

Bylaws of the School of Visual Arts and Design College of Arts and Humanities University of Central Florida

ARTICLE I NAME, GUIDING PHILOSOPHY, AND PURPOSE

Section 1. Name

The organization shall be called the School of Visual Arts and Design (SVAD), the “School,” and it shall exist under the legal auspices of the College of Arts and Humanities, the “College.” The administration and organization of SVAD is subject to the policies and Director of the School.

Section 2. Guiding Philosophy

The administration, faculty, and staff of the School seek to work collaboratively to provide high quality teaching, programs, courses, research, and service to the profession and to the community.

This SVAD Bylaws document clarifies the duties and responsibilities of the administration, faculty, and staff in the governance of the School. Nothing herein is designed or intended to interfere with the academic freedom of individual members of SVAD or with the responsibilities of the academic administrators of the unit.

Major premises used as guidelines to develop the document include:

- Opportunity for faculty input into School decision making
- Faculty representation throughout the structure of governance procedures
- Assurance that the functions of standing committees do not overlap

Section 3. Purpose

The purpose of the School is to:

1. provide oversight of the academic design, integrity and effectiveness of SVAD and to recommend and adopt changes as necessary;
2. to support faculty in the School and students in the undergraduate and graduate academic program(s) of the unit;
3. to encourage research and development of new techniques and scholarly and creative applications in the field of Art and Design; and

4. to foster a sense of community among students, faculty, administrators, academic and industry partners, and employers in the field.

The policies, programs, and affairs of the School shall be consistent with these Bylaws and the policies and objectives of the College and the School, and the School shall be subject to the overall supervision of the Director of the School. All governance decisions made by faculty committees or individuals will be in compliance with all Florida statutes, regulations and university policy.

ARTICLE II MEMBERSHIP AND MEETINGS

Section 1. Faculty Membership and Voting Rights

School members are comprised of full-time faculty members in SVAD and any faculty members or administrators with primary academic assignments in other units but with joint appointments and/or tenure in SVAD. Collectively, this is the "Faculty." All Faculty in this category of individuals have voting rights.

Faculty should be professionals regularly involved in the research, education, service, and/or teaching practice associated with the School. Faculty ranks include tenure-earning (assistant professor, associate professor, and professor); and teaching-focused (instructor, associate instructor, senior instructor; lecturer, associate lecturer, senior lecturer, and research associate).

Guests with relevant business (e.g., visiting scholars) are invited to attend meetings and participate in other business as needed or requested by Faculty or the School leadership. Affiliated Faculty from other UCF areas without joint appointments do not play a direct role in the governance or administration of the School but may have other expertise or skills deemed essential to the ongoing goals of the School.

Affiliated faculty, visiting faculty, and guests do not have voting rights on School business.

Section 2. Regular Meetings

Meetings of the School shall be held on a regular basis.

Unless there are insufficient items present to justify a meeting of the Faculty, the School will hold on average three to four faculty and staff meetings each academic semester

(Fall and Spring terms). Staff only meetings will also occur on a regular basis, generally once per month. Other meetings as determined by the faculty will also be held if determined to be necessary by the School faculty or leadership.

To the extent possible, notice of the meetings will be communicated to each member at least thirty (30) days before the meeting date. When practicable, meeting agendas with voting items and any relevant materials as indicated will be distributed at least 48 hours before the meeting.

Section 3. Special Meetings

The Faculty shall be entitled to call a special meeting with a specific agenda based on the request of one-third of the School faculty or at the request of the School Director. The special faculty meeting shall occur within five business days of the presented request if reasonably possible.

ARTICLE III FACULTY RIGHTS AND RESPONSIBILITIES

Section 1. Faculty

The faculty has the authority to recommend programs, courses, and activities which constitute the SVAD curriculum. The Faculty is responsible for:

- Delivering existing programs and courses.
- Proposing modifications to existing programs or courses.
- Recommending new programs or courses.
- Suggesting the deletion of programs or courses.
- Participating in SVAD recommendations and decisions.
- Providing service to programs, SVAD, college, university, and community.
- Serving on SVAD, college, and university committees.
- Staying current in their field of study through training, attending and presenting at professional meetings, conducting research / creative activities, seeking external funding, and writing scholarly publications.

