

## **Philosophy Department Bylaws, Presented January 2024 for consideration**

### **Department of Philosophy Draft Bylaws (September/October 2024)**

- Article 1: Membership in the Department
- Article 2: Voting
- Article 3: Meetings
- Article 4: Committees
- Article 5: Department Chair
- Article 6: University Service
- Article 7: Responsibilities of Faculty Members Related to Students and Teaching
- Article 8: Mentorship
- Article 9: Scheduling of Courses
- Article 10: Employment Agreements
- Article 11: Annual Assignment of Duties
- Article 12: Annual Evaluations, Faculty Annual Reports, and Sustained Performance Evaluations
- Article 13: Faculty Activity System (FAS) Reports
- Article 14: Cumulative Progress Reports
- Article 15: Promotion and Tenure
- Article 16: Leaves
- Article 17: Sabbaticals and Professional Development Leaves
- Article 18: Travel Reimbursement
- Article 19: Transferred Funds for Faculty Work
- Article 20: Supplemental Summer Appointments
- Article 21: New Faculty Orientation
- Article 22: One-Year Appointments
- Article 23: Revision to Bylaws
- Article 24: Effective Date

Note: Some elements of these bylaws refer to University policies or the Collective Bargaining Agreement. They are included here as reminders, or in some cases add extra specificity. In the case of any discrepancy, the CBA and University Policy and State Law take precedence.

#### **Article 1 – Membership in the Department**

(1) Department members are comprised of all faculty members in the department, including those with joint appointments in other departments and administrators who hold tenure in the department but who may hold a primary assignment elsewhere at the university. This also includes adjunct faculty teaching courses offered by the department and emeritus faculty who were faculty members in the department prior to retirement. Collectively, this is the “faculty.”

## **Philosophy Department Bylaws, Presented January 2024 for consideration**

### **Article 2 – Voting**

- (1) Voting Members. The voting membership shall be all full-time faculty members holding a full or joint appointment in the department, faculty on the transition to retirement (T2R) program, and administrators who hold tenure in the department but who may hold a primary assignment elsewhere at the university, unless stipulated otherwise in 2.2 below.
- (2) Non-Voting Members. Non-voting members of the department include adjunct faculty, visiting faculty on an appointment of one year or less, and emeritus faculty.
- (3) Exceptions. Where indicated by the most current Collective Bargaining Agreement (CBA) or university regulation, voting may be restricted by rank.
- (4) Quorum. A majority of voting members (i.e., fifty percent plus one) of the department or any given committee is required for voting.
- (5) Majority requirement. Unless otherwise stipulated by the most current Collective Bargaining Agreement (CBA), university regulation or these bylaws, a vote in the department or in a committee requires a majority (i.e., fifty percent plus one) of eligible voting members present to pass. Members joining remotely will be considered present for the purposes of quorum.
- (6) Electronic voting. Voting may be conducted electronically using Qualtrics (or similar services) during or outside of meetings, if so determined by the voting members of the department or committee at a meeting. There should be discussion on the issue (electronically only if necessary). The voting window shall be determined by the department or committee calling the vote. The results of any voting that takes place outside of a scheduled meeting will be reported to the faculty upon the close of the voting and officially recorded during the department meeting immediately following the vote. See (7) below regarding secret ballot voting.
- (7) Secret or anonymous voting. On issues of a potentially or known controversial nature, and on those requiring secret or anonymous voting by any College of Arts and Humanities or University regulation, an administrative assistant (unless prohibited by regulation) or faculty member present at or in the meeting shall collect votes in person or by Qualtrics (or similar service) and record and report the results as soon as possible to the department or committee. Voting must be designed to ensure voting is anonymous.
- (8) Proxy voting. Proxy voting and absentee voting are not permitted unless the rules for such voting are disclosed three days before the vote and there are no objections raised by a quorum of eligible voting faculty. Rules for proxy voting or absentee voting can include written or email voting as long as the ultimate vote is not a secret ballot. Proxy voting expresses the will of the absent voting member and not the will of any member presenting the proxy vote. For Promotion and Tenure (P & T), P & T committee and voting policies will adhere to relevant UCF Regulations.

## Philosophy Department Bylaws, Presented January 2024 for consideration

### Article 3 – Meetings

(1) The rules contained in the current edition of Robert’s Rules of Order shall govern department meetings in all cases to which they are applicable and in which they are not superseded by these bylaws or any operational rules that the department may adopt.

(a) The department Chair shall keep a copy of the most current edition of Robert’s Rules of Order, revised, in the department accessible to all faculty at all times.

(2) **Department Meetings.**

(a) Department meetings shall be held at least twice in the Fall and twice in the Spring semesters. The department Chair may cancel a meeting if no objections are raised by a majority of eligible voting members or if there are no substantial agenda items. If an objection is raised, the voting members of the department will vote electronically to determine whether a majority of voting members feel the department meeting shall be cancelled. The call for such a vote shall be accompanied by the objection for cancelling the meeting.

(b) Department meetings shall be scheduled by the department Chair or designee for a time and day that is most conducive to the largest number of voting faculty members to be able to attend (i.e., as determined by teaching schedules) and between the hours of 9:00 a.m. and 5:00 p.m. in consultation with voting members of the department. Qualtrics, or similar technology, may be used to facilitate this process. Department meetings *generally* shall be scheduled for no more than ninety-minutes per session.

(c) Faculty shall be provided with e-mail notification of the first meeting of the academic year prior to the end of the Spring semester, when possible. All other scheduled meeting dates and times shall be communicated by e-mail no later than the first meeting of the academic year, when possible.

(d) Department meetings will be chaired by the department Chair or designee.

(e) It is the responsibility of the chair of the meeting to ensure that meetings are conducted in an orderly fashion. It is the responsibility of members to participate in meetings with proper decorum, in an orderly fashion.

(f) **Parliamentarian.** The parliamentarian will be responsible for assisting the chair in conducting meetings in an orderly fashion by settling questions about the proper application of the most current version of the Robert’s Rules of Order and these bylaws, and any subsequent agreements passed by eligible voting members.

(i) A parliamentarian shall be elected for a term of one academic year by eligible voting members in advance of the start of their position during the final meeting of the preceding academic year, when possible. There are no term limits on the position of parliamentarian.

