

University of Central Florida
Department of Legal Studies
College of Community Innovation and Education
BYLAWS
Adopted: 11/07/19

OVERVIEW

The University of Central Florida Department of Legal Studies has established these bylaws by common consent and vote as a set of best working practices for Department faculty. The bylaws should maintain consistency with the professional definitions, practices, procedures, responsibilities, and rights detailed in the United Faculty of Florida Collective Bargaining Agreement and the University of Central Florida Policies and Regulations.

I. DEPARTMENT MEMBERSHIP

The University of Central Florida Department of Legal Studies will include faculty at some or all of the following ranks: Lecturer, Associate Lecturer, Senior Lecturer, Assistant Professor, Associate Professor, Professor. The Department will have a Chair.

A. CHAIR

The Department Chair will be a tenured faculty member at the rank required by the university and the college. The chair is typically appointed for a five-year term but serves at the pleasure of the dean. The chair has the sole responsibility for coordinating the executive and administrative functions of the Department as aided by persons or committees designated by the chair. As part of the chair's executive and administrative functions, the chair has the sole responsibility for formulating Department policies, the subject matter of which shall include, but not be limited to, policies concerning budget, travel, human resources, and assignment of duties. The Department policies shall be in writing, accessible to faculty and support staff online, and shall be effective once accessible to faculty and support staff. A Department policy shall be of no force or effect if overruled by 75% of the voting membership of the Department.

B. VOTING MEMBERSHIP

The voting membership of the Legal Studies Department comprises the Regular Faculty (except those serving primarily in administration outside the Department) who hold full-time appointments (9 month or 12 month) at the university as either "in unit" or "out of unit" faculty, and includes Lecturer, Associate Lecturer, Senior Lecturer, Assistant Professor, Associate Professor, and Professor.

C. NON-VOTING MEMBERSHIP

1) *Emeritus Faculty, Visiting Faculty, and Adjunct Faculty*

Retired faculty who have been granted emeritus status continue to be affiliated with the department and may teach on occasion, as may visiting and adjunct faculty. Emeritus faculty, visiting faculty, and adjunct faculty may also attend all official department functions and open meetings. They are not voting members of the

department.

2) *Support Staff*

The Legal Studies Department may include a number of support staff. Support staff are not voting members of the Department. However, staff may generally attend department meetings. They are also invited to attend all official department functions and open meetings.

II. DEPARTMENT PROCEDURES

- A. Frequency of Meetings** - Meetings of Department faculty will be regularly called by and presided over by the Department Chair. Their frequency will depend on the needs and usages of the Department. At least one meeting per semester shall be held. Chairs and directors in the College of Community Innovation and Education should meet at least monthly with the college dean.
- B. Meeting Rules** - Disputes over matters of procedure not otherwise resolvable by direct reference to the By-laws shall be ruled upon by the chair. Any voting member can request that a meeting be run according to Robert's Rules of Order and Robert's Rules of Order shall be invoked upon consent of a majority of the voting faculty.
- C. Faculty-called Meetings** - The faculty in the Department shall be entitled to call a special meeting with a specific agenda upon presentation to the Chair of such a request of one-third of the Regular Department faculty. The special faculty meeting shall occur within five business days of the presented request if reasonably possible.
- D. Membership and Voting** - All regular faculty, except faculty on leave, should attend and participate in Department meetings. Attendance at a Department meeting includes those participating via teleconference. At the discretion of the chair, voting will be open response or online except where otherwise stated in these bylaws or unless a faculty member requests that the voting for a particular issue be by secret ballot. To transact business at a faculty meeting, a quorum must be present. For this purpose, a quorum is defined as a simple majority of the regular faculty. Unless otherwise specifically stated, motions before the faculty as a whole or in committees require a simple majority of members present and voting to carry. If a more rigorous requirement is to be adopted for any type of motion, that more rigorous standard shall be necessary to establish the requirement.
- E. Records** - Proposed meeting agendas must be provided to the faculty by the Chair in advance of the meetings. Minutes must be circulated to the members 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 Department faculty. A shared drive or Department intranet is the preferred means for information sharing.
- F. Except for records deemed confidential under law or university policy, the Chair must not keep Department records confidential from Department faculty. As requested by Department faculty, records must be posted electronically in a manner accessible to all Department faculty.**
- G. Department policies and bylaws; Department budgets; formal plans; Department meeting agendas, minutes, and exhibits; Department committee records (including membership, agendas, minutes, and exhibits); as determined by a majority of the faculty of each**

Department, must be posted electronically in a manner accessible and easily navigable by all Department faculty.

- H. Upon the request of Department faculty, other public data relevant to Department members should be posted electronically in a manner accessible and easily navigable by all Department faculty.

III. CREATION OF DEPARTMENTAL COMMITTEES

The University of Central Florida Department of Legal Studies has established a system of shared governance through the creation of departmental standing, special, and ad hoc committees. Each of these committees has a main area of responsibility and a specific makeup. Each committee considers issues pertinent to its area of responsibility and makes recommendations to the Department as a whole. The Department's standing committees include: the Executive Committee, the Curriculum Committee, the Promotion and Tenure Committee, the Instructor and Lecturer Promotion Committee, the Online Learning Committee, the Recruitment and Retention Committee, and the Scholarship Committee. The Department's special committees include: the Bylaws Committee, the AESP and PT Criteria Committee, and the Law Forum Committee.

A. STANDING COMMITTEE RESPONSIBILITIES

1) *Executive Committee*

The members of the Executive Committee shall be appointed by the chair in the sole discretion of the chair. The primary responsibility of the Executive Committee is to advise the Chair on the formulation and implementation of departmental policies not delegated specifically to other committees or to the faculty at large.

