

BYLAWS

Approved by the Faculty on April 5, 2019

Rosen College of Hospitality Management
University of Central Florida

Preamble

The fundamental premise of this document is that a relationship of mutual respect and trust should exist among faculty serving as college administrators and faculty whose activities are focused primarily on teaching, research, and service. Therefore, faculty governance should be collegial and reflect diverse points of view. At the same time, the governance process should be efficient and aim to achieve broad faculty participation in a manner consistent with the other responsibilities of the faculty and the mission of the college and university.

The college administration shall oversee and allocate human, financial, and material resources of the college among the various departments and allied units comprising the college. The college administration is responsible for helping the university attain its mission and strategic plan. Throughout their interactions with the university central administration, college administrators will seek to advance the interests of the college's many stakeholders including faculty, staff, students, and industry partners. In the spirit of collegiality, the faculty of the college reserve the prerogative to comment upon, request clarification of, or suggest modifications and alternatives to any administrative action taken by the college.

PART I FUNCTIONS

The faculty of the Rosen College of Hospitality Management (RCHM), through the Faculty Assembly, shall participate in the governance of the college consistent with the bylaws and regulations of UCF and the UCF Faculty Senate.

Consistent with the bylaws and regulations above, the faculty of the college review and make recommendations to the dean on the academic affairs of the college.

These are defined to include:

1. requirements for entrance and graduation
2. degrees to be conferred
3. curricula and programs of the college
4. recommendations of students who are to be granted degrees
5. and other issues pertinent to faculty and students of the college

PART II FACULTY ASSEMBLY MEMBERSHIP

Membership shall consist of all full time faculty of the college regardless of rank, tenure, or tenure-earning status. Faculty Assembly votes on all matters, unless specifically exempted (see section 2 for non-voting members) in the Bylaws, shall be interpreted as recommendations to the dean.

Section 1. Voting members

All faculty members in the RCHM holding the rank of instructor/lecturer, associate instructor/lecturer, senior instructor/lecturer, assistant professor, associate professor, or professor who have at least a .50 FTE appointment for an academic or calendar year constitute the Faculty Assembly.

Section 2. Non-voting members

Non-voting members are entitled to attend meetings of the Faculty Assembly and to have speaking privileges. These individuals include the following:

- A. Emeritus faculty
- B. Faculty members with less than .5 appointment
- C. Faculty members holding less than a 9 month appointment
 - a. Courtesy faculty members
 - b. Adjunct faculty members
 - c. Visiting faculty members

PART III COLLEGE ORGANIZATION

The RCHM is headed by a dean. If an entity exists or is formed at the college level, the head reports to the dean.

By vote of the Faculty Assembly, the faculty shall review and make recommendations concerning the establishment or elimination of academic units or centers, bureaus, institutes, or other college entities that directly affect academic affairs in accordance with UCF Regulation - 2.035 Institutes and Centers. The Faculty Assembly may vote to recommend the establishment or elimination of units that are not directly related to academic affairs.

Office of the Dean

The dean is the chief executive officer of the college and is responsible for the leadership and management of the overall organization and operation of the college. The dean represents the college to the university administration, local, regional, national, and international business organizations and to appropriate professional groups such as accrediting agencies.

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The dean has direct responsibility for supervision of associate deans, assistant deans, department chairs, and directors unless the responsibility is specifically delegated by the dean to others. The dean also has responsibility for the overall financial management of the college including acquiring financial resources from both public and private sources.

The dean *or dean's designee* shall determine the specific duties of administrative personnel assigned to the dean's office. *Associate deans, assistant deans, directors, and department chairs serve at the pleasure of the dean.*

Academic Units

The academic units of the RCHM are the Department of Food service and Lodging Management, the Department of Tourism, Events, and Attractions, and the Department of Hospitality Services.

The dean shall appoint academic unit heads after soliciting recommendations from all members of the academic unit.

Academic unit heads, in consultation with their faculty, shall be responsible for:

1. Articulating the strategic plans guiding the long-term development of their unit, with special attention paid to staffing plans and faculty development strategies
2. Planning course offerings, schedules, and teaching assignments
3. Recruiting faculty necessary to implement the programs of the unit on all UCF campuses in accordance with the UCF Faculty Hiring Guide
4. Guiding the process of curriculum development by the faculty in the unit
5. Representing the unit to other administrators, staff, and members of the business community
6. 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
7. Developing budgets, and equipment and physical facilities plans for the academic unit
8. Carrying out other duties as may be requested by the unit faculty or assigned by the dean.