(g) **Secretary.** The secretary’s primary responsibility will be to take and prepare minutes of meetings.

## Philosophy Department Bylaws, Presented January 2024 for consideration

- (i) A secretary shall be elected for a term of one academic year by eligible voting members in advance of the start of their position during the final meeting of the preceding academic year, when possible. There are no term limits on the position of secretary.
  - (ii) The voting membership may decide to designate the responsibilities of the secretary to a qualified person outside of department membership (e.g., administrative personnel), with authorization of the Chair or designee.
- (h) An agenda and agenda items shall be distributed no later than two days prior to a meeting by e-mail.
- (i) Voting may take place in person or via an online system, such as Qualtrics, if a formal motion is made to do so during a meeting. See also Article 2(6).
  - (i) Minutes shall be taken and kept by the secretary. Minutes must be circulated by e-mail to the members no later than two days before the next meeting and offered for approval at the next meeting.
- (3) **Special meetings.**
  - (a) Additional department meetings may be called by the department Chair, department Chair's designate, a majority of voting members, or by a unanimous vote of the program directors.
  - (b) Special meetings shall be scheduled by the department Chair or designee as or if needed in consultation with voting members of the department. Additional meetings shall be preferably scheduled within three weeks of their call. Qualtrics, or similar technology, may be used to facilitate this process.
  - (c) Special meetings should not be called with less than one-week notice unless a matter is particularly urgent.
  - (d) Article 3(2), subsections (d) to (l) shall apply to special meetings.
- (4) **Curriculum committee meetings (See also Article 4, Section (4).)**
  - (a) Curriculum committees are expected to meet at least once a semester unless it is determined by a majority of the committee that such a meeting would be unnecessary.
  - (b) Curriculum committee meetings will be chaired by the program director or designate.
  - (c) Curriculum committee meetings shall be scheduled by the appropriate program director or designate in consultation with committee members to facilitate maximal attendance. Qualtrics, or similar technology, may be used to facilitate this process.
  - (d) Curriculum committee meetings should be scheduled with at least two weeks' notice by e-mail, unless pressing business requires more immediate attention.
  - (e) An agenda and agenda items shall be distributed by e-mail to curriculum committee members no later than two days prior to a meeting, when possible.

## Philosophy Department Bylaws, Presented January 2024 for consideration

(f) Voting may take place in person, or via an online system such as Qualtrics if a formal motion is made and passed to do so during a meeting.

(g) Minutes shall be taken by a member of the committee and sent to the Chair as soon as possible after the meeting. Minutes shall be kept by the Chair of each committee. Minutes must be circulated by e-mail to the members at least one day before the next meeting and offered for approval at the next meeting.

### **(5) Other standing and *ad hoc* committees**

(a) Other standing committees (e.g., bylaws committee) or *ad hoc* committees shall be chaired by the committee chair or designate.

(b) Other standing and *ad hoc* committees shall be given a clear charge and timeline for completion by the department Chair.

(c) Other standing and *ad hoc* committees shall meet, as necessary. Meetings shall be scheduled by the committee chair in consultation with committee members.

(d) An agenda and agenda items shall be distributed to members of the committee by e-mail no later than two days prior to a meeting, when possible.

(e) Voting may take place in person, or via an online system such as Qualtrics if a formal motion is made to do so during a meeting.

(f) Minutes shall be kept by a member of each committee. Minutes must be circulated by e-mail to the members two weeks before the next meeting and offered for approval at the next meeting.

**(6) Approved minutes and agendas.** Except where confidentiality is required (e.g., promotion and tenure [P&T] committee meetings), all approved minutes and agendas must be posted electronically in a manner accessible and navigable by all unit faculty. A shared drive or unit intranet is the preferred means for information sharing. Any minutes of *in camera* or executive sessions will be kept in hard copy only in a secure location in the department. The department Chair will notify faculty where such minutes and agendas can be viewed.

## **Article 4 – Committees**

(1) The department Chair shall strive to ensure that a diversity of ranks and programs are represented on all committees, where possible in accordance with the most current CBA and university policies.

### **(2) *Ad hoc* Search Committees**

(a) The chair of the search committee must review and ensure that the committee follows the Employment Equity and UCF HR resources and guidelines.

(b) In compliance with these university hiring resources and guidelines published by OIE, search committees are tasked with the following:

## Philosophy Department Bylaws, Presented January 2024 for consideration

- (i) consult with curriculum committees and department Chair about curricular and departmental needs;
- (ii) craft a job advertisement (in consultation with the chair) and seek advice or comments from the eligible voting membership of the department;
- (iii) screen applications for suitable and qualified candidates;
- (iv) conduct preliminary interviews with top qualified candidates;
- (v) contact candidate references;
- (vi) recommend finalists to be brought to campus;
- (vii) conduct a face-to-face interview with all finalists;
- (vii) evaluate teaching and research presentations, when given;
- (ix) attend select meals with candidates;
- (x) seek feedback from department on finalists;
- (xi) review student feedback on finalists;
- (xii) make recommendations for hiring, based on strengths and weaknesses of each candidate, to the department Chair.

(c) Meals (excluding alcoholic beverages) for the candidate, members of the search committee and the department Chair will be covered. If any of the committee members or department Chair cannot attend a meal, any full-time faculty member may take their place in consultation with the Department chair or designate. When possible, the department Chair or designate shall ensure that any seat filled by a member of the department enhances the candidate's awareness of the diverse experiences and perspectives of our department.

(3) **Other Ad Hoc Committees.** The Chair shall establish, in consultation with faculty, such committees for a specified duration as are needed to deal with specific matters of importance to the department for limited periods. The Chair shall appoint faculty members to a committee, in consultation with those faculty members. The department Chair shall communicate, in writing (electronically by email or other distribution or in hard copy), the task and timeline for the committee. The department Chair shall notify the department by e-mail or by notification in a department meeting as soon as possible of the formation, purpose, specified duration, and faculty members appointed to such committees, including the designated committee chair.

(a) *Ad hoc* committees who fail to meet their mandate during the specified duration will be required to explain the delay to the department. At that time, voting membership of the department may recommend that the department Chair extend the specified duration, dissolve the committee, or reconstitute the committee.

