"Bylaws of the Hospitality Services Department"

Rosen College of Hospitality Management, University of Central Florida

Preamble: These bylaws are established to provide guidelines and procedures for faculty members of the Department of Hospitality Services (HS Department, hereinafter) in the Rosen College of Hospitality Management at the University of Central Florida as a broad guideline in governing the departmental business and related decision-making procedures. The ultimate goal of these by-laws is to support the college and the university. As such, the HS Department's by-laws are subordinate to the By-Laws of the college and those of the university.

Article I: Mission Statement
The Hospitality Services department at the Rosen College of Hospitality Management, University of Central Florida, is dedicated to nurturing and educating future generations of global hospitality, tourism, and senior living leaders through comprehensive and innovative academic programs, knowledge creation through research, and dynamic worldwide industry and community partnerships.

Article II: Faculty Membership

1. **Membership**: Membership shall comprise all faculty members of the Department, irrespective of their rank, tenure status, or progress toward tenure.
    1. **Voting Members**:
        a. Eligible Members: All individuals in the Hospitality Services Department holding the regular academic ranks of instructor/lecturer, associate instructor/lecturer, senior instructor/lecturer, assistant professor, associate professor, or professor holding at least a 0.50 Full-Time Equivalent (FTE) appointment for an academic or calendar year), constitute the Department Assembly.
        b. Matters voted on by the Department Faculty Assembly, unless explicitly exempted (see Article II, Section 2 for non-voting members) in the bylaws, shall be interpreted as departmental decisions forwarded to the Dean.
    2. **Non-voting Members**:
        a. **Participation and Speaking Privileges**: Non-voting members are welcome to attend departmental meetings and can have an active participation including access to meeting agendas and minutes. This category encompasses the following individuals:
            - Emeritus faculty
            - Faculty members with 0.5 FTE appointment
            - Faculty members with less than a 9-month appointment
            - Courtesy faculty members
            - Adjunct faculty members

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- Visiting faculty members not on UCF payroll
- Staff members undertaking the role of taking meeting minutes.

Article III: Department Organization

1. **Primary Academic Units**: Departments are the primary academic units within the college. As such, the head of a department is a Department Chair. The Department Chair reports directly to the Dean and the relevant Associate Dean(s) of the Rosen College of Hospitality Management. If an entity, such as a committee or a special task force, is organized at the department level, its head reports to the Department Chair.
2. **Chief Administrator**: The Department Chair is the chief administrator of the department.
3. The selection of the Department Chair: Chairs are typically selected through a search process. Faculty can have input through the typical mechanisms in a search. The final selection of the Department Chair is made by the Dean based on the feedback from the department voting members. The selection must be done through reasonably transparent procedures, as outlined in the Faculty Senate resolution 2015-16-3.
4. Interim Department Chair Appointment: Should there be an interim department chair appointment, the dean should seek and consider departmental faculty members' feedback.
5. **Role of the Department Chair**: The Department Chair, in consultation with the faculty, shall be responsible for:
   a) Representing the department as the spokesperson to the College, University, and other relevant organizations and/or stakeholders when necessary.
   b) Articulating the strategic plans guiding the long-term development of the unit, with special attention paid to staffing plans and faculty development strategies.
   c) Planning course offerings, schedules, and teaching assignments
   d) Collaborating with the dean for recruiting faculty necessary to implement the programs of the Department in accordance with the UCF Faculty Hiring Guide
   e) Mentoring and supporting junior faculty members
   f) Guiding the process of curriculum development by the faculty in the Department
   g) Conducting annual evaluations of all faculty members in the academic unit, discussing faculty career development plans, and making recommendations for promotion and tenure of faculty in accordance with the collective bargaining agreement and university regulations
   h) Developing budgets and equipment and physical facilities plans for the Department.
   i) Carrying out other duties as requested by the Department faculty or assigned by the Dean.

Article IV: Quorum and Voting

1. **Quorum for Voting**: Voting on any matter necessitates the presence of a quorum.

2. **Constituting a Quorum**: A quorum is established when fifty percent plus one member of the Department is present. A head count will be conducted at the beginning of each meeting to ascertain the presence of an adequate number of voting members, either in person, virtual or by proxy.

3. **Discussion without Quorum**: Matters of information can be discussed without requiring a quorum.

4. **Voting**: If voting is to take place at a meeting, it shall be mentioned on the agenda. The agenda shall be distributed to all voting members at least by 5pm Eastern Time on the day before the scheduled meeting.

5. **Proxy Voting**: A voting member unable to attend a meeting may vote by assigning a proxy, which must be delivered to the staff member assigned to take meeting minutes before or during the head count. Voting by proxy is discouraged and should only be used as a last resort by a voting member who cannot attend a meeting.

