



College of Undergraduate Studies: Interdisciplinary Studies Program Bylaws

(Spring 2019)

Mission Statement

Students graduating with a degree in Interdisciplinary Studies will be able to integrate the knowledge and modes of thinking gained by learning and applying new perspectives to complex problems, and use the interdisciplinary process to create new explanations of phenomena, solutions to problems, insights on issues, and products that will be enriched through interdisciplinary approaches. They will have strong communication, critical thinking, and analytical skills and a commitment to global and local citizenship and involvement.

Article I: Membership

A. The voting membership shall be all full-time faculty members holding regular or joint appointments in the Interdisciplinary Studies Program (IDS) regardless of rank, including those faculty who are faculty in Interdisciplinary Studies but appointed outside the Program. The IDS program includes all full-time faculty including those with joint-appointments in all regular meetings. The following exceptions apply: (1) only faculty with appropriate rank shall vote on issues on which university rules and regulations restrict voting by rank; (2) all voting members of the Program can contribute to specific requirements pertaining to academic, research, and/or prior or current leadership experience for chair searches; (3) searches for new faculty members will be conducted in accordance with [UCF's "Search and Screening" Guidelines](#) and other relevant university policies.

B. Adjunct faculty and emeritus faculty members are non-voting members.

C. The responsibility of faculty governance rests with individual full-time program members. With the same expectation we have for the Director and all administrative officials to fulfill their obligations to supervise the Program, the Program expects each additional full-time faculty member to adhere to their responsibility towards faculty.

D. Governance includes attending Program meetings, related-committee meetings, and voting on Program business, as well as engaging in conversations, debates, and feedback in the spirit of improving the Program and its programs for their colleagues and students at large in the program.

Article II: Meetings

A. The Program will have at least two meetings each year, one each in the fall and spring semesters. Any meeting materials necessary for casting a vote or other pressing Program issue will be distributed at least three days before the meeting day and time if possible. Each Program meeting will have an agenda. Meeting materials, agendas and their distribution can be waived by the Program Director if said meeting is called to address a single issue or the expectation that said meeting is informative in nature requiring no action items to be introduced or will be brief in nature. In the case that new faculty joins the program following a successful candidate search, the



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Program may move quickly; therefore, it is expected that those materials may be distributed in a time less than the three days normally expected. The Director of Interdisciplinary Studies will chair the meeting unless the Director designates someone else or the meeting is called by the College, Academic Affairs or other unit on campus organizing a meeting for the Interdisciplinary Studies Program. The Director of the meeting is responsible for the agenda and distribution (or availability) of materials for the meeting. All full-time faculty are expected to attend meetings. Absences should be communicated with the Program Director before or soon after the meeting concludes.

B. The Program Director is expected to call meetings as necessary for the business and functioning of the Program. The Voting members or one third of the full-time faculty can request a special meeting in writing to the Director. Any special faculty meeting shall occur within five business days of the presented request if reasonably possible.

C. Meetings will follow the announced agenda. If key individuals or items are not available at the time of the scheduled meeting, a re-ordering of agenda items might be necessary during the meeting. The Chair of the meeting, the Program Director unless otherwise specified, will consider requests by faculty to add items to a meeting agenda. The Program Director is expected to consult with the Voting members concerning the agenda and activities during the first meeting of the academic year. Committee Chairs will report any updates and/or progress to the general faculty at Program meetings. Committee reports or recommendations to the general faculty will be added to the agenda and voiced by the committee chair or designee from said committee. Meetings will consider old and new Program business and any issue requiring a vote will be organized as an "action item" on the agenda. Items considered new business or brought up at the meeting for the first time should not be voted on by faculty at the same meeting they are introduced. A quorum can change the nature of any agenda item by voting to make any new business an "action item" followed by a vote; however, the vote must take place through Qualtrics or other electronic means to include all qualified voting members of the Program if any are not be present at the meeting. Voting via email will entail voting members to respond "yes" or "no" as to whether or not they support the proposed item of business. Friendly resolutions or motions can be introduced and voted on anytime during a faculty meeting as a way to communicate the will or majority sentiment of the Program, but do not require action. Motions and resolutions typically are statements or directions and are not an action item but can be followed by an action item at a subsequent meeting. The chair of the meeting ordinarily decides on a vote being viva voce (voice vote) or secret ballot, though any one voting member of the Program can ask for a vote to be by secret ballot, and the proceeding vote must be secret ballot.