ARTICLE IV PARLIAMENTARY PROCEDURE

Section 1. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order shall govern School meetings in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any operational rules that the School may adopt.

ARTICLE V LEADERSHIP

Section 1. Function

The School shall be governed by a Director who shall have the authority to transact all necessary and essential business of the School or delegate such authority, or any part thereof, to the Faculty. From this point and hereafter this individual will be referred to as the "Director." The Director will be supported by additional leadership (assistant and associate director(s)) responsible for assisting in administrative duties. Typical duties of such supporting leadership roles may include oversight of facilities, assistance with faculty and student administrative or personnel matters, and providing leadership and support to the graduate program. The School is also supported by a Jenkins Distinguished Professor of Community Arts. Program coordinators may also be appointed to serve as leads for curricular areas.

Section 2. Appointment

The Director shall be appointed according to UCF search guidelines and [Faculty Senate Resolution 2015-2016-3 Appointment and Evaluation of Department Chairs/Unit Heads](#). A Director must be a full-time, tenured faculty member within the School and, unless authorized by the Dean as an exception, must hold the rank of Professor.

Associate Directors must be tenured faculty members within the School.

Assistant Directors must be full-time faculty members, any full-time rank, including instructor, lecturer, or any rank within that classification of faculty.

The Jenkins Distinguished Professor of Community Arts coordinates the Jenkins Community Arts program and is the liaison between students selected for this program and community partners. The Jenkins Scholar may also have other duties to support the

School as negotiated with the Director. Funding for this position is provided from the Jenkins family endowment.

Section 3. Duties

The Director of the School shall preside over general meetings.

The Director will appoint Faculty to serve on committees and will recommend the establishment of ad hoc committees as necessary. Volunteers will be sought for these positions as a first step in this process. The assignment of committee members to a particular committee should, insofar as possible, seek a balance of affected interest.

The Director will appoint an interim subcommittee chair for each subcommittee in the fall, and at the first meeting of each subcommittee, subcommittee members will select a permanent chair. The Director will serve as an ex-officio member of all committees. The Director shall make recommendations and assign tasks to committees as necessary.

The Director shall execute any other duties as listed in the Bylaws and by the parliamentary authority adopted in these Bylaws for the School. The Director will create and follow any operational rules of the College, the School, and the various committees contained in both structures.

ARTICLE VI ORGANIZATION

Section 1. Committees

The School shall be divided into standing committees and ad hoc committees. To appropriately represent the broad interests of the School, standing committees should generally include a mixture of both tenure-earning and non-tenure earning SVAD faculty members, except where the requirements of the committee's business dictate the participation of tenured faculty exclusively as noted below. A chair will be elected by the committee's membership from among the faculty members appointed to the committee. Co-chairs are also permitted where university policy permits; any co-chairs should be approved by the director and responsibilities between co-chairs should be clearly delineated at the first organizational meeting of each semester.

Section 2. Standing Committees

All SVAD standing committee members are appointed by the Director for a one year period.

Policy and Planning/Executive Steering Committee

The responsibilities of the Policy and Planning/Executive Steering Committee will be to:

- a. create and maintain School documentation and policy materials, including bylaws and the strategic plan;
- b. coordinate the process for any amendments to strategic school governance documents;
- c. advise the Director on matters of strategic importance and implement relevant planning and policy in support of those matters.

Undergraduate Curriculum Committee

The responsibilities of the Undergraduate Curriculum Committee will be to:

- a. review and make recommendations to the Director about all undergraduate curricular matters, such as course additions, deletions, and revisions and equipment/M&S fees;
- b. review and make recommendations to the Director about proposed new tracks within the undergraduate degree programs;
- c. propose new or clarify existing student policies and procedures in the appropriate documentation to be updated annually;
- d. recommend to the Director internship sites to be considered for students;
- e. advise on other relevant undergraduate curricular matters as appropriate.

