

Bylaws of the College of Sciences
University of Central Florida
Approved by College Faculty November 30, 2012

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 represent the interest of the college to the central administration and oversee and allocate human, financial and material resources of the college among the various departments and allied units comprising the college. 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.

Mission Statement of the College of Sciences

The College of Sciences embodies the heritage of human learning and is committed to advancing and disseminating knowledge in the natural and social sciences. The College of Sciences welcomes the excitement of new knowledge in the areas of interdisciplinary studies, diversity, and technology. These areas afford the College of Sciences a unique opportunity to create partnerships with the surrounding metropolitan area.

The College of Sciences cultivates the examined life. We provide the foundation, knowledge, and skills for individuals to act thoughtfully and ethically, in both public and private roles. We nourish respect for the rich scientific contributions of all cultures. This respect is tempered and enhanced by the critical reflection and evaluative skills nurtured in our college. We prepare students to solve the problems of our society by furnishing them with broad knowledge, precise expertise, critical thinking, and skills with which to effectively utilize technology. The central goal is to help students develop their talents to pursue a lifetime of learning.

The College of Sciences readies students to be intellectually agile and decisive in a society which demands problem-solving and flexibility. We lay the foundation for professional skills and encourage students to combine these skills with public service and an appreciation for tolerance, freedom of expression, and open-mindedness. We seek to enrich the lives of our students and of the community.

The faculty of the College of Sciences is composed of dedicated scholars and scientists committed to the freedom of expression and the flow of ideas and information that is the foundation of scholarly inquiry. We contribute to the advancements in knowledge to benefit our community. At the same time, we challenge conventional

wisdoms through our inquisitiveness, good communication, and good citizenship. We engage in the small and great debates with the cool passion that promotes scholarship, constructive social and scientific criticism, and the excitement of learning.

The faculty provide a positive context for study, preparing students through academic challenges, innovative ideas, and practical applications to the demands and opportunities facing them in the 21st century. We pursue international communication among educators and students, offering programs and research that are global in scope yet have important local impact. Our programs support the University's fundamental educational mission, by giving students the crucial knowledge housed in general education, and sharing the university's expectations for activity throughout the campus and the community.

We are optimistic that in preparing people for a life of education and learning, the College of Sciences is fulfilling the goal of all education: to produce persons ready to take on the challenges of the future. This would be rendered well if our students prove better at solving the dilemmas of human and natural life than we, and if they genuinely seek to understand and appreciate the diverse community they will help to form.

I. Composition of the College of Sciences

A. Faculty

1. Regular Faculty Members

- a. Faculty and administrators in the College of Sciences who:
 - i. hold regular full-time, tenured or tenure-earning positions at the rank of assistant, associate, and full professor; or
 - ii. hold regular full-time non-tenure-earning appointments as research or clinical assistant, associate, or full professor ranks;
 - iii. hold regular full-time appointments as instructor or lecturer, associate instructor or lecturer, or senior instructor or lecturer; or
 - iv. retired from positions defined in i, ii or iii above of the college but now are participating in a retirement program involving appointment in the college at a minimum of .50 FTE per academic semester.
- b. Privileges. (Unless additional restrictions are stated elsewhere in this document) regular faculty members may:
 - i. be eligible to participate and vote in all faculty activities;
 - ii. hold office in the college;
 - iii. serve as chair and/or as a member of standing, select or ad hoc committees, elected or appointed.

2. Associate Faculty Members

- a. Personnel in one of the departments or administrative units of the College of Sciences who:
 - i. hold part-time, visiting, and temporary faculty positions; or

- ii. hold post-doctoral positions.
- b. Privileges. Associate members may:
 - i. participate but not vote in the general meetings of the COS Faculty;
 - ii. be appointed, but not elected, to standing or select committees.

B. **Departments** – The college shall consist of academic units which award academic degrees (i.e. minors, certificates, academic credit) and may consist of schools or centers.

