

Bylaws of the National Center for Forensic Sciences (NCFS)

College of Sciences

University of Central Florida

Approved by NCFS Faculty December 2, 2024

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Preamble

Shared governance of NCFS is implemented through these bylaws to ensure equitable balancing of all faculty and staff interests. In the spirit of collegiality, the faculty and staff of NCFS reserve the prerogative to comment upon, request clarification of, or suggest modifications to these bylaws. In case of conflict between the NCFS Bylaws and the university policies or guidelines, the university policies and guidelines, and the Collective Bargaining Agreement shall supersede these bylaws.

Mission Statement of the NCFS

Our mission is to provide relevant and responsive forensic science research, training and operational support to communities that rely on science to achieve justice. Our [team](#) of chemists, biochemists, physicists and statisticians work individually and in synergistic teams to perform basic and applied [forensic science research](#). The Center also develops and curates databases and provides continuing education in support of the forensic communities.

Composition of NCFS

Faculty

Faculty Holding Joint Appointments at NCFS

Faculty holding Joint appointments at NCFS comprise faculty and administrators from any College at UCF who hold regular fulltime, tenured/tenure-earning or research faculty at any rank; or hold regular full-time appointments as instructor or lecturer at any rank.

Jointly appointed faculty may participate and vote in all NCFS faculty meetings, serve as chair or as a member of standing, select or ad hoc committees and may vote on all committee business.

Jointly appointed faculty are subject to UCF and COS policies, rules, and regulations.

Faculty Holding Secondary Joint Appointments at NCFS

Faculty holding Secondary Joint appointments at NCFS comprise faculty and administrators from any College at UCF who hold regular fulltime, tenured/tenure-earning or research positions at any rank; or hold regular full-time appointments as instructor or lecturer at any rank.

Secondary Joint appointed faculty may participate in all faculty and staff meetings but may not vote on NCFS business. Secondary Joint appointed faculty may serve in an advisory capacity to standing, select or ad hoc committees, but may not vote on committee business.

Secondary Joint appointed faculty are subject to UCF and COS policies, rules, and regulations.

Associate Faculty Members at NCFS

Personnel who hold part-time, visiting, and temporary faculty positions (i.e., visiting professors of any rank).

Associate members may: participate but not vote in the general meetings of the NCFS Faculty and Staff and may serve in an advisory capacity on standing, select or ad hoc committees but may not vote on committee business.

Associate faculty members are subject to UCF and COS policies, rules, and regulations pertaining to part-time, visiting, and temporary faculty.

Staff

Staff at NCFS comprise A&P and USPS employees of UCF who report directly to NCFS Joint appointed faculty.

The Coordinator of Programs and Services, *vide infra*, staff member may vote on NCFS business.

Staff members may participate in all NCFS faculty meetings, serve as a member of select or ad hoc committees, and may vote on all committee business.

Students and Postdoctoral Researchers

NCFS students comprise those students actively pursuing undergraduate research, a M.S. or PhD at UCF under the direction of a Joint or Secondary Joint NCFS faculty member. NCFS postdoctoral researchers work under the direction of a Joint or Secondary Joint NCFS faculty member.

Students and postdoctoral researchers at NCFS may not attend or participate in NCFS faculty meetings. They may contribute to special projects at NCFS at the invitation of an NCFS Joint faculty, or an NCFS Staff member.

Students and postdoctoral researchers are subject to all policies and procedures applicable to their degree programs and departments.

Leadership Positions at NCFS:

Director

The Director will typically hold the rank of Professor and be appointed by the Dean of the College of Sciences.

Responsibilities:

The director represents the financial and research interests of NCFS in the College of Sciences and the University of Central Florida.

The director budgets NCFS E&G funds annually and oversees the use of those funds.

Overseeing and providing research direction and administration of NCFS Joint and Secondary Joint appointed faculty is the responsibility of the Director.

Conducting the NCFS annual assessment and collecting assessment data are duties of the Director.

The director is responsible for generating an annual report of NCFS faculty achievements and NCFS financial status for the Board of Governors.

The director completes annual performance appraisal of NCFS staff who are direct reports and approves annual performance appraisals of staff who directly report to NCFS Joint faculty.

The director provides input to the appropriate department chair as a contribution to the primary joint appointed faculty annual evaluation. Input is provided in the form of a memo or letter to the department chair.

The director facilitates and incentivizes research when needed to ensure a coherent forensic science research portfolio in NCFS.

Associate Director for Research

The Associate Director for Research (ADR) will typically hold the rank of Professor and is selected from NCFS Joint appointed faculty by the Dean of the College of Sciences in consultation with the NCFS Director.