Graduate Curriculum Committee

This committee is chaired by the Graduate Program Director, who is appointed at the discretion of the SVAD Director for a one year period. Responsibilities of the Graduate Curriculum Committee will be to:

- a. review and make recommendations to the Director about all graduate curricular matters, such as course additions, deletions, and revisions;
- b. review and make recommendations to the Director about proposed new tracks within the graduate degree program(s);
- c. propose new or clarify existing student policies and procedures in the appropriate documentation to be updated annually;
- d. assist with recruitment of new graduate students;
- e. represent the graduate program at special events (e.g., UCF Graduate Fair, recruitment visits, etc.);
- f. oversee graduate-specific matters including the administration and grading of graduate student exams;
- g. assist the Graduate Program Director(s) with graduate initiatives;
- h. advise the Director and Graduate Program Director(s) on other relevant graduate curricular matters as appropriate.

Promotion and Tenure Committee

The responsibilities of the Promotion and Tenure Committee will be to:

- a. complete school-level cumulative progress evaluations (CPEs) for tenure-track faculty as required for their promotion and tenure;
- b. review final P&T dossiers and complete school-level reviews and write-ups for faculty members applying for tenure and promotion;
- c. assist in other promotion and tenure matters (e.g., the generation of names for external letter writers) as requested by the Director.

The promotion and tenure committee will be comprised of all tenured faculty at or above the rank of the faculty under review in the School, with the exception of the Director, those voting on P&T at other levels of the process (e.g., college or university-level representatives) or others holding out-of-unit administrative assignments.

A subcommittee of professors on the Promotion and Tenure committee will evaluate and review candidates applying for Professor.

If there are insufficient faculty available to meet the requirement of Regulation 3.015 Promotion and Tenure of Tenured and Tenure-earning Faculty for either of these purposes, external members will be invited by the Director and/or Associate Director in accordance with [UCF Regulation 3.015 Promotion and Tenure of Tenured and Tenure-earning Faculty](#)

College or unit-level representatives may not participate in the P&T vote during the year in which they serve in that capacity but they are eligible to complete CPE evaluations and participate in the CPE process for that year.

Instructor/Lecturer Promotion Committee

Committee members will be elected by a vote of the faculty as specified by UCF 3.0176 or refer to UCF 3.0176 for committee composition and election.

The responsibilities of the Instructor/Lecturer Promotion Committee will be to:

- a. review final dossiers and complete school-level reviews and write-ups for instructors/lecturers applying for promotion;
- b. assist in mentoring candidates as requested by the Director.

Celebrates the Arts Committee

The responsibilities of the Celebrates the Arts Committee will be to:

- a. review and make recommendations to the Director about all events related to the Downtown Performing Arts Center and the annual UCF Celebrates the Arts event;
- b. provide logistical support and help organize CTA events;
- c. liaison with the marketing team to support the marketing of CTA events;
- d. assist with other necessary services related to UCF Celebrates the Arts to ensure SVAD's successful participation in this event.

Gallery Committee

The responsibilities of the Gallery Committee will be to:

- a. review and make recommendations to the Gallery Director about all programming and events related to the UCF Art Gallery;
- b. provide support and help organize Gallery events;
- c. liaison with the marketing team to support marketing of Gallery events;
- d. provide support and coordinate Gallery programmed artist/scholar lectures.

Marketing Committee

The responsibilities of the Marketing Committee will be to:

- a. collect highlights and accomplishments of students and faculty and advise on strategies to promote them strategically to the UCF and broader communities;
- b. provide advice on brand guidelines and SVAD marketing style;
- c. uphold the greater marketing and brand guidelines set forth by the University.
- d. review and make recommendations to the Director and Marketing Coordinator about the marketing of SVAD programming and events;
- e. suggest students to serve as marketing interns;
- f. help to develop and maintain the marketing strategic plan;
- g. streamline internal and external communication strategies;
- h. assist with other marketing-related initiatives and needs;
- i. provide support and help market SVAD events.

