



Department of Health Management and Informatics

College of Community Innovation and Education

DEPARTMENT BYLAWS

Adopted: April 16, 2020

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Preamble

These principles of governance are intended to describe the established governance roles of the Department of Health Management and Informatics, hereinafter referred to as “HMI” or the “Department.” These principles are adopted, amended and approved by a vote of faculty as detailed in Articles I, VII, VIII, and X.

The bylaws presented herein are subject to the higher authority of the regulations adopted by the College of Community Innovation and Education (CCIE), the University of Central Florida (UCF), the UCF Board of Trustees (BOT), the Collective Bargaining Agreement (CBA) between the BOT and the United Faculty of Florida (UFF), and the statutes adopted by the Florida Legislature. At least every five years, these bylaws are subject to review and revisions by the procedures explained in Article XI.

Article I – Membership

- A. Academic ranking of the Department’s faculty is determined by procedures established by the Department, College, University, and BOT and governed by CBA between the BOT and the UFF.

Members are those faculty included in the following academic tracks:

- i. Tenure-track: full-time faculty in tenured or tenure-earning positions
- ii. Non-tenure-track: full-time faculty in non-tenure-earning positions and visiting faculty
- iii. Faculty without classification: includes faculty not in the previous categories.

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- B. Tenured members of the Department are those faculty members who have been granted tenure by the University Board of Trustees in accordance with the procedures established by the Department, College, University, and BOT and governed by the CBA.
- C. Faculty in academic tracks described in (i) and (ii) listed above are eligible to vote in most faculty meetings unless a University policy or regulation or the CBA indicates otherwise.

Article II–The Chair

- A. Duties of the Chair include, but are not limited to, the following:
 - i. The Chair performs as the chief administrator of the Department. As such, the chair will oversee the appointment process that identifies the members of and charges the standing and ad-hoc Department Committees;
 - ii. The Chair announces, prepares the agenda and presides over Department meetings using Robert’s Rules of Order; evaluates all faculty and staff in accordance with university procedures; and serves as ex-officio, non-voting member of all Department Standing Committees, except the Promotion and Tenure Committee, of which the Chair is not a member;
 - iii. The Chair assigns faculty duties during the contract period, ensuring that the FTE of faculty are fairly administered;
 - iv. The Chair handles complaints from students and other faculty, and investigates complaints or concerns brought forward by university offices;
 - v. The Chair develops Department policies with the input from faculty;
 - vi. The Chair is the chief financial officer of the Department, supervising all receipts and expenditures of funds. In conjunction with the appropriate committees, the Chair is accountable for all aspects of the academic program, such as degree requirements, curricular offerings, catalog announcements, class scheduling, faculty teaching assignments, and ensuring all part-time faculty/adjuncts are properly oriented and trained;
 - vii. The Chair represents the Department to College and University officers, acts as the spokesperson for the Department, and represents the Department's best interests to the public; and,
 - viii. The Chair will be responsible for other duties assigned by the University.
- B. The fixed term of the Chair, normally five (5) years, is set by the Dean of the CCIE; the Chair may be reappointed by the Dean.

- C. Formal annual reviews of the Chair's performance shall be administered according to policies established by the Office of the Dean.
- D. The Department may recommend to the Dean that a Chair be removed from office. Such an action must be taken according to the following procedure:
 - 1. A petition calling for removal must be signed by a two-thirds majority of all voting members (as defined in Article I (C)) and then submitted to the Dean.
 - 2. The Dean or her/his representative shall preside at a meeting of the faculty to consider the petition. At least two weeks' notice shall be given for this meeting.
 - 3. To be adopted, a motion for removal must be supported by two-thirds majority of all voting members (as defined in Article I (C)) in a secret ballot.
 - 4. A motion for removal is purely advisory to the Dean.

Article III – Administrative Roles within the Department

- A. The following roles for faculty are available within the Department: Chair, Associate Chair, Program Coordinator, Global Health Initiatives Director, and Risk Management Certificate Coordinator. The role of the Chair is described in Article II.
 - 1. **Associate Chair:** is a tenure or non-tenure earning faculty member (as defined in Article I (A)) who supports the activities of the Department Chair. The Chair in consultation with the Associate Chair will determine the duties of the Associate Chair. The Chair will present an outline of the Associate Chair's responsibilities to the full faculty at the beginning of the academic year in the first term of the Associate Chair's appointment. Faculty will be notified of substantial changes in the position description. If an Associate Chair is not available, the duties therein default to the Department Chair.
 - a. Formal annual reviews of the Associate Chair's performance shall be carried out during the summer semester by the Department Chair. The report of this evaluation shall be made by the Chair only to the Associate Chair.
 - b. The responsibilities of the Associate Chair translate into a course release for both the fall and spring semesters, and the equivalent of a three-credit hour course in the summer.
 - 2. **Program Coordinators:** Each academic program will be assigned a Program Coordinator. Program Coordinators may be tenured, tenure-earning, or non-tenure earning faculty members. Due to the importance of establishing a stream of research, Assistant Professors are not expected to assume the administrative duties of program coordinators.

