

Department of Learning Sciences and Educational Research
College of Community Innovation and Education
12494 University Blvd. Ste. 209
Orlando, FL 32816-1250

BYLAWS OF THE FACULTY

Adopted by the Department of Learning Sciences and Educational Research Faculty on
September XX, 2019

ARTICLE I: PURPOSE

1. Purpose

Unit bylaws detail guidelines and procedures of the unit. This allows faculty within the unit to inform, define, and understand how it operates, as well as details of their roles and responsibilities to support the mission of the university and the unit. Bylaws do not address or contain matters that are collectively bargained or are defined in university and college regulations and policies.

ARTICLE II: DEPARTMENTAL MEMBERSHIP AND GOVERNANCE

1. Frequency of Faculty Meetings

The Department of Learning Sciences and Educational Research (LaSER) will have at least three faculty meetings annually.

2. Meetings Rules of Order

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 faculty-called meeting may be initiated by the departmental faculty upon the request, in writing, by at least one-third of the Department faculty. Notice of a special meeting, specifying its purpose, shall ordinarily be sent to all faculty members of the Department and to the Chair not less than five business 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 will be notified as soon as possible of the meeting.

4. Membership and Voting

- a. The members of the department shall include the full-time faculty with regular or visiting appointments in the department; faculty with courtesy, joint, or secondary appointments in the department; post-doctoral scholars; administrators, and staff assigned to the department; and students enrolled in academic programs housed within the department.
- b. Except for in specific cases (i.e., promotion and tenure), voting members of the department shall include the regular, full-time faculty of the department, including those with academic titles that include the terms "Professor", "Instructor" or "Lecturer," at any rank.

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- c. Other members of the department may participate in discussions related to departmental administration and governance as non-voting members. Non-voting members of the department shall include visiting and adjunct faculty; faculty with courtesy appointments; administrators and staff, post-doctoral scholars, and students.
 - d. The participation and voting rights of faculty with joint or secondary appointments to the department shall be governed by their letter of appointment.
 - e. For synchronous voting, a quorum will be reached if over 50% of the departmental voting faculty are physically present at a meeting or by synchronous telecommunication. Matters of vote will be decided by a majority of those voting within the allotted time period. Upon the conclusion of voting, all vote tallies will be presented to the faculty.
 - f. For asynchronous voting, electronic voting will be used, with a voting window between than 5-7 business days. A quorum will be reached if over 50% of the departmental voting faculty participate in the vote.
 - g. All vote tallies will be presented to the faculty via e-mail or through other digital (i.e., Webcourses Departmental Hub) or in-person communications (i.e., verbally at Department meetings).
- 5. Faculty Meeting Agendas**
- a. Proposed agendas will be provided at least two days in advance of scheduled faculty meetings.
 - b. An agenda item may be placed on the overall meeting agenda upon the request, in writing, by 10% of the voting faculty at least one week prior to a scheduled faculty meeting.
 - c. Agenda items may be added or removed from the overall meeting agenda by majority vote of the members present at the meeting.
 - d. Per year, at least one of the faculty meetings attended by faculty shall include the following agenda items:
 - i. Department budget
 - ii. Faculty hiring plans
 - iii. Academic programs
- 6. Meeting Records**
- a. Minutes from each faculty meeting will be archived in a format and location accessible to faculty within seven days of the faculty meeting. The minutes can be approved electronically or at the next departmental meeting.
 - b. All faculty-meeting minutes will be archived in a format and location accessible to faculty (i.e. Departmental Webcourses Hub).
 - c. Additional records to be archived in a format and location accessible to faculty include agendas and minutes from school-wide committees as well as all policies and bylaws that affect faculty.

ARTICLE III: DEPARTMENTAL STRUCTURE

1. Chair

The chair is typically appointed by the Dean for a five-year term. The Chair has the responsibility for calling and presiding at faculty meetings, and for coordinating the executive functions of the unit, which include, but is not limited to, the following, each on



an annual basis:

- Assignment of program coordinators;
- Convene periodic meetings of program leaders;
- Assignments of faculty responsibilities;
- Revisions of faculty annual assignments, as needed;
- Appointing faculty mentors
- Providing in writing to each tenure-track/non-tenure track faculty member who has not achieved the highest rank possible, or any other faculty who request it, an evaluation of progress toward promotion; and where applicable, an evaluation of progress toward tenure;
- Evaluating the annual performance of each faculty member, in accordance with the responsibilities specified in the faculty member's annual assignment of responsibilities;
- Recommendation of hiring for new faculty after a search;
- Approving course schedules;
- Approving curriculum changes recommended by faculty;
- Provide assignments for student assistants.

2. Executive Committee

- a. The Chair of the department will regularly convene an Executive Committee for consultation related to departmental business.
- b. Members of the Executive Committee shall be selected by the Chair and will include representation from all LaSER programs and any Department Clusters. Whenever possible, programs will be represented by the Program Coordinator. If the Program Coordinator is not available to serve, the program will be represented by the highest ranked, tenured faculty member in the program.
- c. The Executive Committee will meet with the Department Chair at least two times per semester during the fall and spring semesters. *Ad hoc* meetings of the Executive Committee may be called by the Department Chair or at least two members of the Executive Committee at any time, including during the summer semester, with notice of at least five working days.
- d. The purview of the Executive Committee may include any issues related to the governance and administration of the department, excluding the teaching assignments of faculty members, the annual assignments of faculty, and the annual evaluations of faculty and staff. However, the Executive Committee shall participate in discussions in matters related to the policies and procedures regulating faculty teaching assignments, faculty annual assignments, and faculty and staff annual evaluations (i.e., Annual Evaluation Standards and Procedures).