(4) **Curriculum Committees.** There is a curriculum committee for each of the undergraduate B.A. programs in the department. These programs are (1) Humanities and Cultural Studies, (2) Philosophy,

## Philosophy Department Bylaws, Presented January 2024 for consideration

and (3) Religion and Cultural Studies. These are standing committees. If any B.A. programs are added, they will follow the same requirements as currently existing programs.

(a) All full-time faculty members in the department are eligible to sit on any curriculum committee of a program in which they regularly teach or for which they possess requisite education and experience. It is expected that all full-time faculty who teach a majority of their courses in a department program will sit on the curriculum committee for that program.

(b) Each curriculum committee is chaired by a program director, who is also a member of the committee. The curriculum committee will elect and recommend a director to the Chair.

(c) Program directors shall ask for those willing to serve on the curriculum committee in the opening month of the Fall semester, preferably by the end of the first month of classes in the fall term.

(e) Curriculum committees are tasked with discussing, deliberating upon, and bringing motions to department meetings related to their program and curriculum. This may include curricular changes, new course proposals, changes to existing courses, and scheduling of courses and teaching assignments. The curriculum committee will also discuss program needs, such as enrollment, marketing, and program-related events that may not require the vote of the department. At times, curriculum committees receive other mandates based on the needs of the department as expressed by the department Chair.

(5) **Promotion Committee, and Promotion and Tenure Committees.** The Composition and procedures for the Promotion Committees and Promotion and Tenure Committees are governed by UCF regulations.

(6) **Bylaws committee.** The bylaws committee is a standing committee that reviews bylaws for compliance and who may choose to put forward amendments or other changes to these bylaws.

(a) The bylaws committee should consist of at least three, ideally five, members, with appropriate representation of different ranks and programs with the department, including a designated chair.

(b) The bylaws committee should meet at least once a year with the purpose of reviewing and updating, if necessary, the bylaws. Particular attention should be paid to new ratification of any parts of the most current Collective Bargaining Agreement and university policies and regulations that may conflict with these bylaws.

(c) The committee shall bring all proposed changes to a department meeting for discussion and possible ratification by voting members. The committee chair must notify the department chair at least three business days in advance of a department meeting in which the committee's proposed changes are to be discussed so that the item will appear on the agenda.

(d) The department Chair will notify the bylaws committee of any substantive change to department operations not covered in these bylaws as soon as possible. The committee will meet within thirty days of notice of such changes to discuss impacts and potential amendments to these bylaws. The bylaws committee shall, within ninety days, present any recommendations for amendments to the bylaws to the department, where such amendments are consistent with

## Philosophy Department Bylaws, Presented January 2024 for consideration

College of Arts and Humanities and University policies and procedures, and with consideration of MOUs, program requirements, etc., that exceed the authority of bylaws. If that deadline falls over the summer, recommendations will be presented at the second department meeting of the year. Examples of substantive changes to departmental operations include the re-establishment of an Associate Chair, the creation of a new program and new program director (such as a graduate program), or the creation of new responsibilities for faculty related to teaching and students, as examples.

### (7) **Steering Committee**

(a) In accordance with UCF senate resolution 2017-2018-5, the department shall “have a steering or executive committee of senior faculty to advise the unit leadership.” This committee shall act as an advisory body to the department Chair.

(b) The steering committee shall be chaired by a member of the steering committee, elected by members of the steering committee with the expectation of a renewable two-year commitment to the service.

(c) Members of the committee shall consist of seven elected members, with five being members of the faculty with twelve or more years of service in the department, if possible, and the others with at least six years of experience in the department. Any medical, parental, professional, professional development, or sabbatical leaves shall not count against any member’s years of service.

(i) The department Chair and Assistant/Associate Chair are not members of this committee.

(d) The expected term of an elected member to the committee is two years, or the end of the academic year following the year the member is elected.

(e) Elections shall typically take place in April for the following year, when applicable. If any member vacates their position for any reason, an election shall be held as soon as practicable to fill the position.

(f) The committee shall meet at least twice a year to discuss directions, strategies, and concerns in the Department. The committee shall draft formal comments each year to be presented to the department Chair for discussion at a department meeting. The department Chair shall formally provide a response to the recommendations of the steering committee within thirty days of the department meeting in which they are discussed. The department Chair’s response shall be communicated by email to the department as a whole.

(g) At any time, the committee may ask the department Chair to attend their meeting to informally discuss matters of importance as determined by the committee.

(h) The committee has responsibilities related to the reappointment and hiring of chairs as outlined in Article 5.



## **Philosophy Department Bylaws, Presented January 2024 for consideration**

### **Article 5 – Department Chair**

(1) The Chair is the chief administrator of the department and direct supervisor of all department personnel. As such, in consultation with faculty members, they appoint the members of departmental committees, unless the membership is otherwise stipulated by the most current Collective Bargaining Agreement or college/university policies. They are responsible for assigning duties and evaluating all faculty. They serve as hiring official in accordance with College policy and UCF’s “Search and Screening Guidelines,” making faculty hiring recommendations to the College Dean.

(2) The Chair is the chief financial officer of the department, supervising all receipts and expenditures of funds.

(3) In conjunction with the appropriate committees, the Chair coordinates all aspects of the academic program. The Chair represents the department to university officers, acts as the spokesperson for the department, and represents the Department's best interests to the public.

(4) The Chair oversees the availability of all department records, including policies and rules. Except for records deemed confidential under law, university policy, or matters of a personal/sensitive nature, the Chair will not keep department records, policies, or rules confidential from faculty. Unless already accessible, upon request, the Chair will make records, policies, and rules available to faculty or provide the reason those items cannot be distributed. Each year, the Chair shall make the department annual “Health of the Department” report available to the faculty before the first department meeting after filing the annual report. The Chair shall make available the approved budget for the department to the faculty at the first possible department meeting after the budget is finalized by the college.

(5) The Chair shall demonstrate equity in all decisions made, regardless of rank of faculty involved, unless stipulated elsewhere in college/university policies, departmental bylaws, or the most current Collective Bargaining Agreement.