Responsibilities:

The ADR serves as chair of the standing Research Committee.

The ADR advises the Director on research-related matters

The ADR is charged with maintaining a strong interface with the forensic community through participation in national and international standards and research bodies.

Coordinator of Research Programs and Services

The Coordinator of Programs and Services (CRPS) is typically an NCFS Staff member.

The CRPS reports to the Director.

Responsibilities:

The CRPS works with the COS Financial Coordinator to ensure accurate accounting of NCFS spending.

The CRPS coordinates annual budgeting of state funds.

The CRPS coordinates and oversees all HR-related personnel issues.

Coordination of all EH&S compliance activities for NCFS is the responsibility of the CRPS.

Coordination of continuing education course development and offerings is the responsibility of the CRPS.

The CRPS coordinates asset inventory checks and facilitates the surplus of tracked assets.

Meetings of the NCFS Faculty and Staff.

General Faculty and Staff Meetings

Meetings of the faculty shall be held in the fall semester and during the spring semester. The meetings shall be held at a minimum of one meeting per semester.

Special meetings may be called by the Director or upon request of fifty percent (50%) or more of the voting members of NCFS faculty and staff.

The presiding officer of the meeting shall be the Director of NCFS or the Director's designee from among the voting members.

A quorum shall consist of fifty percent (50%) of the voting members of the NCFS faculty and staff.

The NCFS Director's office will provide for record keeping of general meetings. Copies of agenda, minutes and other materials will be archived and made available on Teams.

All NCFS general faculty and staff meetings will be conducted according to Roberts Rules of Order (latest version).

Agenda items will be provided to NCFS faculty and staff at least three days prior to the meeting.

Required agenda items shall include:

- Approval of minutes from the previous meeting.

Other items may be added by:

- The Director
- One or more of the voting faculty and staff by submitting the item in writing to the NCFS Director at least one week prior to the scheduled meeting
- Any NCFS committee created by these bylaws may submit an agenda item in writing to the NCFS Director prior to the scheduled meeting.

Faculty Vote.

All elections and votes, other than changes to the bylaws, *vide infra*, shall be decided by a majority of votes by all eligible voting members. Votes may be cast in person or virtually and the results of all elections, including vote tally, shall be made available to all voting members.

Standing Committees.

The standing committees of the Center shall address specified topics relating to research and personnel matters of the center. The Director shall make annual appointments of members to each committee. All standing committees must meet at least once per academic year.

Director's Advisory Council

Responsibilities

To be the primary interface between the faculty of NCFS and the Director. In this capacity, the Advisory Council shall advise the Director on any matter of concern to the NCFS.

To address issues brought by the Director.

Raise issues for the Director's consideration.

The council may receive petitions from faculty and encourage faculty suggestions, regarding issues to be brought to the Director.

Membership and Terms of Service:

Each subdiscipline of research at NCFS (forensic biology, forensic analysis, and others as they arise, i.e., forensic statistics) should be represented by at least one voting member of NCFS. The ADR and CRPS are designated members of the Director's Advisory Council.

The Director will serve as chair of the Director's Advisory Council.

The Director's Advisory Council will meet a minimum of two times each academic year.

Research Committee.

Responsibilities

Review and make recommendations to the Director about all matters related to research.

Review and make recommendations to the Director about applications for in-house research grants and similar programs.

Review applications and recommend recipients to the Director for faculty awards associated with excellence in research.

The committee will be chaired by the Associate Director for Research.

The committee will be composed of one voting member from each subdiscipline. Except for the committee chair, no more than one member will serve from a single sub-discipline.

Research Scientist Promotion Committee.

Responsibilities of the committee will be:

- to review and articulate NCFS criteria for promotion of research scientists.
- to review candidates' dossiers and make recommendations to the Director.
- to document any recommendation.

Membership and terms of service:

The committee will be composed of members as specified in the university guidelines.

Select and ad hoc Committees.

Select committees are constituted to address other issues as needed and typically meet only once an academic year. Ad hoc committees may be created as needed by the Director and members of ad hoc committees shall be appointed by the Director.

Changes to the Bylaws.

The Bylaws may not be changed except upon recommendation of an ad hoc committee appointed by the Director. An ad hoc committee may be established by the Director or by petition to the Director by a majority of the voting members of the NCFS.

The responsibilities and size of the committee will be determined by the Director.

Recommended changes will be reviewed by the Director's Advisory Council prior to submission to the faculty for consideration.

Bylaw revisions shall be ratified by two-thirds affirmative vote of the NCFS voting faculty and staff.