

I. Purpose

Unit Bylaws detail guidelines and procedures for the Department of Medical Education of the College of Medicine. The Bylaws represent guidelines providing the faculty with information regarding operations and responsibilities necessary to support the mission of the Department. Bylaws do not address or contain matters that are defined in the University or College regulations and policies.

II. Departmental Membership and Governance

1. Frequency of meetings: The Department of Medical Education generally meets every month, with exceptions made for University holidays. Currently the meeting occurs on the second Thursday of the month from 3:30-5:00pm in room COM-211.
2. Meeting Rules of Order: Roberts Rules of Order, Newly Revised, are followed.
3. Faculty-called meetings: A faculty-called meeting may be initiated by the departmental faculty upon the request, in writing, by 1/3 of voting Faculty members. Notice of a special meeting, specifying its purpose, shall ordinarily be sent to all departmental faculty members and to the Chair 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 will be notified as soon as possible of the meeting.
4. Membership and Voting:
 - a. For school voting purposes, faculty shall be considered voting members if their title includes the terms “Professor,” “Instructor,” “Librarian,” or “Lecturer” at any rank with the following exceptions: “Visiting Professor” or “Adjunct Professor” at any rank.
 - b. Please note that Resolution 2017-2018-5 (Faculty Senate Bylaw Change, Governance in Academic Units) states that “All general faculty should **attend** and participate in unit meetings.”
 - c. For voting purposes, a quorum will be reached if over 50% of the departmental voting faculty are present at a meeting in person. Matters of vote will be decided by a majority of those voting.
 - d. Faculty attendance at meetings is recorded.
5. Meeting Records
 - a. Proposed agendas are provided electronically on the Monday preceding the meeting. The agenda and prior meeting notes are available in the Shared Department Drive for all faculty to access.
 - b. Each meeting includes standing reports from the following:
 - i. Directors of current ongoing modules.
 - ii. Faculty Council representatives.
 - iii. Faculty Senate representatives.
 - iv. Office of Dean for Faculty and Academic Affairs.
 - c. Minutes: Minutes are distributed in the same email that includes the agenda and housed in the Shared Department Drive.
 - d. The Shared Department Drive also houses Policies, Forms and Guidelines that affect faculty. These documents are also accessible on the COM central webpage, made available by the Office of Academic Affairs, COM.



- e. The following major academic cycle items are presented and discussed in Department Meetings:

- i. Departmental budget.
- ii. Faculty hiring.
- iii. Promotion and tenure process.
- iv. Staffing of committees.

III. Structure and Practice

- 1. Medical Education Departmental committees:
 - a. The faculty believe that it is in the best interests of the School if standing School-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 has developed and maintains information on departmental committees including minutes and agendas in the UCF Shared Drive (Shared Folder > Medical Files > Medical Education Department > Committees). All Department of Medical Education faculty have access to this site. Subcommittee information will be saved in this manner as well, will be collated and include, at a minimum, the committee title, chair, and committee members. This information present should be updated at least once annually.
- 2. Ad Hoc Committees: Ad Hoc committees can be recommended by faculty. Faculty may suggest the creation of a new committee by placing this item on the Department Meeting agenda. This is accomplished through an email to the Chair, with support from 10% of Departmental faculty.
- 3. Resource Allocation:
 - a. Space Allocation is discussed in a COM-wide committee that has representatives from all of the Departments; this committee is led by the Associate Dean for Academic Affairs.

IV. Ratifications and Amendments to By-Laws

- 1. Proposals to amend these bylaws may be initiated by the faculty, Chair, or Dean. A proposed amendment to the bylaws must be approved by a majority vote of eligible Faculty, and then approved by the Chair and Dean before it is incorporated into the bylaws.
- 2. The bylaws of the school 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.

Administrative Requirements for all Bylaws

Adopted by Department Faculty on ___ April 11, 2019 _____

Review and approval process: Vote of unit faculty; Unit Leader Support; Dean/V.P Support