
School of Kinesiology and Rehabilitation Sciences
College of Health Professions and Sciences
University of Central Florida

School Bylaws

Adopted: January 31, 2025



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Section I: Membership

1.1 Faculty Membership

Membership consists of all full-time faculty in the School, regardless of rank, tenure status, or tenure-earning status. Only tenured faculty may vote on tenure matters. Faculty are categorized as follows:

- **Core Faculty:** Full-time faculty with primary appointments in the School.
- **Associated Faculty:** Faculty from other units who teach for the School but do not hold appointments in SKRS.

Core faculty vote on matters related to academic affairs, while associated faculty may participate in discussions but do not have voting rights.

Section II: Organization

2.1 Leadership Structure

The School of Kinesiology and Rehabilitation Sciences is led by the **School Director**, who reports directly to the Dean of the College. The School Director oversees **Divisions and Division Chairs** responsible for academic programs.

2.2 School Director

The School Director serves at the discretion of the Dean and is responsible for:

- Representing the School within the College and University.
- Overseeing School operations, including budget, faculty recruitment, and scheduling.
- Facilitating faculty development and promoting a collegial work environment.

2.3 Division Chairs

Each academic division or program within the School is led by a Division Chair or Academic Program Director appointed by the School Director. Their responsibilities include:

- Coordinating program curriculum and accreditation compliance.
- Advising the School Director on budgetary and resource allocation needs.
- Assisting with faculty evaluations and professional development.

Section III: Meetings

3.1 Frequency of Meetings

The School faculty will meet at least once per semester (Fall and Spring). Additional meetings may be called by the School Director or by written request of one-third of the School faculty.

3.2 Meeting Rules

Meetings will follow the latest edition of [Robert's Rules of Order](#) unless otherwise specified. A simple majority of core faculty constitutes a quorum.

3.3 Faculty-called Meetings

Faculty may call a special meeting with a specific agenda by presenting a signed request from at least one-third of the School faculty. The meeting should be scheduled within five business days if possible.

3.4 Membership and Voting

- **Attendance:** All core faculty are expected to attend meetings. Associated faculty may attend but are not required.
- **Proxy Voting:** Faculty may vote by proxy if they provide written authorization to the School Director before roll call.
- **Voting Methods:** Votes will generally be conducted by a show of hands unless a secret ballot is requested.

Section IV: Records

4.1 Agendas and Minutes

- Meeting agendas must be provided to faculty at least two weeks in advance when possible.
- Supporting documents should be circulated at least three business days before the meeting.
- Meeting minutes must be circulated within two weeks and approved at the next meeting.

4.2 Accessibility of Records

Meeting agendas, minutes, and relevant records will be maintained electronically and made accessible to faculty, except for confidential materials.

- Faculty may request additional public records related to School governance.

Section V: Committees

5.1 Steering Committee

The **Steering Committee** advises the School leadership on governance, strategic planning, budget priorities, and faculty concerns. The committee includes representatives from each of the faculty ranks and meets at least once per semester.

5.2 Promotion & Tenure Committee

- The committee that evaluates Tenure and Promotion applications will do so according to School and UCF policies. Tenured faculty may serve on this committee.
- The committee that evaluates Clinical Faculty for promotion applications will do so according to School and UCF policies. Tenured and non-tenured clinical faculty may serve on this committee.
- The committee that evaluates Instructors and Lecturers for promotion applications will do so according to School and UCF policies. Tenured and non-tenured faculty may serve on this committee.

5.3 Ad Hoc Committees

Ad hoc committees may be established by the School Director or Steering Committee to address specific issues.

Section VI: Amendments

The Bylaws may be amended by a **majority vote** of the faculty at any regular or special meeting, provided that the proposed amendments are circulated at least two weeks in advance.