(6) The Chair shall actively mentor all faculty in teaching, research, and service. The Chair will meet with all new faculty within the first two months of the employee’s hire date. The Chair will be available to meet with any faculty within five business days unless the Chair is on leave. As per the most current CBA, the Chair, or their designee, may conduct classroom observations and will schedule these with all new faculty teaching a course, once every academic year, and with all other faculty as needed or requested.

(7) The Chair shall execute any other duties as listed in the bylaws and by the parliamentary authority adopted in these bylaws for the department. The Chair will create (as appropriate) implement Departmental rules and practices that are consistent with the CBA and operational rules and policies of the college and the university.

(8) The department Chair shall notify the department as soon as practicable after notifying the Dean, ideally by the end of the Fall semester in the year prior to seeking re-appointment that they intend to seek re-appointment. In the case of a department Chair re-appointment upon completion of their five-year term, the voting membership of the Department should have the opportunity to consult with the dean, individually or as a group, about whether to recommend the Chair for reappointment. If the Dean does not initiate this process, the faculty members can convene a special meeting to discuss

## Philosophy Department Bylaws, Presented January 2024 for consideration

the potential re-appointment of a Chair. A vote can be taken about whether to recommend the Chair for reappointment. The results of the vote will be communicated to the Dean.

(9) The individual, so appointed, shall continue to occupy the office until their successor is appointed and installed or until their resignation or removal. Upon the resignation, removal, or completion of the term of the Chair, the Steering Committee will make a recommendation to the Dean of CAH concerning a new appointment, with the understanding that the Dean is the Hiring official. The committee may recommend an external search or internal candidates. If a recommendation is made, it must receive the support of two-thirds of voting membership of the department in order for the Steering Committee to make the recommendation to the Dean.

(10) **Assistant or Associate Chair.** If the Chair considers it necessary, the Chair may appoint an Assistant or Associate Chair. The responsibilities of the Assistant or Associate Chair will be agreed to in writing with an MOU or similar document consistent with CAH requirements, policies, and procedures.

(11) **Acting Chair.** The Chair of the Department will designate an administrative officer or other faculty member to assume their place as Chair during times of absence due to travel, illness, or any off-campus obligations. The Assistant or Associate Chair will be Acting Chair in almost all cases of absence of the Chair; where that is not the case, the Chair or Assistant/Associate Chair or Dean will appoint an Acting Chair. Notification by e-mail of this designation should be made to all faculty and staff in advance according to college and university policies.

**In emergency cases** when the Chair is unable to designate an acting chair and the Assistant or Associate chair is not able to serve as Acting Chair, and the Acting Chair will need to serve in this role for an extended period of time, the voting membership of the department, with the support of a two-thirds majority, can recommend to the Dean a candidate to appoint as *de facto* Acting Chair who can serve as *de facto* Acting Chair, until an Acting Chair is appointed. Determination of the time commitment of a *de facto* or actual Acting Chair and any remuneration or course releases will be determined by the Dean of the College.

### Article 6 – University Service

(1) All full-time members of the department are expected to serve on departmental, college, and university-level committees during their career. The department Chair or designate will call for nominations for various committees or be named as a nominee to certain committees, when appropriate, over the course of the academic year. The level of one's service will be commensurate with their assignment of duties.

(a) All nominations for service on committees should be brought to voting members of the department for discussion and possible approval.

(2) **Undergraduate program directors.** There are three undergraduate program director positions. Directors are responsible for (1) the Humanities and Cultural Studies program, (2) the Philosophy program, and (3) the Religion and Cultural Studies program.

(a) Directors are appointed for a term of two years, renewable.

## Philosophy Department Bylaws, Presented January 2024 for consideration

- (b) Directors are elected every two years by the curriculum committees for approval by the department Chair. There are no term limits for the program directors, though it is recommended that this service position rotates among faculty.
  - (c) Directors will normally receive one course release per academic year to complete the necessary work of the position.
  - (d) Responsibilities of the undergraduate program director include the following:
    - (i) Chair curriculum committee meetings;
    - (ii) Prepare agendas for curriculum committee meetings;
    - (iii) Report to the department on the work of the curriculum committee;
    - (iv) Complete and review annual program assessment reports;
    - (v) Advise majors;
    - (vi) Approve substitutions for courses;
    - (vii) Review and approve audits for graduation;
    - (viii) Conduct new majors' orientation sessions;
    - (ix) Complete/submit curricular changes when needed;
    - (x) Correspond with Chair about program needs;
    - (xi) Recommend course offerings, if requested;
    - (xii) Attend college/university meetings related to programmatic development and needs when possible;
    - (xiii) Act as an ambassador and spokesperson for the program;
    - (xiv) Make course assignment recommendations to the department Chair;
    - (xv) Report program assessment and share results with other faculty teaching courses or advising students in the program.
  - (e) While all work should be completed in a timely manner, typically Program Directors should request annual program assessment data by the end of the Spring semester in order that work can be completed prior to the end of a faculty member's typical 9-month contract. This will facilitate entry of data into the assessment system in a timely fashion and by required due dates. Review of annual program assessments, if available, must be completed by the due dates specified by the College of Arts and Humanities DRC Chair.
  - (f) If a program director resigns or is removed and no other program director has been approved by the curriculum committee, the department Chair shall act as *de facto* program director. The Chair can appoint a *de facto* program director from among members of the curriculum committee in consultation with the faculty member. The *de facto* Program Director shall serve until another faculty member is nominated by the curriculum committee, accepts the nomination, and is approved by the Chair. The Curriculum committee shall seek to make a recommendation to the department for a new program director within one month of the vacancy.
- (3) **Graduate program director.** There is one graduate program director for the graduate certificate in cognitive science, and one program director for the graduate certificate in theoretical and applied ethics.