6. **Chair's Ineligibility for Holding Proxies**: The Department Chair is ineligible to hold proxies.

7. **Counting Proxy Votes**: A voting member assigning a proxy (Verbal consent) will count towards a quorum and will be noted as having voted by proxy at the meeting. A voting member can request a quorum call before voting if it becomes apparent that several voting members have left the meeting, and a quorum is no longer present.

8. **Online Voting in the Absence of Quorum**: If a meeting fails to achieve a quorum, a vote cannot commence during the meeting. However, a vote may take place after the meeting concludes through an online survey platform (e.g., Qualtrics), but not via email voting. This online vote must include all eligible voting members and be announced through an email to all eligible voting members. All online voting systems must be configured to ensure the anonymity of votes. An online vote through an online survey platform will be deemed successful when the designated voting period of a minimum of 48 hours and a maximum of 96 hours has elapsed and at least a quorum of voting members responds to the poll.

9. **Invalidation of Vote**: If fewer than a quorum of voting members respond to the online poll within 96 hours of distribution of the poll, the vote will be deemed invalid, and revoting should be initiated if desired.

10. **Exemption for Faculty on Leave**: Voting members on Sick leave or Sabbatical Leave are excused from department meetings and will not be counted toward the total number of voting members required for a quorum. However, if such voting members who are on Sabbatical leave choose to participate, they retain the right to vote, and their participation will contribute to the total number of faculty considered for a quorum. Allow faculty on sabbatical to participate remotely in departmental meetings should they desire to stay engaged in departmental discussions and votes.

11. **Voting Methods**: The faculty will typically vote by a show of hands. A secret ballot must be employed upon the request of any member of the assembly. A simple majority of all voting members is necessary to pass a motion. In the case of a secret ballot, the college secretariat will oversee the vote-counting process, and they may establish a committee to verify the vote. In case of electronic voting using platforms such as Qualtrics, the department Chair will administer the anonymous ballot.

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Article V: Meeting Frequency, Agenda & Record Keeping

1. **Regular Department Meetings**: The Department must convene at least once per spring/fall semester during the regular academic year, as scheduled by the Chair. It can be an in-person or a virtual meeting.
2. **Faculty-Initiated Meetings**: A meeting initiated by the faculty can be called upon the written request of 20% of departmental faculty members. Notification of a special meeting, along with a clear statement of its purpose, shall be conveyed to all departmental faculty members and the Chair preferably at least seven days before the meeting.
3. **Meeting Schedule Announcement**: The schedule of these meetings will be communicated at the beginning of each semester through electronic mail to the Department.
4. **Meeting Agendas**: Each meeting will have a designated agenda that includes announcements, follow-up on ongoing business, action items, and other topics of interest suggested by faculty. The agenda must be distributed via email at least by 5 pm ET a day before the scheduled meeting.
5. Faculty members wishing to add items to the agenda can do so with the consent of the majority of the faculty members and chair prior to or during the scheduled meeting
6. **Meeting Conduct**: Meetings will be conducted in an organized manner, with the chair of the meeting recognizing speakers in the order they request to speak.
7. **Meeting Minutes**: Minutes will be recorded at all formal department meetings, either by the chair or a designated representative.
8. **Recording Minutes**: Drafts of meeting minutes will be stored in a college and departmental shared drive folder within five days following the department meeting. The minutes can be approved electronically or at the subsequent departmental meeting through a faculty vote.
9. **Adherence to the UCF Code of Conduct**: Meetings will abide by the UCF Employee Code of Conduct. Regardless of position or background, we treat each member with honesty, integrity, respect, accountability, and professionalism. We are committed to creating an environment where all members can feel respected, included, and able to contribute fully. We do not tolerate harassment, mistreatment, belittling, harming, or taking advantage of others. Individuals that violate the above rule may be asked by the chair of the meeting to leave the meeting and may be subject to disciplinary actions per CBA Article 16.

Article VI: Amendments

1. Any faculty member can propose amendments to these bylaws. Approval requires a two-thirds majority of all voting members present or present by proxy, ensuring alignment with the overarching college bylaws (See Part VII of Rosen College of Hospitality Bylaws).

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2. These bylaws will not override CBA, RCHM, or University policies. If the Chair of the Department becomes aware that any part of these bylaws is not in compliance with or contradicts the CBA, College, or University Policies, an ad hoc department committee will convene to revise the bylaws to bring them into compliance. The department will vote to approve the revisions by secret ballot, requiring a two-thirds majority vote from the voting members of the Department.