PART IV FACULTY ASSEMBLY MEETINGS

Officers of the Faculty Assembly

The Faculty Assembly shall elect its officers in the first meeting of the academic year. Terms of service will be for two years

Chair

The Faculty Assembly will elect a chair from and of the Faculty Assembly at the beginning of the academic year to preside at Faculty Assembly meetings. Term of service is two years.

Vice-chair/Secretary

The Faculty Assembly shall elect a Vice-Chair/Secretary at the first faculty meeting of each academic year. An administrative assistant will assist the Vice-chair/Secretary with record keeping. The Vice-chair/secretary will preside at Faculty Assembly meetings in the absence of the chair. Term of service is two academic years.

Parliamentarian

The Faculty Assembly shall elect a Parliamentarian and an alternate at the first faculty meeting of each academic year. Term of service is one academic year. It is the Parliamentarian's responsibility to assure that the current edition of Roberts' Rules of Order govern the meetings of the Faculty Assembly. Should there be a discrepancy between Robert's Rules of Orders and the faculty assembly Bylaws or with the Bylaws or regulations of UCF, the university rules will prevail.

Regular meetings of the Faculty Assembly must be held at least once a semester during the regular academic year as arranged by the Chair. The schedule of meetings will be announced at the beginning of each semester. These will be announced via electronic mail to the faculty assembly. Written notice and a tentative agenda shall be sent to each member of the faculty at least one week in advance of the date of a regular meeting. Faculty wishing to include items on the agenda must do so within three business days of the notice. A formal agenda will be provided to all faculty members at least two business days in advance of all meetings. Reports and documents related to items scheduled for votes must be circulated electronically and/or via hard copy to all Faculty Assembly members two business days prior to the meeting.

Special meetings may be held at the call of the Chair or upon the written request of 15% (rounded up to the nearest whole person) of the Faculty Assembly membership.

Minutes of Faculty Assembly meetings shall be made available on the shared drive within two weeks of any meeting. A folder has been created within Microsoft Teams for the purpose of including minutes of the faculty assembly.

Quorum

Voting on any matter requires a quorum. Fifty percent plus one member of the Faculty Assembly must be present to constitute a quorum. A head count will be conducted at the beginning of each meeting to determine whether an adequate number of faculty members are present or present by proxy. Informational matters may be discussed without a quorum. If a faculty member must miss a meeting, that member may vote by the written assignment of proxy delivered to the secretary before or during the head count. Department chairs may not hold proxies. A member voting by assigned proxy will count toward a quorum and will be noted as being present by proxy at the meeting. A member of the faculty assembly may ask for a quorum call before voting if it appears a number of faculty have left the meeting and a quorum is no longer present.

Voting

The faculty will normally vote by a show of hands. A secret ballot must be used upon the request of any member of the assembly. A simple majority of those voting is required to pass a motion. In the case of a secret ballot the Parliamentarian will lead the vote counting process. He or she may assemble a committee to verify the vote.

In the case of non-binary voting situations, a Runoff System shall be utilized. In a Runoff System, any option which receives a simple majority in the first round will be declared the winner. If no option receives a simple majority, the two options which received the most votes will be the only options included in the second round of voting. In the event of a multi-way tie for first or second place, the second and any subsequent round will be limited to the two top options and any options tied with either of the top two options from the most recent round.

Order of business

The order of business at regular meetings shall be:

1. Call to order
2. Headcount, establishment of a quorum when topics require a vote
3. Minutes of last meeting
4. Reports of Committees – items for discussion and/or vote

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5. Unfinished business - items for discussion and/or vote
6. New business

The regular order of business may be suspended at any meeting by a two-thirds vote of the Faculty Assembly members present or present by proxy.

PART V COLLEGE COMMITTEES

The standing committees of the College are: Awards Committee; Continuing Education Committee; Faculty Executive Committee; Faculty Affairs Committee; Faculty Research Committee; Graduate Policy & Curriculum Committee; Instructor/Lecturer Promotion Committee; International Relations Committee; Planning, Advisory & Assessment Committee; Promotion & Tenure Committee; Research Incentive Award Committee; Sabbatical Committee; Scholarship Committee; Teaching Incentive Award Selection Committee; Undergraduate Policy & Curriculum Committee; and the Undergraduate Research Committee.