## Philosophy Department Bylaws, Presented January 2024 for consideration

- (a) Directors are appointed for a term of two-years, renewable.
- (b) Directors are appointed by the department Chair with the approval of voting members of the faculty. Director positions may be renewed indefinitely though it is recommended that this service position rotates among faculty. If the current program director notifies the chair of their intention to resign as Program Director, or if a qualified faculty member notifies the Chair and curriculum committee of the relevant program of a desire to serve as Program Director after a two-year term is completed by the current director, there shall be an election to determine by majority vote of the curriculum committee members who to recommend to the Chair be appointed as director.
- (c) Responsibilities of the graduate program director include the following:
  - (i) Recruitment of students to the program;
  - (ii) Program admissions (with advice, as needed, from other faculty teaching graduate courses in the program);
  - (iii) Advising students registered for or applying to the program;
  - (iv) Program assessment (planning and reporting results), and sharing results with other faculty teaching courses or advising students in the program;
  - (v) Attending UCF graduate program directors' meetings;
  - (vi) Curriculum changes as necessary (with advice from other faculty teaching courses or advising students in the graduate program);
  - (vii) Acting as ambassador and spokesperson for the program.

### Article 7 – Responsibilities of Faculty members Related to Students and Teaching

- (1) **Book orders.** All book orders must be submitted in compliance with university deadlines. If no books are required for a course, this too must be indicated in the textbook ordering system.
- (2) **Syllabi.** Faculty teaching any course are expected to upload a syllabus that meets university expectations and Policies to the appropriate systems (e.g., [Manager database](#), simple syllabus) no later than the university deadlines. At this time, faculty will also be expected to upload a description of the course.
- (3) **Office Hours.** Faculty members teaching a course are expected to hold one-hour per week of office hours for each course taught. Additional office hours may be held by appointment. If "by appointment" office hours are expected to take more than an hour per week, regularly scheduled office hours may be reduced by an hour. Normally, faculty will be expected to hold office hours in person or online, consistent with the modality of the course. Faculty are expected to make themselves available to students at designated times and in modalities that are clearly communicated to students. This policy may be superseded by any applicable college- or university-level office hour policy or regulation.
- (4) **Meeting and Student Engagement.** Each faculty member teaching a course is expected to hold class meetings in the modality as scheduled. Any temporary changes must be approved by the Chair. It is not permissible by university policy and practice for faculty to change the modality of courses without appropriate authorization of the Chair, Dean, or Provost, as applicable.

## Philosophy Department Bylaws, Presented January 2024 for consideration

- (a) In the event of illness or other emergencies where a faculty member cannot hold a class session as scheduled, the faculty member should inform the Chair as soon as possible, to coordinate informing students and any alternate arrangements that need to be made.
  - (b) Faculty are expected to respond to students in a timely manner and provide evaluative feedback in a timely manner throughout the semester. Expectations for typical times for such responses might be specified in the course syllabus.
  - (c) Faculty teaching face-to-face courses are required to observe the exam time as specified by University policy. For all other modalities, final examinations or other final assessments must occur during the final exam week, according to University policy 4-400.
- (5) **Program Reporting.** Faculty members may be required to report data to the relevant Program Director(s) for their completion of the annual program assessment. The measures, outcomes, and associated courses may change from year-to-year, so all faculty responsible for reporting data will be notified by the Program Director at the outset of the semester.
- (a) Faculty shall complete course assessments and submit course assessment data to the Program Director(s) as soon as possible to facilitate completion of the annual assessment by the deadline specified by the College of Arts and Humanities DRC Chair.
- (6) **Grades.** Grades must be reported on Webcourses and submitted to the university as scheduled at the end of each semester. In accordance with University policy 4-403, faculty members are encouraged to post at least one major course grade prior to the course withdrawal deadline.
- (7) **Student internship.** When a faculty member is teaching a large section of a course or, for example, if they plan to make substantial changes to a smaller course that require research, or if they intend to conduct research in the classroom for a scholarship of teaching and learning project, they may take on a student intern, which functions normally as a 3.0 credit hour course for the student. Much like a course, the faculty member will have to explain how the student will be assessed on the appropriate form to be signed and submitted by the student to CAH Student Advising. Requests must be completed before the add/drop date as determined by the university. In addition, student interns (undergraduate teaching assistants) are required to complete FERPA training and may be subject to other university or college requirements.
- (8) **Student research and independent studies.** Supervision of undergraduate or graduate research, sitting on undergraduate or graduate thesis committees, or directing independent studies are acts of invaluable service to our students. However, these activities are considered outside of regular teaching responsibilities and they are taken on as such. They are counted in annual evaluations in the Teaching section and evaluated in accordance with the department's AESP.
- (9) **Advising.** All formal student advising for the department is the responsibility of the department Chair and program directors. Summer faculty teaching assignments include service, which normally includes student advising and orientation. See (10), below.
- (10) **Student Orientation.** During the Fall and Spring semesters, all orientation sessions are the responsibility of the department Chair and program directors. In the summer, the department Chair and full-time faculty with supplemental summer appointments are required to lead student orientations in

## **Philosophy Department Bylaws, Presented January 2024 for consideration**

the term in which they are teaching, unless they are continuing other service obligations that preclude this service.

(a) The department recognizes that summer scheduling can be difficult for faculty for a variety of reasons. The department Chair will take this into consideration when scheduling summer orientation assignments. Faculty members may switch with or find someone to cover their orientation sessions, if needed for illness or for conference attendance or other emergent or contingent circumstances. It is normally expected that faculty will cover at least the number of orientations that they are assigned. If this is not possible, the faculty member must discuss alternative service responsibilities with the Chair.

(11) **Commencement Ceremonies.** The department recognizes that attendance at commencement is a meaningful demonstration of support for our students. The department Chair will make a reasonable effort to attend all CAH commencement ceremonies. The chair may designate another faculty member, in consultation with that faculty member, to attend in their place. The department Chair shall create a rotation where two full-time faculty must attend CAH commencement ceremonies as representatives of the department. Attending commencement ceremonies can count towards the service category of one's assignment. When needed, faculty members may switch with another which semester they are scheduled to attend. New faculty will be inserted early in the rotation.

(12) **Study Abroad.** All study abroad appointments are governed by the most current Collective Bargaining Agreement and university policies/regulations.

### **Article 8 – Mentorship**

(1) It is expected that all faculty will provide informal collegial support for other colleagues in teaching, research, service, and the related pursuit of promotion, and promotion and tenure (P&T). However, the department recognizes that formal processes of mentorship are important for the success of newer faculty.