Scholarship Committee

The responsibilities of the Scholarship Committee will be to:

- a. facilitate the award of SVAD scholarship monies;
- b. advertising SVAD scholarships to qualified students;
- c. explore dormant scholarships to make sure collected monies are awarded;
- d. make sure scholarship are awarded in a timely fashion;
- e. ensure qualifications are met according to scholarship MOUs;
- f. work with donors to communicate about SVAD scholarship recipients;
- g. work with foundation and financial aid as necessary to complete these duties.

Section 3. Portfolio Review Committees

Portfolio review committees comprised of faculty members teaching in those specialized areas will supervise portfolio admissions for limited access specializations (e.g., character animation, graphic design, and studio art BFAs). These committees' responsibilities include:

- a. Reviewing and evaluating student portfolio work;
- b. Selecting students for admission;
- c. Ensuring an equitable review process for all students;
- d. Working with SVAD advising and/or SVAD leadership as appropriate to ensure communication is clear and consistent to all student applicants.

Section 4. Assessment Committees

Assessment committees comprised of faculty members teaching in those specialized areas will participate in the authoring of assessment plans for their programs as well as in the collection of data and the authoring of the results for each year's plan. These committees' responsibilities include:

- a. prepare the Annual Assessment Plan and Results Report;
- b. recommend to the Faculty changes in the Annual Assessment Plan;
- c. propose revisions to policies or curriculum based upon the annual Assessment Results Report.

Section 5. Ad Hoc Committees

Ad Hoc Committees may be formed by the Director, as deemed advisable from time to time, to develop and conduct authorized activities as approved by the Faculty. The Director will appoint the Faculty who are to serve on any Ad Hoc committee.

Section 6. Search Committees

Search committees are established by the Director for the purpose of recruiting potential administrators, faculty, and staff, reviewing application materials, checking references, and making recommendations for hire. The chair of the search committee is appointed by the Director. Search committees will be comprised of members from diverse disciplines and will reflect area-appropriate representation related to the position sought and adhere to University guidelines.

Section 7. Roles of Committee Officers and Members

Committee members and officers are expected to actively contribute to committee business. In particular, the following functions are expected for each category of membership:

7.1 – Chairs

- Deliver information and training provided by the director (e.g., Robert’s Rules of Order, EEO/AA packet, etc.);
- Schedule and post meeting dates and locations at the beginning of each semester;
- Distribute the agenda 48 hours in advance of each meeting (two business days);
- Conduct election of new officers at the first fall semester meeting;
- Maintain and facilitate meeting decorum;
- Assure collegial respect for both members and guests;
- Be aware of school, college, university, BOT, and legislative rules, policies and procedures which may directly affect the committee’s operations and deliberations;
- Provide orientation of new members at the first fall meeting;
- Send scheduling surveys to members to assure quorum.

7.3 – Recordors/Secretaries

- Recording minutes for faculty and staff meetings will be rotated equitably using an alphabetized list of current faculty names.
- Submit approved minutes of committee meetings via electronic mail to the SVAD director and post to SVAD Faculty Resources within one week of approval.
- Minutes must be kept for all committee meetings.

7.4 – Members

- Attend all scheduled meetings that do not have conflicts due to authorized travel/leave;
- Are active and engaged in committee business;
- Serve as a representative of and liaison to their respective areas;
- Maintain confidentiality of matters discussed and/or decisions made where appropriate;
- Follow Robert’s Rules of Order;
- Arrive prepared to contribute to committee discussions.

7.5 – Ex Officio and Liaison Members

- *Ex officio* members serve by virtue of their position and at the discretion of the Director.
- Liaison members are members who serve on comparable university committees.
- *Ex officio* and liaison members provide information, guidance, and assist SVAD faculty.
- *Ex officio* and liaison members may not vote on the committee.

7.6 – Observers/Guests

- May attend the open portions of any committee meeting as per the Florida Sunshine Law.
- Shall be excused when confidential matters pertaining to individual students, faculty, or staff are being deliberated and voted on, in compliance with the Federal Family Education Rights to Privacy Act (FERPA) and Florida statutes.
- May request that they be allowed to make presentations to the committee. A request to be placed on the agenda is made to the Chair of the committee.
- Shall not participate in deliberations regarding committee motions unless addressed by a committee member. Disruptive meeting attendees will be asked to leave.