At the first election after the adoption of revised bylaws, to allow for orderly turnover in committee membership, half the representatives of each committee will be elected to a one year term and half to two year terms. Subsequent elections will be for two-year terms. Each committee will elect its own chair. At the first election under the new/revised bylaws, for committees where the departments each elect three members, the Hospitality Services Department will elect one person for one year and two people for two years; the Foodservice and Lodging Management Department will elect two people for one year and one person for two years; the Tourism, Events, and Attractions Department will elect one person for one year and two people for two years. In committees with an even number of voting members, the chair's vote will carry in the event of an evenly split vote. Should a committee member resign, retire, or is otherwise unable to complete his or her turn of service; the Chair of the committee will promptly notify the department he or she represents in order to elect a new representative as soon as actionable.

The current guidelines and rules for committee membership as provided by the University of Central Florida Regulations and procedures and the current Collective Bargaining Agreement and any amendments thereto shall take precedence over the committee structures set forth in this document. The RCHM will conduct elections to comply with any changes at the next meeting of the faculty.

A. The Awards Committee

Membership

Each department will elect three members to the committee. Terms of service will be two years. Full time faculty holding the rank of professor, associate professor, assistant professor, lecturer, associate lecturer, senior lecturer, instructor, associate

instructor, senior instructor are eligible to serve on the committee. Administrators are not eligible to serve.

Duties and Responsibilities

- Recommend to the dean an annual budget for student and faculty participation in student competitions sponsored by industry and academic organizations outside of UCF
- Participate in annual RCHM faculty, student, and staff awards ceremonies, special events, and activities
- Coordinate RCHM award process(es) for students, faculty and staff at the college and university levels
- Make recommendations to the dean for recipients of annual faculty, staff and allied awards
- Make recommendations to the dean for recipients of annual excellence awards

B. Continuing Education Committee

Membership

Each department will elect two members to serve on the Continuing Education Committee. Full time faculty holding the rank of professor, associate professor, assistant professor, lecturer, associate lecturer, senior lecturer, instructor, associate instructor, senior instructor are eligible to serve on the committee. It is recommended that faculty with the requisite industry experience be elected by the departments.

Duties and Responsibilities

- Advise faculty members how to put together programs and teams for development and delivery of CE courses and programs
- Be a repository for materials related to reoccurring international and domestic non- credit continuing education courses and programs
- Make recommendations for incentives for faculty to develop continuing education courses and programs
- Make recommendations for the types of continuing education courses and programs that should be offered by the RCHM
- Act as a liaison to the UCF Continuing Education Office for questions related to CEUs

C. Faculty Executive Committee (FEC)

Membership

Each department will elect one member to serve on the Faculty Executive Committee (FEC). Administrators are not eligible to serve. The Chair, Vice-chair, and Parliamentarian, and Alternate Parliamentarian of the Assembly will also serve on this committee. Members shall be elected to serve two-year terms and may serve

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up to a maximum of six years. The Chair of the Faculty Assembly shall preside as the Chair of the FEC and make reports to the faculty of the Rosen College of Hospitality Management.

Duties and Responsibilities

- To act as a steering committee for the general Faculty Assembly.
- To propose agenda items for all Faculty Assembly meetings.
- To direct, coordinate and delegate issues, topics, or concerns to other standing committees for review or action.
- In cooperation with the Dean and faculty, the committee may receive petitions from faculty (in writing via traditional mail or electronic mail), encourage faculty suggestions, and advise other RCHM standing committees as identified in the bylaws
- To serve as a nominating committee for ad hoc committees, including search committees, not identified in the college bylaws
- The FEC will meet a minimum of two times each academic year.

D. Faculty Affairs Committee

Membership

Each department will elect three members to the committee. Terms of service will be two years. Full time faculty holding the rank of professor, associate professor, assistant professor, lecturer, associate lecturer, senior lecturer, instructor, associate instructor, senior instructor are eligible to serve on the committee. The Research Development Manager will be an ex-officio member of this committee. The Director of the Dick Pope Institute or their designee will be an ex-officio member of this committee.

Duties and Responsibilities

- Make recommendations to the dean regarding appropriate uses of faculty development funds
- Develop and implement programs for new faculty assimilation in the RCHM
- Develop, maintain, and evaluate the process for peer review of teaching
- Review RCHM policies related to faculty performance, e.g, AESPs and Promotion and Tenure criteria
- Review applicants for Visiting Scholar positions and make recommendations to the dean for extending invitations.