(2) **Mentorship for Tenure-Earning Faculty.** Those joining the department in tenure-earning positions will be assigned a mentor, with tenure in their program when possible. The department Chair, in consultation with the Promotion and Tenure committee, considering issues of equity, research expertise, and other relevant experience, shall formally request senior members to act as mentors to junior colleagues. Ideally, no faculty member should mentor more than one junior faculty. The department Chair shall notify the junior faculty as soon as a senior faculty member has agreed to act as a mentor.

(a) Mentors should plan to meet with their mentees/proteges at the beginning of the academic year to discuss strategies and goals for the year. Mentors should regularly meet with mentees/proteges to discuss Cumulative Progress Evaluations (CPEs) and other matters related to the achievement of tenure.

(3) **Mentorship for Tenured Faculty.** Associate Professors who intend to apply for promotion to full professor will be provided a mentor unless they do not wish to be assigned one from among professors in the department or an attempt will be made in special circumstances by the Chair to provide

## **Philosophy Department Bylaws, Presented January 2024 for consideration**

mentorship from a faculty member in a related discipline. Inform the Chair regarding your preference for mentorship. Requirements for CPEs for associate professors are addressed in the CBA and/or university policy or regulation.

- (a) Mentors should plan to meet with their mentees at the beginning of the academic year to discuss strategies and goals for the year. Mentors should regularly meet with mentees to discuss Annual Reports, Post-Tenure Review, and other matters related to the achievement of promotion.

**(4) Mentorship for non-visiting Lecturers and Instructors.** It is the Chair's responsibility to find mentors for non-visiting lecturers and non-visiting instructors. If there is an insufficient number of faculty in the department to provide mentorship to non-visiting lecturers and instructors, the department Chair shall seek out qualified mentors outside of the department.

- (a) Mentors will meet with mentees at least once a year to discuss and review promotion-related materials.
- (b) Non-visiting lecturers and instructors shall receive mentorship until they receive promotion to the rank of Associate Lecturer/Instructor, or normally for up to six years. For those preparing to apply for promotion to Senior Lecturer/Instructor, a mentor will be provided upon request.

**(5) Mentorship for Visiting Lecturers/Instructors/Assistant/Associate Professors.** The department recognizes that visiting lines are temporary and that in addition to doing the work required of their positions, visiting faculty may need to seek permanent employment. Visiting faculty are encouraged to request support from the department Chair and other senior faculty members in matters such as crafting a curriculum vitae, writing a cover letter, preparing a teaching dossier, advice on interviews, among other things.

### **Article 9 – Scheduling of Courses**

- (1) As noted above in Article 4, it is the responsibility of the Chair or Chair's designee to schedule courses based on student demand, program needs, and budget and as specified in university policy, regulation, and the CBA. Only the chair, dean, or provost is authorized to cancel class sessions.
- (2) In September of the preceding academic year, the department Chair will communicate to program directors the expected number of courses to be taught in their programs. Curriculum committees shall meet before course preference forms are due to the department Chair to discuss the needs of the program. The program directors shall provide recommendations to the Chair regarding faculty who should teach courses in the program.
- (3) With the knowledge that many factors may affect the assignment of courses (e.g., course releases, scheduling conflicts, etc.), in October, the department Chair or designate will request course preferences from all full-time faculty expected to be teaching in the next academic year. Course preferences should indicate course number, course name, modality, and class size, by semester. Faculty should also indicate what times and days they prefer to teach. The department Chair will do their best to accommodate these requests, consistent with department needs, student demand, and other

## **Philosophy Department Bylaws, Presented January 2024 for consideration**

relevant considerations. Course preferences must be communicated to the department Chair by the specified deadline, which is commonly October 31 for the next academic year.

(4) In cases where more than one qualified full-time faculty member desires to teach a course, a rotation shall be established. Faculty members must express their desire to be placed in a rotation for a course. It is recommended that course rotations are a matter of discussion for curriculum committees, which will then be communicated to the department Chair.

### **Article 10 – Employment Agreements**

(1) Employment agreements are routed through Workday and Docusign. Faculty who are under contract at the time the employment agreements are issued are expected to sign and return them within a reasonable time frame. Faculty who are not on contract when the employment agreements are issued are not required to sign the employment agreement until they recommence work at the university.

(2) The content of employment agreements is outlined in the most current Collective Bargaining Agreement.

### **Article 11 – Annual Assignment of Duties**

(1) In accordance with the most current Collective Bargaining Agreement, all assignment of effort in teaching, research/creative activities, services, and other assignments must be communicated in writing at the beginning of the year, six weeks in advance of the start of the semester if possible. No assignment should be imposed arbitrarily or unreasonably and should provide equitable opportunity to meet criteria for promotion, tenure, merit salary increases, and other achievements. Resolution of disputes regarding annual assignment of duties is laid out in the Collective Bargaining Agreement. The percentage in each category agreed upon in the annual assignment of duties is an important factor in calculating one's annual evaluation.

(2) With the recognition that it is difficult to place a percentage weight on any activity whether it be teaching, research or service, the only common practice has been to establish a percentage weight range for the assignment of teaching a course. While negotiable, the following standards are generally accepted in the Department of Philosophy.

(a) An undergraduate course with less than 150 student capacity, with relatively the same number of students and same modality as taught in the past, usually counts as ten percent of one's overall assignment of duties (i.e., twenty percent for a single semester).

(b) A course that one has not taught before, or a course that is being taught in a new modality, or a course in which an instructor has made substantial revisions, or a course with a substantially different student capacity (less than 150) may count for as much as twelve-and-one-half percent of one's annual assignment of duties (that is, twenty-five percent for a single semester).



## **Philosophy Department Bylaws, Presented January 2024 for consideration**

- (c) TA course that has a student capacity that exceeds 150 may and will usually count the same as two courses. If the course has been taught in the past in the same modality, it may count for twenty percent of one's annual assignment of duties (i.e., forty percent in a single semester). If the instructor is teaching the course for the first time, or they have made substantial changes, or they are teaching in a different modality, the course may count for up to as much as twenty-five percent of one's annual assignment of duties (i.e., fifty percent of a single semester).
- (3) Unless one is on a reduced assignment, all fall and spring assignments of duties must add up to one hundred percent (i.e., 1.0).

