

**University of Central Florida**  
**College of Business**  
**Integrated Business Department**

**BYLAWS OF THE FACULTY**

**Adopted by the Department Faculty on March 22, 2019**

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**I. Overview**

As an integral unit within the College of Business Administration, the Integrated Business Department and its members operate within the legal and policy purviews of the State of Florida, the University of Central Florida, the UFF, and College of Business Bylaws. The Department system of governance is shared among faculty colleagues. A Chairperson administers the Department. This document describes the Department's governance structure, policy, and procedures. Having been adopted by a majority vote of the faculty, this document supersedes all existing Department governance documents as of March 22, 2019.

**II. Bylaws**

**a. Purpose**

Department bylaws detail guidelines and procedures of the department. This allows faculty within the department to understand how it operates, and their responsibilities to support the mission of the university and the department. Bylaws do not address or contain matters that are defined in university and college regulations and policies.

**b. Revision**

The department will review bylaws every five years. If a majority of faculty request a revision, an ad hoc faculty committee will be charged with revision. The department chair will nominate a committee chair.

**III. Mission**

The mission of the Integrated Business degree program is to provide a high quality, hands-on business education for UCF students that emphasizes soft-skills development, and creates well-rounded multi-disciplinarians who will thrive in an environment that requires them to take on multiple roles and responsibilities.

**IV. Department Governance**

**a. Frequency of Faculty Meetings**

The Integrated Business Department will have at least three faculty meetings in each of the fall and spring semesters and two faculty meetings in the summer. Faculty will be notified of the meeting via an Outlook meeting invitation and/or email at least two weeks in advance of the meeting. If there are no agenda items for a meeting scheduled to begin in less than 24 hours, it may be cancelled but will count towards the minimum number of meetings required for that semester.

**b. Meeting Rules of Order**

- i. Meeting moderator - Meetings will be moderated by the department chair or a designee of his/her choosing.
- ii. Discussion – Any member can bring up new items for discussion by requesting a spot on the agenda. This should be done by emailing the request to the department chair prior to the meeting. Time permitting, new items may be brought up for discussion during a meeting after all scheduled items have been addressed.

**c. Faculty-Called Meeting Procedures**

A faculty-called meeting may be initiated by the departmental faculty upon the request, in writing, by 20% of faculty members. Notice of a special meeting, specifying its purpose, shall be sent to all departmental faculty members and to the Chair at least seven days prior to the meeting (longer notice is preferable).

**d. Membership and Voting**

- i. For department voting purposes, faculty shall be considered voting members if their title includes the terms “Professor”, “Instructor” or “Lecturer” at any rank. Faculty whose titles are “Adjunct” or modified by “Visiting” are excluded from the voting faculty.
- ii. For voting purposes, a quorum will be reached if over 50% of the departmental voting faculty are present at a meeting in person, by proxy, or by telecommunication.
- iii. Matters of vote will be decided by a majority of those voting within the allotted time period. Procedures concerning voting by proxy are the same as those outlined in the College Bylaws. Voting will normally take place by voice or a show of hands. For more important or sensitive items, votes can be collected by paper ballot. The decision of which voting method to use will be made by the department chair. However, any member can request a paper or electronic ballot be used. All vote tallies will be presented to the faculty.
- iv. If a quorum is not present or if additional time is needed to collect ballot choices, electronic voting will be utilized, with a voting window of not less than five days. All vote tallies will be presented to the faculty.

**e. Faculty Meeting Agenda**

- i. Proposed agendas will be provided at least two business days in advance of scheduled faculty meetings. The agenda will be emailed to the faculty or attached to the Outlook calendar invitation.
- ii. Each meeting will have its own agenda including announcements, continuing business follow up, action items, and items for discussion.
- iii. An agenda item can be placed on the overall meeting agenda upon the request, in writing, by any voting faculty at least 48 hours prior to a scheduled faculty meeting. If the agenda is already full, the department chair can delay the item until the next meeting.
- iv. The chair is required on no less than an annual basis to inform the faculty during a meeting of:
  1. Student enrollments and program growth
  2. Class scheduling
  3. Curriculum changes
  4. Office space allocation
  5. Classroom infrastructure
  6. Accreditation status
  7. Assessment status
  8. Dean’s plan for the college and the department
  9. Advisory board updates
  10. Internship updates

11. Grade distribution across courses
12. Department funds available for use

**f. Meeting and Department Records**

- i. Minutes will be taken at all formal department faculty meetings by the chair or a designee.
- ii. Drafts of meeting minutes will be archived in a folder on the shared drive within five days of the faculty meeting. The minutes can be approved electronically or at the next departmental meeting by a vote of the faculty.
- iii. Additional records to be archived on the shared drive include:
  1. Syllabus for all program courses (each semester, every faculty member/section)
  2. Faculty annual goals
  3. Department policies (e.g., attendance, academic integrity, etc.)

**V. Integrated Business Department Committees**

**a. Curriculum Review Committee**

- i. Charge  
This committee will review and evaluate the Integrated Business program and its courses and present recommendations to the college UPRC. Program and course changes will be discussed in department faculty meetings prior to recommendations moving forward to the UPRC.
- ii. Composition
  1. Chair – nominated and elected by the faculty for a two year term (academic year).
  2. Membership – Membership will not be fixed. All faculty are eligible to participate in this committee and the committee chair will select members based upon committee needs and faculty availability.

**b. Search Committees**

- i. Charge  
Each year the Department may undertake one or more searches for full-time faculty and/or staff. The timing of the searches is a function of Department needs and the schedule for the national job market for faculty members. Because of this significant variation and the need to ensure compliance with OIE standards for committee membership, the Department will use ad hoc committees for conducting searches and making recommendations to the Chair. The committees will:
  1. Generate a quality pool of applicants for the position.
  2. Ensure compliance with all OIE standards, policies, and procedures in the conduct of the search.
  3. Make hiring recommendation(s) to Chair per the charge provided
- ii. Composition
  1. Chair – appointed by the department chair
  2. Membership – Committee chairs will select no less than two members of the voting faculty based on search needs and availability.

**c. Promotion Committees**

- i. Charge  
Evaluate promotion and tenure dossiers of Department faculty members applying for promotion and/or tenure (Department representatives to the College and/or University P&T committees will not participate). Provide advice to Chair and/or Dean as required/requested. Because the number of eligible faculty varies by year, the Department will use ad hoc committees as necessary.

**VI. College of Business Committees**

The department will provide representation on all college level committees listed below. The chair will ask for nominations for each of the required committees. If there is more than one nomination for a committee position, the chair will provide a ballot either electronically or on paper in a formal meeting.

- a. **Standing Committees** – terms begin in December and last for two years
  - i. UPRC – Two representatives
  - ii. Teaching Committee – one representative and one alternate
  - iii. Technology Advisory Committee – one representative
- b. **Ad Hoc Committees** - terms last for one year
  - i. TIP Selection Committee - one member