E. Faculty Research Committee

Membership

Each department will elect three members to the committee. At least one member from each department should be tenured/tenure earning. Terms of service will be two years. Full time faculty holding the rank of professor, associate professor, assistant professor, lecturer, associate lecturer, senior lecturer, instructor, associate

instructor, senior instructor are eligible to serve on the committee. The Associate Dean for Research shall serve as an ex-officio member of this committee.

Duties and Responsibilities

- Foster and support faculty research and scholarly activity in the RCHM
- Establish evaluation criteria for annual RCHM in-house research awards
- Evaluate submissions/applications for RCHM Dean's Research Scholar, RCHM Research Cluster, and VPR Advancement of Early Career Researchers Program

F. Graduate Policy & Curriculum Committee

Membership

Only graduate faculty may serve on this committee. Graduate faculty are those with terminal degrees who have received authorization by the university graduate school to teach graduate courses and/or advise graduate students. Each department will elect two members to the committee with one of those two being tenured. Terms of service will be two years. Faculty members who represent RCHM on University Graduate Council will be included as Ex Officio members. The Director (s) of the Graduate Program shall serve as an Ex Officio member (s). The Associate Dean for Academic Affairs will also serve as an Ex Officio member. The chair will also be the liaison to the University Graduate Council and must be tenured.

Duties and Responsibilities

- Propose and provide recommendations on graduate policies, and standards for the RCHM
- Review university-wide graduate degree requirements that affect the RCHM and provide feedback through appropriate channels
- Review and make recommendations on all proposals for planning or implementation of new graduate degree programs/certificates and elimination/revision of existing programs/certificates in the RCHM
- Review all graduate course additions, revisions, or deletions and special topics courses requests for the RCHM

G. Instructor/Lecturer Promotion Committee

Membership

Each department will elect to serve on committee consistent with UCF-3.0176 - Instructor and Lecturer Faculty Promotion.t

Duties and Responsibilities

- Create and/or review criteria for evaluation of required documents in the promotion file
- Review each applicant's file
- Make recommendations regarding promotion of unit faculty in accordance with prescribed UCF policy and procedures as outlined in the Collective Bargaining Agreement (CBA) and Faculty Excellence procedures

H. International Studies Committee

Membership

Each department will elect two members to the committee. Terms of service will be two years. Full time faculty holding the rank of professor, associate professor, assistant professor, lecturer, associate lecturer, senior lecturer, instructor, associate instructor, senior instructor are eligible to serve on the committee. The Academic Services Coordinator with responsibility for international programs will be an ex-officio member of the committee.

Duties and Responsibilities

- Review and provide recommendations on international studies policies, articulation agreements, curriculum pertaining to international courses and exchange programs for the RCHM
- Review and provide recommendations on university-wide international studies policies that affect the RCHM
- Review and make recommendations on all proposals for planning or implementation of new international outreach programs, and elimination of existing programs in the RCHM
- Review curricula for credit exchange purposes for international institutions to ensure consistency with degree requirements for RCHM and UCF.
- Review student applications for study abroad programs with international partner universities
- Make recommendations for acceptance criteria above and beyond UCF criteria for applicants from approved exchange programs

I. Planning, Advisory, and Assessment Committee

Membership

Each department will elect two members to the committee with one of those two being tenured. Full time faculty holding the rank of professor, associate professor, assistant professor, lecturer, associate lecturer, senior lecturer, instructor, associate instructor, senior instructor are eligible to serve on the committee. Terms of service will be two years.

Duties and Responsibilities

- Advise and make recommendations to the dean with respect to the college strategic plan
- Make annual assessments regarding the college's progress towards its mission, goals, and objectives as described in the strategic plan and report outcomes to the Faculty Assembly
- Participate in the various review processes such as SACSCOC accreditation (every 5 years) and the Academic Program Review(7 year review) and report outcomes to the Faculty Assembly
- Review the planning efforts of academic units, centers, and institutes within the college so that these plans are aligned with the college's strategic plan

J. Promotion and Tenure Committee

Membership

Members will be elected in accordance with UCF Promotion Regulations .

Duties and Responsibilities

- Review all promotion & tenure documents for the promotion committee serving on, consistent with UCF Promotion Regulations
- Make recommendations regarding promotion and tenure of unit faculty in accordance with prescribed UCF Promotion Regulations

K. Research Incentive Award (RIA) Selection Committee

Membership

Members will be elected in accordance with the guidelines provided by Faculty Excellence.