D. At least fifty percent of the full-time faculty (or voting members) must be present in a meeting to constitute a quorum (if 50% of the total number of voting faculty is an even number, then half the faculty would represent a quorum; if that number is an odd



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number, then a quorum would be reached by the number of faculty over 50% in total). If a meeting falls short of a quorum, then a vote can take place after the meeting ends through Qualtrics or other electronic means over an announced period of time. A vote by Qualtrics or other electronic means will be successful when the time set aside for the vote has passed and at least a quorum responds to the poll. A faculty member on leave or in his/her/their final year of appointment is excused from Program meetings and will not be counted toward total number of faculty necessary for a quorum. If said faculty does attend, then he/she/they will have the right to vote and his/her/their participation will count in the total number of faculty considered for a quorum.

E. Proxy voting and absentee voting is not permitted unless the rules for such voting are disclosed three days before the vote and there are no objections raised by a quorum of eligible voting faculty.

F. Meetings are conducted in an orderly fashion with the chair of the meeting recognizing a speaker and the order in which they speak. A chair of the meeting or a quorum of the voting faculty can call for a vote to end a discussion and either table the item for further deliberation at a future meeting or commence a vote on said item immediately.

G. At each meeting a secretary will be designated by the chair. The secretary will keep minutes, which will be a brief record of who attended and what transpired at the meeting. The secretary will record the results of action items and any votes during a meeting. General faculty meetings and committee meetings will be documented through minutes made available to all faculty. The minutes will be sent out via email to be approved by attendees. Attendees will be asked to submit revisions if they deem necessary, and, if necessary, a revised minutes document will be sent to attendees. Attendees will be asked to confirm their acceptance of the minutes via email, and a final copy will be retained by the secretary.

H. Meeting Records - Minutes must be circulated to the members of the committee or Program before the next meeting and offered for approval at the next meeting. Agendas and approved minutes must be posted electronically in a manner accessible and easily navigable by all unit faculty. A shared drive or cloud storage is the preferred means for information sharing.

Article III: Committees

A. Ad Hoc Committees. The Chair shall establish such committees for a specified duration as are needed to deal with specific matters of importance to the Program for limited periods. The Program shall be notified as soon as possible of the formation, purpose, and make-up of such committees. Search Committees are appointed by the Director each year as needed with the opportunity for eligible faculty to volunteer before the Director forms the committee. The formation of Search Committees will adhere to the Program's "[Job Search Procedures and Guidelines](#)," as well as any College of Undergraduate Studies (CUGS) or University policies. Ad Hoc Committees can be



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renewed on a year to year basis.

B. Standing Committees. At the start of the fall semester, faculty will be asked to give preferences for program and university service, including service on the program's standing committees. All eligible voting faculty members can serve on all committees unless specifically excluded below, on leave, sabbatical or administrative appointment. Committee chairs shall be responsible for an annual report of the committee's actions, which shall be presented to the Program Voting members and Director at the end of each academic year.

C. Each member of all committees represents the Program in conducting the business of the program in each committee meeting and any related duties. Unless attendance of non-committee members violates college, university or Collective Bargaining Agreement (CBA) policies, all committee meetings are open to Program faculty. Only the chair of the committee can recognize someone outside the committee to speak during a meeting by placing their name on the agenda for the meeting or recognizing them during the meeting itself. It is up to any interested Program member to contact the chair of a committee as to when and where a committee meets and if said Program member wants to raise a concern to said committee, they must do so through the committee chair, or in the case of the Voting members, through an at-large member. The chair or at-large member of the committee shall decide whether to bring any concerns raised by a faculty member(s) to the larger committee. Program faculty can attend Voting members meetings as observers, but unless their names are added to the agenda by the Director they may not participate.

