNAL ADVISORY COMMITTEES

The Chair may establish an ELHE Departmental and Program External Advisory Committee. Individuals selected for the ELHE Departmental and Program External Advisory Committee may consist of non-University of Central Florida faculty or administrators as well as policy-makers, philanthropists, and/or related educational and community advocates who serve local, state, national, and/or international contexts.

The purpose of the ELHE Departmental and Program External Advisory Committee is to provide counsel to the Chair involving current educational trends and their implications for generating access to resource availability, collaborative opportunities, community engagement, innovative outreach, human capital, and other intentional measures to promote the visibility and viability of the Department. The ELHE Departmental and Program External Advisory Committee also provides counsel about ways to enhance the delivery of the respective academic course offerings and to expand the impact and innovative capacity of the programs.

The ELHE Departmental and Program External Advisory Committee will be comprised of up to a maximum of nine (9) individuals and a minimum of six (6) individuals who would serve a renewable, two-year term. Each of the three (3) academic programs of Educational Leadership, Higher Education, Career and Workforce Education will have a maximum of three (3) members and a minimum of two (2) representing their respective program areas. The committee will convene officially on an annual basis using telecommunication and/or on-campus meetings.

The Chair will seek recommendations from the full-time faculty within the Department of Educational Leadership and Higher Education of those who may comprise the ELHE Departmental and Program External Advisory Committee. Faculty members are to share their names with designated persons of the Planning Committee who will then

submit to the Chair. The Chair will review the names and accept the names as submitted and/or make any recommendations for additional or different names for the ELHE Departmental and Program External Advisory Committee.

Official appointments for the ELHE Departmental and Program External Advisory Committee will be made during the summer.

RATIFICATIONS AND AMENDMENTS TO BY-LAWS

1. The Departmental by-laws must be ratified by simple majority of the full-time faculty.

2. For Departmental by-laws to change, approval of the majority of full-time faculty must take place.