Duties and Responsibilities

- Review applications of in-unit faculty eligible for the RIA award(s)
- Make recommendations to the dean about recipients of the award(s) according to procedures outlined on the Faculty Excellence web site.

L. Sabbatical Committee

Membership

Members will be elected in accordance with the CBA article relating to sabbaticals.

Duties and Responsibilities

- Recommend guidelines for sabbatical selection criteria

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- Review sabbatical applications
- Make recommendations to the dean as to sabbatical awardees

M. Scholarship Committee

Membership

Each department will elect three members to this committee. Full time faculty holding the rank of professor, associate professor, assistant professor, lecturer, associate lecturer, senior lecturer, instructor, associate instructor, senior instructor are eligible to serve on the committee. Terms of service will be two years.

Duties and Responsibilities

- Ascertain the availability of scholarships and grants and notify RCHM students of such opportunities.
- Review student applications for scholarships and grants and make determinations as to recipients of such awards
- Produce the annual scholarship awards ceremony
- Provide recommendations on policies relating to scholarships and grants

N. Teaching Incentive Awards (TIP) Selection Committee

Membership

Members will be elected in accordance with the procedures provided by Faculty Excellence.

Duties and Responsibilities

- Make recommendations regarding TIP awards for in-unit faculty in accordance with prescribed UCF policy and procedures as outlined in the Collective Bargaining Agreement (CBA) and Faculty Excellence procedures

O. Undergraduate Policy & Curriculum Committee

Membership

Each department will elect three members to the committee with one of the three members being tenured. Full time faculty holding the rank of professor, associate professor, assistant professor, lecturer, associate lecturer, senior lecturer, instructor, associate instructor, senior instructor are eligible to serve on the committee. The Associate Dean for Academic Affairs shall serve as an Ex Officio member.

Duties and Responsibilities

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- Review and provide recommendations on undergraduate policies, instruction, and standards for the RCHM
- Review and provide recommendations on university-wide degree requirements that affect the RCHM
- Review and make recommendations on all proposals for planning or implementation of new undergraduate degree programs, minors, certificates, and elimination of existing programs.
- Review and make recommendations on all proposals for curriculum changes of existing undergraduate degrees in the RCHM
- Review and make recommendations on all undergraduate course additions, revisions, deletions, and specific topic course requests from the RCHM
- The committee reserves the right to establish deadlines for submissions of course and program proposals. These shall be communicated to all departments in written form via electronic mail and in the shared drive (i.e. Microsoft Teams folder)

P. Undergraduate Research Committee

Membership

Each department will elect one member to the committee. Terms of service will be two years. Full time faculty holding the rank of professor, associate professor, assistant professor, lecturer, associate lecturer, senior lecturer, instructor, associate instructor, senior instructor are eligible to serve on the committee.

Duties and Responsibilities

- Encourage and promote undergraduate research in the RCHM.
- Disseminate information related to undergraduate research resources and opportunities from the University to RCHM faculty and students, and encourage RCHM faculty and students to use these resources and opportunities.
- Arrange information sessions and/or workshops related to undergraduate research in the RCHM.
- Seek mechanism and supporting resources from the Dean, Associate/Assistant Deans, Department Chairs, and industry advisory boards, to motivate both faculty and students in undergraduate research opportunities.

PART VI COLLEGE REPRESENTATIVES TO UNIVERSITY COMMITTEES

All College-wide representatives to any university committee shall be elected by the Faculty Assembly in accordance with UCF regulations and/or Faculty Excellence guidelines and the voting procedures described previously.

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PART VII
AMENDMENT OF THE BYLAWS

A motion to change the foregoing Bylaws may be offered at any regular or special meeting of the Faculty Assembly, provided that written notice of the change has been sent to each member of the Faculty Assembly at least seven days before the meeting. On approval of the motion by a simple majority of the Faculty Assembly meeting, *an electronic mail ballot* containing the motion will be sent to the eligible voting members of the Faculty Assembly by the dean. The vote will be counted seven days after the ballots have been sent to the faculty. The Parliamentarian will lead the process of counting the votes. Faculty will be notified either via electronic mail or in-person during the next faculty assembly. Approval of the change requires a two-thirds majority of the Faculty Assembly.