### **Article 12 – Annual Evaluations, Faculty Annual Reports, and Sustained Performance Evaluations**

- (1) The annual evaluation standards and procedures (AESPs) provide the criteria for assessment in teaching, research, and service of all full-time faculty in the department. Annual evaluations are conducted by the department Chair in compliance with the AESPs constructed by members of the department and approved by the university. The creation of AESPs is governed by the Collective Bargaining Agreement. The department's current AESP can be found at [Faculty Excellence](#).
  - (a) All full-time faculty shall submit a document, along with their faculty annual report (FAR), detailing their accomplishments in accordance with the existing department AESP criteria. The department Chair will provide a checklist/form to facilitate this reporting document.
- (2) Annual Reports are due in accordance with university policy, regulation, and/or CBA, Departmental AESPs, and published deadline(s). The departmental FAR document shall be available and accessible electronically. Any changes to the departmental FAR document should be announced as early as practicable, ideally before the beginning of the year to be evaluated.
- (3) All completed evaluations will be returned by the department Chair to full-time faculty by the start of the following Fall semester. Faculty will have the opportunity to review, discuss, respond, and sign those evaluations as outlined in the most current Collective Bargaining Agreement. Faculty who are off contract with no supplemental summer appointment shall not be required to review, respond, discuss, or sign evaluation documents until the recommencement of their contract.
- (4) Evaluation of Adjunct Faculty. In accordance with guidelines provided by Faculty Excellence (regulation 3.010).
  - (a) Evaluators shall consider, where appropriate, information from the following sources: the faculty member, students, peers, other UCF officials who contribute to the supervision of the faculty member, and individuals to whom the faculty member may be responsible in the course of their assignment. Evaluations must be conducted in each unit where an adjunct faculty member is employed.
  - (b) Adjunct faculty shall be notified when evaluations are complete and become available for review and discussion. Adjunct faculty members may write a response to the evaluation. A good faith effort should be made to obtain the faculty member's signature on the evaluation as

## **Philosophy Department Bylaws, Presented January 2024 for consideration**

an acknowledgment of receipt; however, in cases where this is not possible, a comment indicating inability to obtain a signature should be placed on the evaluation.

(c) If an adjunct faculty member has a performance deficiency, the following remedial courses of action are recommended:

- (i) instruction or counseling by the supervisor;
- (ii) providing personal assistance with the preparation of syllabi, exams, assignments, etc.;
- (iii) requiring the adjunct faculty member to attend workshops or other applicable training sessions conducted by the Faculty Center for Teaching and Learning; and
- (iv) non-renewal of agreements. Compliance with the above procedures will be monitored as part of the university's internal auditing process.

### **Article 13 – Faculty Activity System (FAS) reporting**

(1) All full-time faculty are required to report activities to university officials for state reporting. These reports are due periodically throughout the year. Faculty must verify that information reported is correct by the specified deadline.

### **Article 14 – Cumulative Progress Evaluations**

(1) See the relevant university policy/regulation (Article 10.2 of the CBA and UCF Regulation 3.010) for information on CPEs. Note that CPEs are different from the annual evaluations in that they are focused upon the progress toward tenure and/or promotion for tenured faculty. Information about CPEs is maintained by [Faculty Excellence](#).

### **Article 15 – Promotion and Tenure and Post-Tenure Review**

(1) Promotion and tenure procedures are governed by University regulations and the most current Collective Bargaining Agreement.

(2) Tenure and promotion criteria specific to the college may be found at the [Faculty Excellence](#) website.

(3) Tenure and promotion criteria specific to the department for both tenure/tenure-earning and instructor/lecturer are available on the [Faculty Excellence](#) website.

(4) The process of reviewing Departmental tenure and promotion criteria, and requirements for review, is governed by UCF policy. At any time prior to required review, the department Chair or a majority of full-time faculty members may call for a review of the criteria. The review process shall take no longer than 12-months to complete.

(5) The dates regarding promotion and tenure and promotion processes are published at the [Faculty Excellence](#) site. The department Chair shall ensure that all eligible faculty are notified by e-mail as soon as possible of any changes in crucial dates in the tenure and promotion process.

## **Philosophy Department Bylaws, Presented January 2024 for consideration**

(6) Post-Tenure review will be conducted for each tenured faculty member every five years, as per university policy. The policy and procedures are available from [Faculty Excellence](#).

### **Article 16 – Leaves**

(1) All types of leaves, including parental leave, are governed by the most current Collective Bargaining Agreement. Note that Nine-month faculty do not accrue annual leave.

(2) **Sick Leave.** See the CBA and relevant university policy/regulation regarding the use and reporting of sick leave. When reporting sick leave, faculty members must inform the department Chair or designate of their leave request, in advance of the leave or as soon as practicable. Sick time should also be requested through Workday, when practicable. Upon return to duties, the faculty member is required to complete the leave in Workday if it was not done in advance.

### **Article 17 – Sabbaticals and Professional Development Leaves**

(1) Article 22 of the most current Collective Bargaining Agreement establishes procedures and criteria for sabbaticals for tenured faculty and professional development program for non-tenure earning faculty.

### **Article 18 – Travel Reimbursement**

(1) The department recognizes that excellence in research, teaching and service will require travel. Each full-time faculty member of the department is allotted a certain amount of department funds for approved travel over the course of the academic year. Whenever possible, faculty members who exceed their travel allotment will be reimbursed if any funds remain at the end of the fiscal year.

(a) Starting travel funds may be a negotiable aspect of one's initial contract and, therefore, travel funds may vary from one faculty member to the next. Unless otherwise specified in a contract or MOU or similar agreement, the department will make a standard amount available to each faculty member to cover travel expenses. At the outset of any academic year, the department Chair may announce to full-time faculty that additional travel funds are available or any budget cuts or travel freezes affecting travel funds. The amount of those additional funds shall be proportionally the same for all full-time faculty.

(i) Any travel award, such as the Travel Award for Recognition of Faculty Excellence (TARFE), shall be applied to the travel fund of the recipient of such award, as needed for further approved travel, in addition to the amount guaranteed to them at the outset of the academic year (as determined by their initial contract and any other equitably distributed allotment as described in the clause above). TARFE reimbursement funds to the department for the faculty member may be reduced by the Chair commensurate with cost to the department in a case in which approval of travel costs (spend authorization) exceeds the faculty member's actual travel allotment.