2) *Curriculum Committee*

The Curriculum Committee in the Legal Studies Department is comprised of volunteer faculty, who are appointed by the chair to review and recommend changes to the Legal Studies department undergraduate curriculum at the behest of the Legal Studies Department. All changes that are developed by the committee must be presented to the Legal Studies Department for discussion and a vote before they are then enacted.

3) *Promotion and Tenure Committee*

The Promotion and Tenure Committee in the Legal Studies Department functions according to the Department Criteria for Promotion and Tenure, the United Faculty of Florida Collective Bargaining Agreement, and University of Central Florida Policies and Regulations.

4) *Instructor and Lecturer Promotion Committee*

The Instructor and Lecturer Promotion Committee functions according to the UCF Instructor and Lecturer Faculty Promotion regulations, and the United Faculty of Florida Collective Bargaining Agreement.

5) *Online Learning Committee*

The Online Learning Committee is comprised of volunteer faculty, who are appointed by

the chair and works to ensure that Department of Legal Studies faculty employ pedagogical practices that reflect a commitment to sustained quality online education and instruction. The committee also establishes guidelines for best practices in online content delivery and offers resources and support for developing online courses and initiatives, including sessions or seminars within the Department related to and concerning best pedagogical practices for online learning.

6) Recruitment and Retention Committee

The Recruitment and Retention Committee is comprised of volunteer faculty, who are appointed by the chair and works to promote, recruit, and retain Legal Studies majors and minors.

7) Scholarship Committee

The Scholarship Committee is comprised of volunteer faculty, who are appointed by the chair, and the committee is responsible for administering the scholarship application process and awarding scholarships to deserving scholarship candidates.

B. SPECIAL COMMITTEE RESPONSIBILITIES

Bylaws Committee

1) *The Bylaws Committee in the Legal Studies Department is comprised of volunteer faculty, who are appointed by the chair to propose Department bylaws. The Department's bylaws will be approved by the Department faculty, the Chair, and the Dean. The Dean will have the Office of Faculty Excellence review the bylaws to ensure compliance with university policy. When fully approved, the bylaws will be posted electronically by the Office of Faculty Excellence in a manner accessible and easily navigable by all Department faculty. The Department bylaws will be reapproved and revised (as needed) every five years or whenever requested by a majority of the Department faculty.*

2) Annual Evaluation Standards and Procedures and Promotion and Tenure Criteria Committee

The Annual Evaluation Standards and Procedures and Promotion and Tenure Criteria Committee is established to propose AESP and promotion and tenure criteria in accordance with the United Faculty of Florida Collective Bargaining Agreement.

3) Law Forum Committee

The Law Forum Committee in the Legal Studies Department is comprised of volunteer faculty, who are appointed by the chair to explore the possible development of an undergraduate legal conference.

C. AD HOC COMMITTEES

The chair may create and constitute ad hoc committees to his or her own initiative or at the suggestion of the departmental faculty to deal with business not within the jurisdiction of the

standing committees.

IV. SEARCH COMMITTEES AND DUTIES

The Department faculty assumes a major role in the process of hiring its faculty members by recommending the responsibilities of the position to be filled; reviewing candidate credentials; interviewing applicants; and recommending a person or persons to be hired by the Department. When a position becomes available, the Department Chair will initiate the process for forming a search committee. Department search committees typically consist of a number of slotted faculty members from the Department who are at or above the rank of the position to be filled. Each search committee will comply with applicable UCF policies and procedures; make recommendations for advertising the position; screen applicant files; make recommendations as to which candidate(s) should be invited for on-campus interviews; assist the Department Chair in making arrangements for candidate campus visits, which should allow Department faculty sufficient time to observe the candidate(s) in a variety of settings on campus and which should provide for the candidate(s) to teach a class and/or give a public presentation; and make a recommendation to the Department Chair regarding the candidate(s) to be offered the position. University processes that allow tenure upon hire will be implemented when appropriate.

V. FACULTY PERFORMANCE EXPECTATIONS

Performance expectations for the slotted faculty of the Department of Legal Studies at the University of Central Florida are based upon a definition of professional life detailed in the Department's Annual Evaluation Standards and Procedures, in the United Faculty of Florida Collective Bargaining Agreement, and University of Central Florida Policies and Regulations.

A. ANNUAL EVALUATION

Each year, all regular faculty are required to submit an electronic Faculty Annual Report (eFAR) as required by the UCF CBA timeline. Each faculty member must submit an updated curriculum vita and an electronic Faculty Annual Report (eFAR) as required by the United Faculty of Florida Collective Bargaining Agreement timeline for Faculty Annual Reports. These reports will be evaluated according to the Department's Annual Evaluation Standards and Procedures.

B. TENURE-TRACK FACULTY EVALUATION

Each tenure-track faculty will submit materials for a Cumulative Progress Evaluation as detailed in the Department Criteria for Promotion and Tenure, United Faculty of Florida Collective Bargaining Agreement, and University of Central Florida Policies and Regulations.

C. TENURE AND PROMOTION EVALUATION

Each tenure-track Department faculty member will follow the process for tenure and promotion evaluation established in the Department Criteria for Promotion and Tenure, United Faculty of Florida Collective Bargaining Agreement, and University of Central Florida Policies and Regulations.

VI. AMENDMENTS

Any regular faculty member of the Department may make a motion at a Departmental meeting to amend the Departmental bylaws. The proposed amendment(s) must be submitted in writing. The motion to amend must be seconded by another faculty member. The Department will then take the motion under consideration, and discuss and vote on it at a subsequent Departmental meeting. A majority of all faculty in the Department must vote affirmative for the amendment to pass.