



**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 of their 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 regulations and 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 are able to vote.
3. Voting will be by secret ballot or anonymously if voting takes place via digital tools.
4. The Department amends Robert's Rules of Order to allow write-in voting and proxies by e-mail, fax, and/or written communication. Proxies refer to a person who is authorized to act on behalf of another. Proxies may be used for the purposes of any issues that require voting within the ELHE Department. The person who serves as proxy may be used to respond to the particular issue(s) being considered at that time of voting.

**UNIT MEETINGS**

1. The meetings for the Department of Educational Leadership and Higher Education will be held at least once per semester unless additional meetings are called otherwise by the Chair.
2. Faculty-called meetings may be held when requested by 1/3 of the faculty members within the 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**

1. Proposed agendas will be provided at least two days in advance by the 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.

### **LEADERSHIP POSITIONS IN THE UNIT**

The Department Chair is appointed by the Dean to serve for a five-year optional renewable term and will have a full-time, 12-month appointment. The Chair reports to the Dean, serves on the College's leadership team, provides overall leadership to and coordinating executive functions of Unit in accordance within the College of Community Innovation and Education and the University of Central Florida. The Department Chair is responsible for advancing and/or managing the department's programs and personnel as well as actively pursuing opportunities for collaboration, innovation, and fundraising. Other functions of the Chair include, but are not limited to, the following:

- Facilitate faculty and staff development with supporting resources;
- Assignment of Academic Program Coordinators;
- Convene periodic meetings of faculty and program leaders;
- Assignment and approvals of responsibilities for each tenured/tenure-earning and non-tenured faculty members;
- Revisions of annual assignments for each tenured/tenure-earning or non-tenure-earning faculty member;
- Evaluating the calendar year performance of each faculty member (i.e. full-time, adjunct, visiting) in accordance with the responsibilities specified in the faculty member's annual assignment of responsibilities;
- Recommendation of hiring for faculty after search;
- Work with Academic Program Coordinators on course scheduling and render final approvals;
- Work with Academic Program Coordinators and/or unit faculty on curriculum matters and render final approvals on curricula and program outcomes;
- Other related administrative duties unique to the Unit and/or as advised by the Dean.

Modifications were made by ELHE Chair and Tenured faculty on July 21, 2020 ELHE Unit Bylaws (Full Faculty Vote approved on December 9, 2019; On November 14, 2019, faculty committee voted in response to Dean's Office feedback from October 31, 2019)



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Academic Program Coordinators are appointed by the Chair to serve a renewable, two-year term. One Academic Program Coordinator is appointed per program. Tenured, tenure-earning, and non-tenured faculty may serve as program coordinators and are provided with a course release per semester. Academic Program Coordinators may have responsibilities such as: representing the needs of the programs and faculty to the unit chair (including overall coordination of the program course schedule), cooperating with requests for data and brief reports, as well as advocating faculty and student needs to the Chair of the Department of Educational Leadership and Higher Education. As approved by the College of Community Innovation and Education, a more exhaustive list of the responsibilities of the academic program coordinators include the following:

- Facilitate effective and consistent communication among all academic program faculty members;
- Lead academic program scheduled meetings and maintain meeting minute notes;
- Provide input to the academic unit leader relating to the academic program scheduling, including the identification and verification of appropriate adjunct instructors in collaboration with the academic unit leader;
- Complete Institutional Effectiveness (IE) plan and result reports with input from program faculty members for all degrees within the academic program, including collecting and entering data, analysis of the results, and closing the loop in the assessment process within appropriate timeframe as specified by the College;
- Provide input on recruitment, retention, and admissions processes within the academic program as necessary;
- Update and maintain all academic program student handbooks;
- Lead information and orientation sessions for new students in collaboration with the academic unit leader;
- Lead orientation sessions for adjunct instructors in collaboration with the academic unit leader;
- Collaborate on continuous improvement initiatives for the academic programs' curriculum and procedures;
- Hold regularly scheduled office hours for a minimum of 5 hours per week and be available for an additional 5 hours per week to provide and/or coordinate advisement for students as well as potential students seeking admission into the program;
- Oversee and complete Graduate Enrollment Management (GEM) documents;
- Collaborate with academic unit leader in work with the CCIE Office of Accreditation, Assessment, and Data Management;
- Serve as liaison to the CCIE Offices of Undergraduate and Graduate Affairs and where appropriate serve as program representative on CCIE Undergraduate or Graduate Council committees;
- Collaborate with academic unit leader in program accreditation and reaccreditation process at the academic program level;
- Collaborate with academic unit leader on maintaining curriculum and competencies according to accrediting and approving bodies;