Section 8. Committee Protocol

All actions of SVAD committees will be made in the form of recommendations to the Director. The Director will receive the committees' recommendations and will approve, amend, reject, or refer to committees for further consideration and/or will present recommendations to the entire SVAD faculty for approval.

Section 9. Sub-Committees

These are formed as needed at the discretion of the committee Chair. A sub-committee is comprised of committee members which may include faculty of all ranks.

Section 10. Subject Matter Experts

SMEs may be invited to committee meetings as needed to provide content expertise and knowledge.

Section 11. Location

Meetings of any Committee or Ad Hoc Committee shall be held at a time and place designated by the Chair or Co-Chair of said committee.

Section 12. Reports

The chairperson or each Committee shall make periodic reports to the Director and Faculty on the work of the Committee. A normal outlet for these reports will be the regularly scheduled meetings of the School. The chairperson of each Ad Hoc Committee shall make periodic reports to the Director and Faculty on the work of the committee and shall make a final report to the Director at the completion of the Ad Hoc committee's assignment.

ARTICLE VII QUORUM AND VOTING

Section 1. Quorum

For School-wide voting, a quorum for voting purposes is defined as an assembly of a simple majority of the Faculty. Voting may be in person or electronic (via email or using an anonymized online survey).

For Committees, the Chairs or Co-Chair shall set the quorum for the meetings of each Committee/Ad Hoc committee at the first meeting of the committee each academic year. In general and unless special circumstances dictate the need for another ratio, the preferred standard for quorum will be a simple majority of the total faculty members serving on the committee in question.

Section 2. Procedure

There is to be one vote per faculty member. Faculty members may not transfer their vote by proxy to another member. Voting is valid at School meetings, functions, or on assigned projects.

Voting may be by a show of hands, written on a form, by telephone on conference call, video, or an electronic response of an email or other web-based query.

Voting by electronic means is permitted at the discretion of the Chair, on items requiring a vote by the Faculty, and at the discretion of a Committee Chair, on items requiring a vote by their specific committee(s).

Section 3. Definitions

The terms "majority" or "simple majority" are defined as one vote above fifty percent of all positive and negative votes received within the voting time frame as defined by the

Director (for School votes) or by the Chair of a Committee or Ad Hoc School for votes cast within their respective committee.

The term “two-thirds majority” will be determined by the total number of positive and negative votes received within the voting time frame as defined by the Director (for School votes) or by the Chair or Co-Chair of a Committee or Ad Hoc Committee for votes cast within their respective committee.

ARTICLE VIII FINANCE

Section 1. Budget

The Director will manage the annual budget for the School. The budget for specific initiatives is determined by the Director.

Section 2. Fundraising

The School may raise funds or solicit contributions in any manner not prohibited by the College or University and will work in coordination with CAH Advancement staff in identifying and pursuing opportunities for support. The CAH Advancement staff will advise leadership and faculty about proper protocol for interacting with donors.

Section 3. Fiscal Year

The fiscal year of the School shall be in accordance with university policy.

Section 4. Depository

The philanthropic and auxiliary funds derived from and by the School shall be deposited and otherwise held under the legal auspices of the University of Central Florida in the appropriate accounts established for these purposes.

ARTICLE IX AMENDMENTS TO THE BYLAWS

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 School where a quorum is present.

Proposed amendments to the Bylaws shall be submitted to the SVAD Policy and Planning Committee. Upon review, the Policy and Planning Committee may either return the proposed amendments to the proposer with recommendations for changes and re-submittal or pass the proposed bylaws amendments to the Director.

The proposed bylaws amendments shall be communicated to the Faculty a minimum of thirty (30) days prior to a scheduled vote.

Amendments to bylaws shall require a two-thirds positive vote of Faculty present at a meeting where a quorum is present, or two-thirds positive vote by those responding to an electronic email (or another web-based query) vote (if the quorum described under Article VII is established).

ARTICLE X EFFECTIVE

These Bylaws shall be effective upon the approval of the Faculty and subsequent approval by the college and university.