



**University of Central Florida  
College of Health Professions and Sciences  
Department of Health Sciences**

**BYLAWS OF THE FACULTY**  
Adopted by the Faculty October 23, 2020

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## INTRODUCTORY STATEMENT

The University of Central Florida Department of Health Sciences Bylaws are based on the premise that the university and its colleges can function properly when integrity is nurtured and maintained by the president, provost, vice presidents, deans, other administrators, faculty members, staff members, and students. These Bylaws establish the governance of the Department of Health Sciences faculty and the means for participation in that governance.

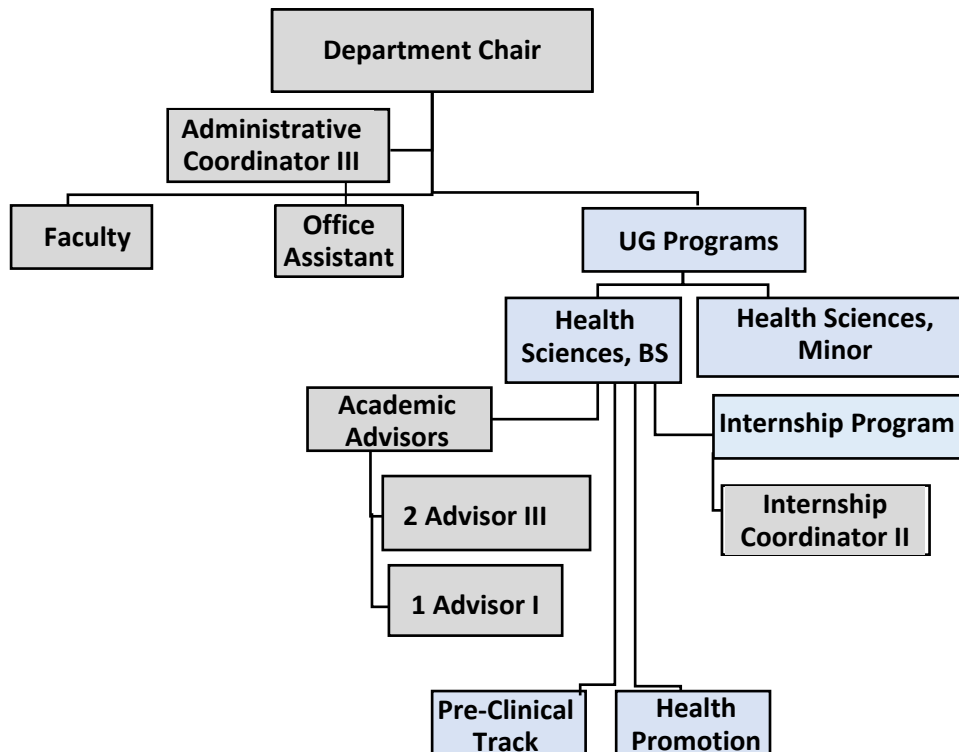
## ARTICLE I: PURPOSE

### 1. PURPOSE

- a. The purpose of these Bylaws is to define guidelines and procedures for the organization and governance of the University of Central Florida Department of Health Sciences faculty so that members of the administration and the faculty may understand their mutual responsibilities and faithfully perform their duties in pursuing excellence in education, research, and service.

## ARTICLE II: THE DEPARTMENT OF HEALTH SCIENCES

### 1. ORGANIZATION OF THE DEPARTMENT



## **2. FACULTY GOVERNANCE**

- a. The department is administered by a chair who is responsible for the organization and implementation of its programs and reports to the dean.
- b. The duties, privileges, and responsibilities of the faculty of the department, as stated or implied in these Bylaws, shall be exercised in accordance with the regulations, policies and procedures of the university, the University of Central Florida Board of Trustees, the rules of the Board of Governors, and the provisions of the Florida Administrative Code and the Florida Statutes and the current UCF-UFF Collective Bargaining Agreement (CBA).
- c. All actions will be made in the form of recommendations to the chair. In a collegial environment, the chair will receive the faculty recommendations and may approve, amend, reject, or refer to committees for further consideration. The department chair also may present these recommendations to the entire faculty for ratification and/or approval.
- d. Except for records deemed confidential under law or university policy, unit records are available for unit faculty to review, including policies, procedures, bylaws, agendas, minutes, exhibits, and records of unit committees to include membership, agendas, minutes, and exhibits.

## **3. THE FACULTY**

The faculty is responsible for and has the authority for programs, courses, and activities that constitute the curriculum of the department. The faculty is charged with:

- a. delivering existing programs.
- b. recommending and modifying existing programs and courses.
- c. initiating new programs.
- d. participating in professional development activities to improve teaching and mentoring.
- e. suggesting the deletion of programs that are no longer appropriate for students.
- f. mentoring/advising students.
- g. participating in departmental recommendations and decisions.
- h. providing service to their program, department, university, and community, particularly with public schools and other related communities.
- i. serving on department, college, and university committees to actualize collegial governance.

