



UNIVERSITY OF CENTRAL FLORIDA
College of Medicine
Department of Internal Medicine

BYLAWS OF THE FACULTY

Adopted by the Unit/Department Faculty on February 8, 2019

ARTICLE I: PURPOSE

1. PURPOSE

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

ARTICLE II: DEPARTMENTAL MEMBERSHIP AND GOVERNANCE

1. FREQUENCY OF MEETINGS

- a. The Department of Internal Medicine meets monthly at the Lake Nona campus. Departmental meetings are also broadcasted to both UCF Health sites and offers video/teleconference options to ensure all departmental faculty have the opportunity to participate. Meetings occur the 2nd Friday of each month (meeting will be moved to the 3rd Friday in cases of observed holidays). Faculty are notified of the meeting via an Outlook meeting invitation, email, and text.

2. MEETING RULES OF ORDER

- a. Robert's Rules of Order, Newly Revised, shall prevail at the meetings of the department, and the committees of the unit, unless otherwise stated.

3. FACULTY-CALLED MEETING PROCEDURES

- a. A faculty-called meeting may be initiated by the departmental faculty upon the request, in writing, by one-third of the department faculty to include salaried core and non-salaried core faculty members. Notice of a Special Meeting, specifying its purpose, shall ordinarily be sent to all departmental faculty members and to the Chair/Director not less than 5 days before such meeting. On rare occasions, the 5-day notification period may not be possible, in which case both the faculty and the Chair/Director will be notified as soon as possible of the meeting.

4. MEMBERSHIP AND VOTING

- a. Departmental faculty shall include:
 - i. Eligible faculty who are employed by UCF College of Medicine
 - 1. All UCF-based faculty employed at a minimum of at least 0.5 FTE by the College of Medicine and who are appointed as tenure track (TT) faculty or non-tenure track (NTT) faculty assigned to the department of Internal Medicine.

2. Faculty who receive some but less than 0.5 FTE from UCF College of Medicine if they meet UCF mission-based criteria found in the COM Faculty Handbook and are approved by College of Medicine Appointment Committee (COMAC).
 3. Adjunct faculty who meet UCF mission-based criteria found in COM Faculty Handbook and are approved by COMAC, including those who are compensated to function as a module/clerkship director.
- ii. Non-salaried (affiliated and volunteer) faculty who fulfill UCF COM mission-based duties, responsibilities and functions as detailed in COM Faculty Handbook, and who have been appointed as Core Faculty following recommendation and successful completion of procedures established by COMAC.
- b. For voting purposes, a quorum will be reached if a minimum of 30% of the UCF core and non-salaried core affiliated faculty are present at a meeting in person or by telecommunications. If a quorum is not present, electronic voting will be utilized by email. Matters of vote will be decided by a majority of votes from department faculty members comprised of both UCF core and non-salaried core faculty (with all votes being equal) within the allotted time period.

5. MEETING RECORDS

- a. Unit budgets and formal plans will be presented quarterly at department meetings. All shared documents will be archived on the COM department SharePoint with a link provided from the department website.
- b. Proposed agendas will be provided in advance of the scheduled meeting. The agenda will be emailed to the faculty and attached to the Outlook calendar invitation.
- c. Minutes
 - i. Minutes from each departmental meeting will be distributed via email within 3-5 days to the faculty. The minutes can be approved electronically via email or at the next departmental meeting via zoom or in person.
 - ii. All meeting minutes will be archived on the COM department SharePoint with a link provided from department website.