

Bylaws of the Tourism, Events, Entertainment, & Attractions 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 Tourism, Events, Entertainment, & Attractions (hereafter referred to as the Department) in the Rosen College of Hospitality Management at the University of Central Florida, to understand and fulfill their roles and responsibilities in supporting the university, college, and department's mission.

Article I: Mission Statement

The Department is dedicated to be a leader in education, research and service in the broad field of tourism, events, entertainment, and attractions.

- **Education:** cultivate an inclusive learning environment that empowers students in career preparation for industry leadership. We aim to provide students with the knowledge, skills, ethical values, and social responsibility essential for success in the fast-developing hospitality and tourism industry.
- **Research:** We advance the field through innovative research activities, projects, interdisciplinary collaborations, and publications that address current challenges and emerging trends.
- **Service:** We actively contribute to industry collaborations and academic and professional associations and use our expertise and experience to support industry development. The engagement with the industry at different levels reinforces the department as a hub of industry-driven knowledge and expertise.

Article II: Faculty Membership

1. **Membership Composition:** Membership shall comprise all faculty members of the Department, irrespective of their rank, tenure status, or progress toward tenure. Matters voted on by the Department Faculty Assembly, unless explicitly exempted (see Article II, Section 3 for non-voting members) in the bylaws, shall be interpreted as departmental decisions forwarded to the Dean.

1. **Voting Members:**

1. **Eligible Members:** All individuals in the Department holding the 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.

2. **Non-voting Members:**

1. **Participation and Speaking Privileges:** Non-voting members are permitted to attend departmental meetings and possess speaking privileges and can have access to meeting agendas and minutes. This category encompasses the following individuals:
 - Emeritus faculty

- Faculty members with a less than 0.5 FTE appointment
- Faculty members with a less than a 9-Month appointment
- Courtesy faculty members
- Adjunct faculty members
- Visiting faculty members not on UCF payroll or holding a less than 0.5 FTE appointment
- 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. The head of a department is a Department Chair. The Department Chair reports directly to the Dean of the Rosen College of Hospitality Management. If an entity 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. **Role of the Department Chair:** The Department Chair, in consultation with the faculty, shall be responsible for:
 - a) Articulating the strategic plans guiding the long-term development of the unit, with special attention paid to staffing plans and faculty development strategies
 - b) Planning course offerings, schedules, and teaching assignments
 - c) Recruiting faculty necessary to implement the programs of the Department in accordance with the UCF Faculty Hiring Guide
 - d) Guiding the process of curriculum development by the faculty in the Department
 - e) Representing the Department to administrators and staff of the College and UCF
 - f) 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
 - g) Developing budgets, and equipment and physical facilities plans for the Department
 - h) 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 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 in the agenda. The agenda shall be distributed to all voting members by 5pm Eastern Time on the day prior to 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 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 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.
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 choose to participate, they retain the right to vote and their participation will contribute to the total number of faculty considered for a quorum.
11. Allow faculty on sabbatical or medical leave to participate remotely in departmental meetings should they desire to stay engaged in departmental discussions and votes.
12. **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.

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.
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 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.
5. **Meeting Notice and Agenda:** Written notice and a tentative agenda shall be provided to all faculty members by 5pm Eastern Time on the day prior to the scheduled meeting. Faculty members wishing to add items to the agenda must do so at least 48 hours prior to 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 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 IV: Evaluations

1. **Department Chair Evaluation:** The Department Chair will undergo evaluations every five years by the unit faculty and annually by the Dean. In the fifth-year evaluations conducted by the Dean, feedback from the unit's full-time faculty will be taken into consideration. Faculty surveys and other sources of faculty feedback requested by the Dean must be submitted before the end of the spring semester.
2. **Faculty Evaluation:** Each faculty member will undergo an annual evaluation conducted by the Department Chair. In addition, a committee consisting of all tenured faculty members will provide an annual developmental evaluation to tenure-earning faculty and make recommendations concerning the promotion and tenure of unit faculty, following prescribed UCF policies and procedures.

Article V: 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).

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, a 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.