- j. staying current in their field of study by attending and presenting at professional meetings, conducting research, seeking external funding, and writing scholarly publications.

#### **4. FUNCTIONS OF DEPARTMENT OF HEALTH SCIENCES GOVERNANCE PROCEDURES**

The major functions of departmental governance are to:

- a. describe how issues or concerns raised by any stakeholders (departments, committees, administrators, and individual faculty, staff members, and students) are raised initially, resolved, and forwarded to the next level for review.
- b. establish a clear decision-making process for all aspects of departmental business including instructional curricular, administrative, and hiring.
- c. provide a mechanism for accountability and follow-up.
- d. provide information on the composition, function, and purpose of committees.
- e. describe the relationship among elements/committees.
- f. differentiate between those decisions that by law and administrative rule are the venue of the dean and those that may reasonably involve the faculty.

### **ARTICLE III: DEPARTMENT OF HEALTH SCIENCES COMMITTEES**

#### **1. Department of Health Sciences Faculty and Staff Committees**

##### **a. Frequency of Meetings**

Regular meetings of the faculty and staff shall be held monthly during the regular academic year. These meetings shall be called by the department chair, and proposed agendas shall be provided at least 48 hours in advance, apart from non-scheduled emergency meetings. Additional meetings may be called by the chair when deemed necessary.

##### **b. Faculty Called Meetings**

The faculty of the department may request that the chair call a special meeting of the faculty with a specific agenda upon presentation to the chair with a request of one-third of the Department faculty. As much as reasonably possible, the special faculty meeting shall occur within five business days of the presented request.

##### **c. Voting Membership and Quorum**

All tenured, tenure-track, full-time instructors, and lecturers (including visiting) are eligible to vote. A quorum shall constitute one half plus one of the eligible voting faculty of the department. A faculty member on approved leave is excused from departmental meetings and will not be counted toward total number of faculty

needed for a quorum. Voting may be by roll call, viva voce (by voice), or secret ballot. Written proxy voting is permitted provided that written/electronic authorization is provided to the chair of the committee by the faculty member appointing the proxy in advance of the meeting.

d. **Amendment of Departmental Policies and Procedures**

Department of Health Sciences policies and procedures may be amended by simple majority vote of half plus one of the eligible faculty. Proposals to amend the Department of Health Sciences Bylaws must be approved by a majority vote of eligible faculty. These bylaws shall automatically stand amended as necessary to comply with the rules, regulations, policies, and procedures of the University, the UCF Board of Trustees, the Board of Governors, the State of Florida, and the current UCF-UFF CBA.

e. **Minutes of Meetings:** The Department of Health Sciences administrative staff shall record meeting minutes at departmental faculty meetings. The minutes shall be distributed to faculty for review and approval within ten business days of the meeting. Minutes constitute official business of the department and shall be kept for at least three years as electronic documents stored on a secure departmental share drive or other secure software platform used by the department (e.g., Teams). These documents shall be accessible to all faculty.

f. **Rules of Order**

*Robert's Rules of Order, Newly Revised* (most recent edition) shall prevail at meetings of the Department of Health Sciences.

## 2. COMMITTEE OPERATING PROCEDURES

All committees shall:

- a. follow the most recent edition of *Robert's Rules of Order, Newly Revised*.
- b. conduct a meeting at least once a semester during the regular academic year or more frequently as necessitated by the nature of the business to be conducted by the committee.
- c. require a quorum of a simple majority to conduct business.
- d. conduct voting at meetings or by email or an appropriate web-based tool (e.g., Qualtrics) at the discretion of the presiding officer. Voting may be by roll call, viva voce (by voice), or secret ballot.
- e. determine procedures for operation consistent with existing applicable rules and regulations specified by the college, university, and the most current Collective Bargaining Agreement.
- f. elect members for committees for which membership is specified as "elected"

- through departmental elections.
- g. stagger membership terms when possible to ensure a balance of experienced and new members.
  - h. fill vacancies in the same manner that regular members are selected, with the newly elected/appointed representative serving the remainder of that term.
  - i. record committee meeting minutes and, in a timely manner, forward copies of meeting agendas and minutes to the department chair. Minutes constitute official business of the department and shall be kept for at least three years as electronic documents stored on a secure departmental share drive or other secure software platform used by the department (e.g., Teams). These documents shall be accessible to all faculty. Working with the department chair, standing committees may request the assistance of a staff member each year to assist with the agenda, minutes, and other administrative needs as staff workload permits. Committees may request administrative assistance from the department chair, as needed.
  - j. forward issues to the chair as needed.