## Philosophy Department Bylaws, Presented January 2024 for consideration

(ii) External grants used for travel will not be considered in the determination of equitable distribution of funds.

(b) Travel authorization and reimbursement are handled through Workday and subject to procedures and limitations as specified in that system and consistent with (1)(a) above.

(c) Any unused travel funds at the end of the fiscal year will be used by the department for other expenses.

### (2) **Process.**

(a) If the faculty member expects to receive **reimbursement** for their travel, they must first receive approval by contacting the chair. Once reimbursement is approved and the Spend Authorization has been generated, faculty members may begin booking transportation, hotels, and paying for conference registration, among other things. When possible and depending on the time of the work, some purchases may be made by the department directly.

(b) Upon completion of the work, documentation and receipts must be processed in Workday. Faculty should note if any meals were covered by the event organizers or associated bodies. Note that per diem rates are set by the state. Faculty may want to consult the [UCF travel guide](#) for more information.

(c) After travel is completed, the faculty member is strongly encouraged to apply for a university travel award for which they are eligible, such as the TARFE. Faculty members should discuss with the Chair travel funding and applying for such awards. (3) Travel funds do not roll over. Funds must be used by the end of the fiscal year (that is, not the academic year or calendar year).

## **Article 19 – Transferred Funds for Faculty Work**

(1) When faculty conduct work at the university and receive funds for the completion of that work, receives overhead returns from grants, and/or receives funds for other work not designated for a course release, the transferred funds shall be held for the faculty by the department in the appropriately designated and tracked account.

(a) Funds transferred for the purpose of the reimbursement for travel shall be considered in addition to the amount guaranteed to them at the outset of the academic year (as determined by their initial contract and any other equitably distributed allotment as described in Article 18(1)(a). Unneeded travel funds will be distributed equitably as described in article 18(1)(b).

(b) Funds transferred without any use restriction may be used as reimbursement for approved work-related expenses, including travel if the faculty member so desires. Faculty members who receive such funds shall make a request to the department Chair in writing regarding the purpose of the use of funds. If the funds remain, at the end of the fiscal year, the faculty member who completed the work for the funds will be notified by the Chair or designate prior to their use for other departmental needs.

## Philosophy Department Bylaws, Presented January 2024 for consideration

### Article 20 – Supplemental Summer Appointments

- (1) Supplemental summer teaching appointments are subject to the most current Collective Bargaining Agreement and University policies.
- (2) **Eligibility.** All full-time faculty members are eligible for summer teaching, as are those on the Transition-to-Retirement program.
- (3) **Minimum Enrollment.** Summer contracts will be written contingent on a minimum enrollment in the class. The class and contract will be cancelled if this minimum is not met prior to the start of the class. The minimums are set by the Dean’s Office. Any instructor who has a course cancelled due to low enrollment will be offered a replacement course when possible.
- (4) **Procedure.** At the outset of the Spring semester or as soon as practical thereafter, or consistent with University requirements for summer scheduling, the department Chair or designate will request summer teaching preferences from all faculty. Faculty will be asked to provide preference(s) for course(s), modalities, and academic terms by the first week of February. This information is meant to facilitate prompt assignment of summer appointments and will not impact any summer appointment offers made to faculty (i.e., the procedure listed below, and budgetary approval will determine initial offers for summer appointments). Determination of courses offered in the summer term is based on student need, department/unit budget, and faculty available to teach in summer term(s).
  - (a) 1st Round: Courses are offered to full-time faculty according to rank and seniority in rank, senior to junior. In order of rank, offers are made to full professors, then associate professors, then assistant professors, senior lecturers/instructors, associate lecturers/instructors, lecturers/instructors, and visiting lecturers/instructors.
  - (b) 2nd Round: Courses are offered to full-time faculty starting with lowest rank and least seniority, junior to senior.
  - (c) Additional rounds: The first and second rounds will repeat until all assignments are made. If supplemental assignments remain after all rounds are completed, the assignments will be filled by adjunct faculty members.

In the event that budgetary restrictions prevent offers through the completion of round 1, listed above, the next year offers for round 1 will begin where offers during round 1 were forced to end, and then continue with senior faculty before proceeding to round 2.
- (5) A numbered list of rank and seniority for the purposes of making offers for summer appointments will be made available to the department in January each year. Any leaves, such as sabbatical or parental leave during Spring or Fall semesters, will not impact one’s seniority status or eligibility for Summer term appointments.

### Article 21 – New Faculty Departmental Orientation

- (1) The department Chair will direct all incoming full-time faculty toward these bylaws, the most current Collective Bargaining Agreement, department AESP criteria, relevant program assessment

## **Philosophy Department Bylaws, Presented January 2024 for consideration**

measures and outcomes and will provide information on university policies regarding syllabi in the first ten days of their employment.

(3) Incoming faculty are not subject to any deadlines set and occurring prior to the commencement of their employment.

### **Article 22 – One-Year Appointments**

(1) The procedure for a One Year Appointment is governed by policies provided by the Office of Institutional Equity.

(2) In accordance with the Office of Institutional Equity Search and Screening Guidelines, no search is required for a one-year, nonrenewable appointment.

(3) The department Chair shall first consider eligible and qualified adjunct faculty for one-year appointments.

(4) The department Chair shall request suggestions from faculty for the hire of a one-year appointment.

(5) The department Chair shall distribute the curriculum vitae of any potential hire for a one-year appointment to faculty, when time permits.

(6) The department Chair shall meet with the top candidate for a one-year appointment in person, on the phone or through video conference to discuss teaching strategies and expectations with the candidate, when time permits.

(7) Candidates should have a terminal degree in a related discipline and one-year of teaching experience, when possible.

### **Article 23 – Revision of Bylaws**

(1) These bylaws may be amended, altered, or rescinded by the Faculty upon the approval of two-thirds (2/3) present at any meeting of the Department where a quorum is present.

### **Article 24 – Effective Date**

(1) These bylaws shall be effective upon the approval of the voting membership of the department, the Chair, the Dean, and following a review by Faculty Excellence.