- a. The Program Coordinator is directly responsible and accountable for the following activities:
 - i. Managing the operations of the program including all admissions, program assessment, curriculum, and programmatic concerns;
 - ii. Primary contact for advising students;
 - iii. Ensuring quality through such activities as accreditation, certification, institutional effectiveness, and program review;
 - iv. Mentoring adjunct instructors;
 - v. Serving as one initial point of contact for the Program; and,
 - vi. Mediating in any student, or instructor, issues that may arise.
 - b. The responsibilities of these administrative roles translate into a course release for both fall and spring semesters, and the equivalent of a three-credit hour course in the summer.
3. **Global Health Initiatives Director:** is a tenured, tenure-earning, or non-tenure earning faculty member who supports international and globalization initiatives of the Department.
- a. The Global Health Initiatives Director is directly responsible and accountable for the following activities:
 - i. Facilitate and promote initiatives and activities for the globalization of the curriculum and the programmatic activities of the Department;
 - ii. Assist faculty, staff and students with their global interest and initiatives;
 - iii. Promote and support the involvement of the Department in globalization activities at the University and with other national and international forums, opportunities or/and organizations; and,
 - iv. Other responsibilities as assigned by the Chair.
 - b. The responsibilities of the Global Health Initiatives Director may translate into a course release for the both fall and spring semesters, contingent upon Chair approval.
4. **Risk Management Certificate Coordinator:** Any faculty member with an active RM License who supports students in the RM Licensure Program is eligible to serve in this role and is responsible for the following activities:
 - i. Managing the operations of the program including all admissions, assessment, and track curriculum concerns;
 - ii. Advising students in this academic track;

- iii. Serving as one initial point of contact for any issues related to the RM Licensure Program; and,
- iv. Mediating in any student, or RM, issues that may arise for the Risk Management Certificate Program.

The responsibilities of the Risk Management Certificate Coordinator translate into a course release for both the fall and spring semesters.

- B. The Chair will select individuals to serve in these administrative roles after consulting the Department faculty.
- C. Those serving in these administrative roles serve for a term of three years, unless a shorter time period is needed to fill the position. At the conclusion of the initial three-year terms, these positions will be evaluated by the Chair (with input from the HMI Executive Committee).
- D. When one of these administrative roles becomes vacant, the Chair will notify all eligible faculty of position availability. All those who qualify and are interested in performing the role will notify the Chair of their intent. In the event of more than one candidate, the candidates will present their vision for the role to the faculty for a vote, which will form the basis for a recommendation to the Chair. The Chair reserves the sole authority for appointment, or reappointment, to these administrative roles.

Article IV– Authority

- A. Within the Department, the ultimate authority resides in its voting members (as defined in Article I (C)) except in those instances where the College or University has vested authority in the tenured faculty, Chair, or Dean.
- B. Operation of the Department is conducted by the Chair and the Department Committees that are accountable to the Chair.

Article V–Committee Membership

All faculty are required to have an assignment for service on Department, College, and/or University committees. Additionally, faculty members serving in committees are expected to attend the committee meetings, unless there is a scheduling conflict that precludes attendance, in which case the faculty member may ask another member to attend and vote in their place, if permitted by the Committee’s governing rules. If a potential conflict arises, then that person must notify other Committee members of the potential conflict and recuse themselves from voting on that topic.

- A. **Standing HMI Department Committees**: Before the first faculty meeting of the academic year, faculty will be asked to give preferences for Department and University service, including service on the Department’s standing committees. In consultation with the chairs of the standing committees, the Chair will make assignments to the

Department's standing committees in consultation with the faculty involved. The chairs of each standing committee shall be responsible for that committee's charge. All faculty members are eligible for all committees, unless specifically excluded. Committee chairs shall be responsible for the committee's actions, which shall be presented to the Chair at the end of each semester; and meeting minutes will be produced and posted.