3. Program Committees

- a. The primary unit of organization within the department is the Program Area. Every member of the department shall be assigned to at least one Program Area. The membership of each Program Area will constitute the Program Committee.
- b. The primary responsibility of each Program Committee will be the administration of degree granting academic programs within the Program Area.
- c. The Program Coordinator will serve as the Chairperson of each Program Committee and will be appointed by the Department Chairperson from among the tenured and tenure-



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track faculty members of the Program Area for an indefinite period (usually 3-5 years). If a tenured or tenure-track faculty member is not available to serve as Program Coordinator, another faculty member may be appointed by the Department Chair to serve as Interim Program Coordinator for a period of limited duration.

4. LaSER Committees

- a. The faculty believe that it is in the best interests of the department if standing department-wide committees, as well as temporary task forces, are comprised of diverse faculty members with respect to position titles, rank, sex, and ethnicity.
- b. The Department of Learning Sciences & Educational Research shall develop and maintain appropriate standing, reporting, and *ad hoc* committees.
- c. Information on internal department committees in a location electronically accessible to all department faculty. Collated information should include, at a minimum, the committee title and function, chair, and committee members. This information present should be updated at least once annually.

5. Administrative Functions

Administrative functions are carried out by the Chair and by persons or committees designated by the chair, in consultation with departmental faculty.

ARTICLE IV: RESOURCE ALLOCATION PROCEDURES

1. Course Reassignment Protocol

- a. Subject to Departmental budgetary constraints, faculty in the department may have part or all of their normal teaching responsibilities reassigned in order to perform other research- or service-related activities. These situations include, but are not limited to:
 - i. Negotiated agreements between the faculty member and the Chair, Dean, and/or Provost.
 - ii. Faculty who receive internal or external research or service grants may receive course reassignments when the approved budget of the grant award includes such reassignments. The budgetary transfer to the Department shall represent the full-cost of reassigning the proportion of Faculty members (salary plus benefits).
 - iii. Tenure-track Assistant Professors will normally have 1 course reassigned to research responsibilities each fall and spring semester for the first three years of their appointment.
 - iv. Faculty who are responsible for significant service obligations in the department or university (e.g., FCI Cluster), such as but not limited to Program Coordinators, may have one course reassigned to service responsibilities as is determined appropriate.
 - v. Upon agreement between the faculty member and the chair, teaching responsibilities that generate greater-than-normal student credit hour productivity may count such courses as more than a single course in normal teaching obligations.



2. Travel Allocation & Expenses

- a. The department receives a percentage of overhead funding to support departmental initiatives aligned with college and departmental priorities. The departmental priorities for the department's discretionary funds relate to the University's Strategic Plan and the College of Community Innovation and Education:
 - i. Recruitment – actions to support enrollment of high-quality graduate students (e.g., passive recruitment: advertising brochures; active recruitment: personal recruitment of strong candidates at diverse activities).
 - ii. Recognition & Ranking – actions to promote programmatic recognition (e.g., receiving significant professional awards); increasing the national or international visibility of the department for improved rankings.
 - iii. Research – actions to increase innovative research activity of faculty members, leading to future full indirect research funding (e.g., seed funding for pilot investigations; resources to promote research partnerships).
 - iv. Academic Advancement – actions to advance academic scholarship, interdisciplinary collaborations, and contribute to academic excellence. (e.g. beyond conference or workshop attendance).
- b. As availability dictates, a process for disseminating funding for activities that support these departmental priorities will be negotiated between the department chair and faculty and will be posted on the LaSER department Webcourses site.

ARTICLE V: FACULTY OFFICE HOURS AND SICK LEAVE PROCEDURES

1. Faculty office hours are determined by existing college procedures as described in the most recent iteration of the CCIE Dean's Policies, Procedures, and Guidelines document.
2. Faculty sick leave and time reporting procedures are determined by existing college procedures as described in most recent iteration of the CCIE Dean's Policies, Procedures, and Guidelines document.

ARTICLE VI: DISAGREEMENTS & GRIEVANCES

1. Grievances or complaints brought by students, faculty, or administrators against students, faculty, or the chair are processed in compliance with extant University policies, including conflict of interest policies.
 - a. **Student Grievances.** Academic grievances or complaints not resolved with the faculty member, are then directed to the Chair, who has primary authority for dealing with and resolving complaints. The Chair is guided in this evaluation and in any independent inquiries s/he may make by relevant University policies. Faculty receiving complaints regarding other faculty should refer complaints to the Chair. Student complaints against the Chair are directed to the Dean.
 - b. **Faculty Grievances.** Disagreements between faculty should be brought first to the Chair for discussion, investigation, and ideally, resolution. Faculty grievances against the Chair are governed by the Collective Bargaining Agreement (CBA) and are directed to the Dean.



ARTICLE VII: ANNUAL REPORTS

1. Each faculty member must submit an updated curriculum vita and an electronic Faculty Annual Report (eFAR) as required by the UCF-UFF Collective Bargaining Agreement timeline for Faculty Annual Reports.

ARTICLE VIII: AMMENDMENTS

1. Ratification of the Bylaws

Ratification of departmental bylaws requires a 60% vote of the tenure-track/non-tenure track faculty members in attendance at a meeting called for that purpose, or if conducted electronically, a 60% vote of all tenure-track/non-tenure track faculty members in the department.

2. Amendments to the Bylaws

- a. Proposals to amend these bylaws may be initiated by tenured or tenure earning faculty, Chair, or Dean. A proposed amendment to the bylaws must be approved by a 60% majority vote of the Faculty, and then approved by the Chair and Dean before it is incorporated into the bylaws.
- b. The bylaws of the department 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.