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- Review catalog and provide suggested changes regarding degree program area;
- Participate in the development of new courses, minors, certificates, tracks, and degree programs as needed to support the functioning of the academic unit;
- Where applicable within the academic unit, the coordinator monitors and maintains course syllabi for academic program and current curriculum vitae for all degree program faculty members and adjunct instructors in collaboration with the academic unit leader;
- Where applicable within the academic unit, the coordinator monitors the completion of book orders each semester within academic program in collaboration with academic unit leader;
- Provide input to academic unit leader relating to adjunct instructors' performance;
- Collaborate with the academic unit leader on providing the academic program website updates in digital format to CCIE web developer; and
- Collaborate with the academic unit leader on the annual program Community Advisory Board meeting as applicable.
- Conduct course observation evaluations using the faculty approved rubric.

In addition to the Academic Program Coordinators, one Faculty Contact per program is also appointed by the Chair on a renewable two-year term. Faculty Contacts will receive one course release per academic year. Faculty Contacts may have unique responsibilities such as advising students, informing unit leaders of enrollments, establishing and updating course scheduling, cooperating with requests for data and brief reports for SACS and institutional assessment. Additionally, Faculty Contacts may request the advising to be conducted by the Academic Support Coordinator II.

#### **OPERATIONAL FUNCTIONS WITHIN THE UNIT**

The Chair may establish a Departmental External Advisory Committee. The Departmental External Advisory Committee consists of individuals with higher education and/or K-12 expertise beyond the faculty within the Department. The purpose of the Departmental 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. Those individuals 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 Departmental External Advisory Committee will consist of no more than seven (7) individuals and will serve a renewable, two-year term. 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 during the fall semester as well as consider networks that he or she maintains for members to comprise the Departmental External Advisory

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Committee. The Chair will share the names of the persons of the committee with the Planning Committee during the spring semester. Faculty will have an opportunity to identify their primary and secondary choices and submit to the Chair. The Chair will confirm members of the Departmental External Advisory Committee during the summer. Official appointments for the Departmental External Advisory Committee will be made in August of each academic year.

The three academic programs of Educational Leadership, Higher Education, and Career Technical Education each may establish Program External Advisory Committees. The purpose of the Program External Advisory Committee is to provide counsel to the Program Coordinators about ways to enhance the delivery of the respective academic course offerings and to expand the impact and innovative capacity of the programs. The Program External Advisory Committee will consist of no more than five (5) members and will serve a two-year, renewable term. The Program External Advisory Committee will convene at the discretion of the Program Coordinator using telecommunication and/or on-campus meetings.

The Academic Program Coordinators will seek recommendations from their full-time program faculty during the fall semester as well as consider networks that he or she maintains for members to comprise the Program External Advisory Committee. The Academic Program Coordinators will share the names of the persons of the committee with the program faculty during the spring semester. Faculty will have an opportunity to identify their primary and secondary choices and submit to the respective Academic Program Coordinator. The Academic Program Coordinator will submit the names of the selected members to the Department Chair and confirm members of the Program External Advisory Committee during the summer. Official appointments for the Program External Advisory Committee will be made in August of each academic year. The Program External Advisory Committee will serve a two-year renewable term.

### **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 particular roles particularly 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 Chair in consultation with the respective faculty member.

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

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Instructional activity includes direct delivery activities (e.g., lectures, workshops, and seminars) as well as activities that support instruction such as class preparation, evaluation of 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 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 meetings or conferences essential to remaining current in one's field.

Service includes activities entered into 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 other position-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 will each have two standing committees. Those standing committees consist of the Faculty Development Committee and the Planning 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 professional advancement of faculty members.

*Committee Membership*

- Each of the three programs in the Department will identify, at least, one member

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from the program as a representative on the committee to serve annually. The identified 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 of faculty 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 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 its status. If necessary, the committee will propose recommended changes to the Chair.

**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, the same simple majority of full-time faculty approval must take place.

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