1. **HMI Executive Committee** will consist of five members, the Chair, the Associate Chair, and three tenure and non-tenure earning Department faculty members.
 - a. Members shall be selected in two-year staggered terms. Faculty of tenured, tenure-earning, and non-tenure earning may be selected.
 - b. If there is no Associate Chair, the Chair must appoint a tenure or non-tenure earning faculty member to serve on this Committee.
 - c. An individual cannot serve two-consecutive terms on the Executive Committee. Only individuals on full-time appointments will be considered for membership on the Executive Committee. Persons on visiting appointments are not eligible. Persons on full or half-year leave will also not be eligible. Staff support will be provided by the Department's coordinator of administrative services, who will record and prepare the minutes and serve as an ex-officio member.
 - d. The Executive Committee will advise the Chair concerning Department policies and procedures and the allocation and commitment of Department resources. The Committee will also assist with development of Department plans. The Committee will meet as needed during the academic year. Minutes of the Executive Committee meeting will be circulated to all faculty members within two weeks of the meeting and will be retained on file within the Department.
 - e. Other duties of the Executive Committee include:
 - i. Advising the Chair on Department affairs when it is not feasible to consult with the entire faculty;
 - ii. Advising the Chair on matters of a confidential nature when possible; and,
 - iii. Serving as an ad hoc committee on a variety of planning and policy matters including preliminary strategic planning.
2. **HMI Budget Advisory Committee** is responsible for advising the Chair of the Department on budgetary matters. Volunteer representatives of any rank may serve. The Committee should include the coordinator of administrative services, and three faculty members, preferably of different ranks. The Chair of the Committee will be appointed by the Department Chair. The Committee meets on a semester basis and additionally as needed. This Committee is advisory, as the authority for budget matters rests with the Chair.

3. **HMI Research Advisory Committee** is responsible for making recommendations to the Chair about academic research issues. The Committee will review and make recommendations to the Chair about summer research stipends, use of graduate research assistants, and similar initiatives. The Committee should have active researchers from each of the tenure ranks (Full, Associate, Assistant) with only one Assistant Professor. The Chair of the Committee will be appointed by the Department Chair. The Committee meets on a semester basis and additionally as needed. This Committee is advisory, as the Chair has final decision-making authority.
4. **HMI Teaching Advisory Committee** is responsible for making recommendations to the Chair about teaching issues. The Committee will review and make recommendations to the Chair about academic integrity, updating the required syllabus template to be used in all programs, institutional effectiveness, and similar initiatives. The Committee should aim to have active faculty from each of the ranks (Instructor, Lecturer, Assistant, Full, Associate, Assistant) with only one Assistant Professor. The Chair of the Committee will be appointed by the Department Chair. The Committee meets on a semester basis and additionally as needed. This Committee is advisory, as the Department Chair has final decision-making authority.
5. **HMI Service Advisory Committee** is responsible for making recommendations to the Chair about faculty service issues. The Committee will review and make recommendations to the Chair about how the Department is represented in different capacities (including Committee participation at the College and University), ensuring that there are ample opportunities for all faculty to serve on Committees, make recommendations to the Annual Evaluation Standards and Procedures Committee on how service should be incorporated, and assist the Chair in filling Committee roles as needed. The Committee should aim to have active faculty from each of the ranks (Instructor, Lecturer, Assistant, Full, Associate, Assistant) with only one Assistant Professor. The Chair of the Committee will be appointed by the Department Chair. The Committee meets on a semester basis and additionally as needed. This Committee is advisory, as the Department Chair has final decision-making authority.
6. **HMI Scholarship and Honors Committee** is responsible for the evaluation of candidates and makes recommendations for recipients of Department scholarships. Additionally, this Committee will be tasked with nominating outstanding alumni awards and other similar honors. Volunteer representatives of any rank may serve. The Committee should aim to have at least one representative from each program in the Department. The Chair of the Committee will be appointed by the Department Chair. The Committee meets once a year when scholarships are determined.
7. **HMI Appeals Committee** will hear appeals initiated by students and provide a recommendation to the appropriate Program Coordinator and Chair as to approval or denial of the appeal. Regarding Committee membership, there should be assurance

that those serving on a specific appeal have the proper credentials to evaluate the appeal (e.g. only graduate faculty should evaluate an appeal by a graduate student). In addition, care must be taken regarding the representation of Program Coordinators on the Appeals Committee if the appeal involves how a Program Coordinator interpreted their own program policies. The Chair of the Committee will be appointed by the Department Chair. The Committee meets within ten (10) business days of when an appeal is officially submitted by the student in accordance with UCF's Golden Rule.