Article IV: Administrative Officers

A. The Director is the chief administrator of the Program.

1. As such, he/she/they: chairs the Voting members, appoints the chairs and members of all standing and ad-hoc committees (unless otherwise directed by the CBA, CUGS, University and/or Program policies); calls, prepares the agenda for, and presides over Program meetings; evaluates all faculty and staff in accordance with the CBA, CUGS, University and/or Program policies and procedures; and serves as hiring official in accordance with College policy and UCF's "Search and Screening Guidelines," making faculty hiring recommendations to the College Dean. Current standing faculty committees are the Interdisciplinary Studies Curriculum Committee and the Environmental Studies Curriculum Committee. The responsibilities of each, which operate consistent with departmental curriculum committees, are outlined in the "[UCF Undergraduate Curriculum Handbook](#)," which is located on the University Policy and Curriculum Committee (UPCC) page.

2. The Director is the chief financial officer of the Program, supervising all receipts and expenditures of funds. In conjunction with the appropriate committees, the Director coordinates all aspects of the academic program. The Director represents the Program to University officers, acts as the spokesperson for the Program, and represents the



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Program interests to the public.

3. The Director will oversee all Program records. Except for records deemed confidential under law or university policy, the Director will not keep Program records confidential from faculty. As requested by Program faculty, records must be posted electronically in a manner accessible to all Program faculty. Program policies and bylaws; budgets; formal plans; unit meeting agendas, minutes, and exhibits; committee records (including membership, agendas, minutes, and exhibits); as determined by a majority of the Program faculty, must be posted online in a manner accessible and easily navigable by all Program faculty. All faculty have access to computers in the IDS program offices, and access to the IDS shared drive where this information is stored. Upon the request of Program faculty, the Director should be sure that other public data relevant to Program members should be posted electronically in a manner accessible and easily navigable by all Program faculty.

4. Acting Director: The Program Director will designate an administrative officer or other faculty member to assume his/her/their place as Director during times of absence due to travel, illness or any off-campus obligations. Notification of this designation should be made to all faculty in advance.

Article V: Bylaw Revisions & Amendments

A. The members of the Voting members along with the Chair shall review the Program Bylaws at five-year intervals and submit any proposed revisions to the Program for action.

B. Any three voting members of the Program may propose in writing to the Director and Voting members any amendment to these Guidelines. Such an amendment shall be circulated to the Program at least two weeks before the meeting, and placed as an action item on the agenda for a vote. Alternatively, an amendment may be submitted openly or anonymously to the Voting members and/or Director for consideration. The Voting members will place that amendment on their agenda as an action item and decide whether to send that amendment to the next Program Meeting for consideration and possible vote. An amendment to the Program Bylaws will pass by secret ballot through a three-fourths majority of those voting members of the Program. Voting on an amendment to the Bylaws must be a universal experience either in person at a scheduled Program meeting or after a Program meeting through an online anonymous system of voting like Qualtrics.

C. Any successful revision amendments to the Program Bylaws that pass a faculty vote will be sent to the Director and later CUGS Dean for approval. If the revision is rejected or revised by the Director or CUGS Dean then the faculty will vote to approve the revision by secret ballot through a three-fourths majority of those voting members of the Program as described in Article V: Bylaw Revisions & Amendments: B.

D. At the beginning of the second full academic year that the Program Bylaws are in



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effect, the Program will vote on amending the Bylaws. If the Program elects to keep the Bylaws without revisions, then Article V Bylaw Revision: D & E Full -Time Faculty Members eligible to vote on Bylaws will be removed from the Bylaws as an action in that vote. If the Program elects to revise the Bylaws, then an Ad Hoc Bylaws Committee must be formed and present the Program with any revisions through a process that provides feedback for the faculty. Any first-time revisions will pass with a three-fourths majority of eligible full-time faculty, final passing will adhere to Article V: Bylaw Revision C.