



**University of Central Florida
College of Medicine
Burnett School of Biomedical Sciences**

BYLAWS OF THE FACULTY

Adopted by the School Faculty on May 6th, 2019

ARTICLE I: PURPOSE

1. PURPOSE

- a. Unit bylaws detail guidelines and procedures of the unit/department. This allows faculty within the unit to understand how it operates, and their responsibilities to support the mission of the university and the unit. Bylaws do not address or contain matters that are defined in university and college regulations and policies.

ARTICLE II: SCHOOL MEMBERSHIP AND GOVERNANCE

1. FREQUENCY OF FACULTY MEETINGS

- a. The Burnett School of Biomedical Sciences will have at least three faculty meetings in each of the fall and spring semesters. During each semester, at least one of those meetings must include faculty from all School locations. At the Director's discretion, faculty meetings can be held solely for faculty at each particular physical location of School faculty. Faculty will be notified of the meeting via an Outlook meeting invitation and/or email.

2. MEETING RULES OF ORDER

- a. Robert's Rules of Order, Newly Revised, shall prevail at the meetings of the department, and the committees of the unit, unless otherwise stated.

3. FACULTY-CALLED MEETING PROCEDURES

- a. A faculty-called meeting with a specific agenda may be initiated by the departmental faculty upon the presentation to the Director of such a request, by 20% of voting Faculty members. The special faculty meeting shall occur within five business days of the presented request, if reasonably possible. On rare occasions the 5-day window for the meeting may not be practical, in which case the meeting should occur as soon as possible.

4. MEMBERSHIP AND VOTING

- a. For school voting purposes, faculty shall be considered voting members if their title includes the terms “Professor”, “Instructor” or “Lecturer” at any rank with the following exceptions: “Visiting Professor” or “Adjunct Professor” at any rank.
- b. Faculty may attend, participate in, and vote at faculty meetings in person, or by utilizing the real-time video teleconference capabilities between different School locations, so long as the arrangements are made in advance.
- c. For voting purposes, a quorum will be reached if over 50% of the departmental voting faculty are present at a meeting in person or by teleconferencing as described above. Matters of vote will be decided by a majority of those voting within the allotted time period. All vote tallies that occur during a faculty meeting will be presented to the faculty immediately upon the close of voting.
- d. If a quorum is not present, electronic voting will occur utilizing a secure system application such as Qualtrics. The voting window for electronic voting will be not less than five business days. All vote tallies from electronic voting will be presented to the faculty within one business day of the close of voting.

5. FACULTY MEETING AGENDAS

- a. Proposed agendas will be provided at least two days in advance of scheduled faculty meetings. The agenda will be emailed to the faculty or attached to the Outlook calendar invitation.
- b. An agenda item can be placed on the overall meeting agenda upon the request, in writing, by 10% of the voting faculty at least one week prior to a scheduled faculty meeting.
- c. Per year, at least one of the faculty meeting attended by all the faculty shall include the following agenda items:
 - i. School budget
 - ii. Faculty hiring plans
 - iii. Undergraduate program
 - iv. Graduate program

6. MEETING RECORDS

- a. Minutes from each faculty meeting will be archived as a word or pdf document on a website accessible to faculty within five business days of the faculty meeting. The minutes can be approved electronically or at the next departmental meeting.
- b. All faculty-meeting minutes will be archived as word or pdf documents on a website or shared folder of a departmental server accessible to all faculty.

- c. Additional records to be kept as word or pdf documents on a website or shared folder of a departmental server accessible to all faculty include agendas and minutes from school-wide committees as well as all policies and bylaws that affect faculty.

ARTICLE III: SCHOOL STRUCTURE

1. INTERNAL SCHOOL LEADERSHIP POSITIONS

- a. The Burnett School of Biomedical Sciences will have a faculty member, at the Associate or Full rank, that oversees the undergraduate program. The areas that the undergraduate program director oversees include but are not limited to school degree programs and curriculum, individual course curriculum, and assignment of teaching duties. This person is appointed by the Director for a term of at least one year, renewable, and reports to the Director.
- b. The Burnett School of Biomedical Sciences will have a faculty member, at the Associate or Full rank, that oversees the graduate program. The areas that the graduate program director oversees include but are not limited to school degree programs and curriculum, individual course curriculum, and assignment of teaching duties. This person is appointed by the Director for a term of at least one year, renewable, and reports to the Director.

2. SCHOOL COMMITTEES

- a. The faculty believe that it is in the best interests of the School if standing School-wide committees as well as temporary task forces are comprised of diverse faculty members.
- b. The school shall develop and maintain information on internal school committees as word or pdf documents on a website or shared folder of a departmental server accessible to all faculty. Collated information should include, at a minimum, the committee title, chair, and committee members. This information present should be updated at least once annually.

ARTICLE IV: AMMENDMENTS

1. AMMENDMENTS TO THE BYLAWS

- a. Proposals to amend these bylaws may be initiated by the faculty, Director, or Dean. A proposed amendment to the bylaws must be approved by a majority vote of eligible Faculty, and then approved by the Director and Dean before it is incorporated into the bylaws.
- b. The bylaws of the school shall automatically stand amended as necessary to comply with the rules, regulations, policies, and procedures of the University, the UCF Board of Trustees, the Board of Governors, and the State of Florida.