### **3. ROLES AND RESPONSIBILITIES OF COMMITTEE OFFICERS AND MEMBERS**

#### **a. Chairs**

- i. schedule and post meeting dates and locations.
- ii. distribute the agenda at least 48 hours in advance of each meeting.
- iii. facilitate meeting decorum and ensure collegial respect for all.
- iv. participate as voting members of their committees.
- v. should be aware of college, university, Florida Board of Governors, and legislative rules, policies, and procedures that may directly affect the committee's operations and deliberations, and current UCF-UFF CBA.

#### **b. Recordors/Secretaries**

- i. publish and distribute approved minutes of meetings via electronic mail (provide hard copy if requested) to the faculty and staff.
- ii. make corrections to meeting minutes as needed.
- iii. file approved minutes electronically on the departmental share drive or other software platform used by the department (e.g., Teams) that is accessible to all faculty within one week of date they were approved.
- iv. submit file of minutes and materials of committee meetings to department chair office for college archives.

#### **c. Members**

- i. attend all scheduled meetings.

- ii. maintain confidentiality of matters discussed and/or decisions made as appropriate to the committee function.
- iii. maintain a professional demeanor.
- iv. be prepared to contribute to committee discussions by reviewing all materials sent in advance of the meeting and completing assignments they are asked to do in preparation for meetings.

#### **4. TYPES AND FUNCTIONS OF DEPARTMENT OF HEALTH SCIENCES COMMITTEES**

##### **a. Standing Committees**

- i. **Undergraduate Curriculum and Standards Committee:** Reviews and makes recommendations on new program proposals, program revisions, and program deletions. Reviews and makes recommendations on additions, deletions, or revisions in existing courses. Program director, department chair when serving as the program director (or department chair's designee), and a combination of at least four lecturers/instructors and tenure/tenure-earning faculty appointed by department chair serve on this committee for a term of two years. Procedures for operation will be determined by the committee consistent with existing rules, regulations, and the most current Collective Bargaining Agreement. Members rotating off may be reappointed.
- ii. **Scholarships and Awards Committee:** Recommends policies and procedures related to student and alumni awards and scholarships when applicable. Reviews student application materials for scholarships awarded by various funding sources as available; determines recipients for scholarships and awards, or in cases where nominees for scholarships and awards are requested by another unit/organization, puts forth the name(s) of the department's nominee(s). A minimum of three faculty members representing a combination of lecturers/instructors and tenured/tenure-earning faculty are appointed by the department chair for a term of two years. Procedures for operation will be determined by the committee consistent with existing rules, regulations, and the most current Collective Bargaining Agreement. Members rotating off may be reappointed.
- iii. **Other Standing Committees and Subcommittees:** Additional standing committees and subcommittees may be established to perform specific tasks. The function and composition of the committee/subcommittee will be defined at its inception. Standing committees will determine procedures for committee operation consistent with existing rules, regulations, and the most current

Collective Bargaining Agreement, and carry out the responsibilities related to their functions.

**b. Ad Hoc Committees**

- i. **Ad Hoc Committees and Subcommittees:** May be established for a limited time to perform a specific task. The function and composition of the committee/subcommittee will be defined at its inception. The ad hoc committee will determine procedures for committee operation consistent with existing rules and regulations specified by the University and the most current Collective Bargaining Agreement. Ad Hoc committees will inform and make recommendations related to their charge.
- ii. **Annual Evaluation Standards and Procedures (AESP) Committee:** Develops and reviews Annual Evaluation Standards and Procedures to be used for evaluation of faculty performance. Membership is determined based on the most current version of the UCF/UFF Collective Bargaining Agreement.
- iii. **Bylaws Committee:** Reviews, suggests revisions, and incorporates new/revised language in accordance with the regulations, policies, and procedures of the university, the University of Central Florida Board of Trustees, the rules of the Board of Governors, and the provisions of the Florida Administrative Code and the Florida Statutes for the purpose of defining governance of the Department of Health Sciences faculty and the means for participation in that governance. A minimum of three faculty members representing a combination of lecturers/instructors and tenured/tenure-earning faculty are appointed by the department chair for a term of two years. Members are appointed by the department chair.

**ARTICLE IV: RATIFICATION AND AMENDMENT PROCEDURE**

Proposals to amend these Bylaws may be initiated by the faculty or chair at any regular meeting of the faculty provided that faculty are notified in writing (electronic) and a written copy of the proposed amendments are distributed electronically at least 20 business days prior to the regular meeting of faculty at which they are to be discussed. Approval of amendments to this document may be made by a simple majority vote of the faculty and take effect immediately upon subsequent approval by Faculty Excellence. These Bylaws shall automatically stand amended as



necessary to comply with the rules, regulations, policies, and procedures of the University, the UCF Board of Trustees, the Board of Governors, and the State of Florida.

**History of Changes**

<b>Version</b>	<b>Date of approval</b>	<b>Remarks</b>
1.0	[Date]	