8. **HMI Admissions Committees** will be constituted for each Program with an admissions process in the Department. The Committee will make recommendations regarding admission for its designated program. Volunteer representatives of any rank may serve, except for graduate program admissions committees, where all Committee members must hold the designation of "Graduate Faculty" as determined by the College of Graduate Studies. The Chair of each Committee shall be the Program Coordinator for that program. The Committees will meet before and after application deadlines (Fall and Spring) to make their determinations. The Committee Chair will determine the date and time of Committee meetings to coincide with University deadlines.
9. **HMI Annual Evaluation and Standards Procedures (AESP) Committee** is responsible for the evaluation and modification of the Annual Evaluation and Standards used in faculty evaluations. This Committee will follow the procedures outlined in the CBA. The Committee will adhere to University and CBA guidelines in their deliberations and solicit feedback from all tenured, tenure-earning, and non-tenure earning faculty members.
10. **HMI Promotion and Tenure Committee** will follow Regulation 3.015.
11. **HMI Instructor/Lecturer Promotion Committee** will follow Regulation 3.0176.
12. **HMI Bylaws and Governance Committee** is responsible for the review of the Department bylaws (following the procedures as established in the articles within this document). The Committee is comprised of one elected faculty member from each of the academic ranks of Full Professor, Associate Professor, Assistant Professor, Lecturer, and Instructor. Each of these faculty will be elected by faculty of the same rank. The Chair of the Committee will be appointed by the Department Chair. If faculty members do not exist in any one or more of the faculty academic ranks, the Department Chair will choose suitable replacements.
13. **HMI Search Committee (General)** will be appointed when needed for faculty and Administrative and Professional (A&P) searches following the guidance established by the Office of Institutional Equity. The Department Chair will appoint members of the Committee as well as a Search Committee Chair based on the requirements for the position.

14. HMI Student Organizations must have a faculty advisor. This faculty advisor is responsible for the activities of their respective student organization. The faculty advisor is assigned by the Department Chair and is open to all tenured and non-tenure earning faculty members.

B. Ad Hoc Committees: may be created as needed by the Dean, the Department Chair, or at the written request of at least 33 percent of voting members (as defined in Article I (C)), as needed to deal with specific matters of importance to the Department for limited periods. The faculty shall be notified as soon as possible of the formation, purpose, and make-up of such committees. Members of ad hoc committees may be appointed, elected, or a combination of both. In the event of conflict of interest in an awards selection, Committee members shall recuse themselves. If the Committee Chair determines that an alternate member is needed, such member may be appointed by the Department Chair.

Article VI – Department Meetings

All faculty members are required to attend Department meetings.

- A. The faculty should meet in formal meetings monthly during the nine-month academic year, unless the Chair determines that there is no business to be discussed, then the meeting may be cancelled for a given month. A call for agenda items shall be made at least two working days prior to the meeting. The agenda, reports, and other relevant materials shall then be distributed at least two days in advance of the meeting.
- B. The agenda is determined by the Chair, who shall consult the Department faculty and Committees. The Chair will consider old and new Department business, those items proposed by faculty members, and those materials presented from outside the Department. New business, and items not designated as action items on the agenda, shall not be voted on at the meeting at which they are initially raised.
- C. Additional meetings may be called by the Chair, or by written request of at least six voting members of the Department.
- D. The Chair presides at the Department meetings; in the Chair's absence, another faculty member designated by the Chair may preside in the Chair's absence.
- E. One-half plus one of voting members shall constitute a quorum. The Chair shall verify the quorum at the beginning of the meeting. Any faculty member who is on leave, or who is in his or her final year of appointment, is excused from Department meetings and is not counted in the total required for a quorum unless present. Simple majority will carry in all voting matters, unless otherwise stipulated herein.
- F. Absentee ballots are not allowed. Faculty members unable to attend a meeting in person are encouraged to video conference or participate telephonically into the meeting and participate in the discussion.

- G. Secret ballots shall be used if requested by any voting member (as described in Article I (C)) present.
- H. Meetings are conducted in accordance with professional standards of behavior. Department staff will prepare and retain minutes from the meetings on the Department's shared drive.

Article VII – Amendments

An amendment may be introduced at a Department meeting by any voting faculty member (as defined in Article I (C)) and discussed at that meeting, with a vote to be taken at the next regularly scheduled Department meeting. In order to be adopted, an amendment must receive two-thirds positive vote of faculty members (described in Article I (C)) in attendance. Voting shall be done by secret ballot.

Article VIII – Adoption of Subsequent Versions

In order to be adopted, any subsequent version of these bylaws must receive a two-thirds positive vote of faculty members (described in Article I (C)) in attendance. Voting shall be done by secret ballot.

Article IX – Summer Semester Assignments

Subject to budget consideration and on available funding, summer activities shall be awarded as follows:

- Funding of faculty with a program coordinator assignment.
- Funding of faculty involved in teaching summer courses.
- Funding of tenure-earning assistant professors with a research-only assignment during the summer.

Faculty Administrative Summer Assignments

Summer assignments for administrative roles are described in Article III.

Summer Semester Research Stipends

During the first three years toward tenure new Assistant Professors will receive a summer research stipend unless budgetary limitations exist.

Article X – Initial Adoption of Bylaws

To be initially adopted, these bylaws must receive a majority positive vote of faculty members (described in Article I (C)) in attendance. Voting shall be done by secret ballot.

Article XI – Review of Bylaws

Department of Health Management and Informatics Bylaws

A review of these bylaws shall take place every five years. However, either a voting faculty member (described in Article I (C)), or the Department Chair, can request that a review occur anytime when an event occurs (or will occur) that would seem to indicate that a review is necessary.