II. Meetings of the College of Sciences Faculty.

- A. Biannual meetings of the faculty shall be held early in the fall semester and during the spring semester.
 - 1. Special meetings may be called by the dean or upon request of twenty-five (25) or more of the voting members of the College faculty.
 - 2. The presiding officer of the meeting shall be the dean of the college or the dean's designee from among the voting members of the college.
 - 3. A quorum shall consist of twenty-five (25) of the voting members of the COS Faculty.
 - 4. The COS dean's office will provide for record keeping of general meetings. Copies of agenda, minutes and other materials will be archived and made available on the COS website.
 - 5. The conduct of any COS college, committee or advisory group meetings will be conducted according to *Roberts Rules of Order* (latest version).
- B. Agenda items:
 - 1. Approval of minutes from last meeting.
 - 2. Dean's report.
 - 3. Other items may be added by:
 - a. the dean; or
 - b. ten (10) or more of the Voting Faculty who shall submit the item in writing to the COS dean's office at least one week prior to the scheduled meeting
 - c. any COS committee created by these bylaws.
 - d. ten (10) or more of the regular faculty members may propose an issue for consideration and/or vote. If an issue requires a vote of the faculty, the vote will not be taken until the next scheduled meeting or via online voting procedures conducted by the COS Elections Committee not sooner than at least one month after the meeting to allow time for faculty review and consideration.

III. Faculty Vote and Elections:

- A. All elections and votes shall be decided by a majority of votes by all members present at a meeting, or by a majority of votes cast online if the election is online. The Elections Committee will conduct and certify the results of college-wide elections, and the results of all elections shall be made available to all members of the college.

IV. Standing Committees.

- A. The standing committees of the college shall address specified topics relating to academic and personnel matters of the college. All standing committees must meet at least once per year. In the event of a conflict of interest in an awards selection, committee members shall recuse themselves and an alternate will be elected by the department faculty. After the committee completes the faculty award selection, the original department representative will resume their place on the committee and the alternate member is dismissed from committee service.

B. Dean's Advisory Council.

- 1. Responsibilities will be:
 - a. To be the primary interface between the faculty of the COS and the Office of the Dean. In this capacity, the Advisory Council shall advise the dean on any matter of concern to the COS.
 - b. To address issues brought to it by the dean and the dean's representatives and raise issues for the dean's consideration.
 - c. In cooperation with the dean and the faculty, the council may receive petitions from faculty, encourage faculty suggestions, and advise other COS standing committees as identified in the bylaws.
 - d. To serve, at the request of the dean, as a nominating committee for ad hoc committees not identified in the college bylaws.
- 2. Membership and Terms of Service:
 - a. Each department may elect one voting member of the tenured or tenure-earning faculty who is not the department chair or a member of the dean's office staff to serve on the Advisory Council and notify the dean's office of its choice early in the fall semester. Council members shall be elected to serve two-year terms and may serve up to a maximum of six years. To allow for orderly turnover in membership, initially half the representatives will be elected to a one-year term and elections for two-year terms be held by the respective departments in the following year to ensure staggered terms. Subsequent elections will be for two-year terms.
 - b. The dean will serve as chair of the Dean's Advisory Council.
 - c. The Dean's Advisory Council will meet a minimum of two times each academic year, provided that there is at least one meeting per semester.

C. Elections Committee.

- 1. Responsibilities of the committee will be:

- a. to conduct and to certify the results of college-wide elections including:
 - i. the election of representatives to the Faculty Senate. Elections will be conducted each spring; and
 - ii. for other matters requiring college-wide faculty vote as required.
 - b. to notify the faculty of the results of all elections.
2. **Membership and Terms of Service:** The committee will be composed of three voting faculty members who are tenured or tenure-earning faculty, serving three-year, staggered terms, and appointed by the dean.
 3. Elections will be conducted using official faculty UCF e-mail addresses via online survey mechanisms that ensure confidentiality and anonymity. The final results will be determined by a majority vote of those voting. Detailed tabulations will be made available upon request to any voting member of the college.

D. Graduate Curriculum and Standards Committee.

1. Responsibilities of the committee:
 - a. To review and make recommendations to the dean about all graduate degree programs, tracks and certificate programs, including course additions, deletions, and revisions and all other curricular matters.
 - b. To review and make recommendations to the dean about proposed changes in requirements for graduate degrees, tracks, and certificate programs.
 - c. To review and make recommendations to the dean about proposed new graduate degree programs, tracks, certificates and all other curricular matters.
 - d. To review applications and make recommendations to the dean about awards associated with graduate education, including faculty awards for excellence in graduate teaching and student awards.
2. **Membership and Terms of Service:** The committee will be composed of one member from each department in the college, to be elected by each department, and a chair appointed by the dean. All committee members shall be graduate faculty as specified by the College of Graduate Studies. A quorum will consist of a majority of the members. Except for the chair, no more than one member will serve from a single department. Members will serve two-year staggered terms. Members may serve successive terms.

E. Research Committee.

1. The responsibilities of the committee:
 - a. To review and make recommendations to the dean about all matters related to research.
 - b. To review and make recommendations to the dean about applications for in-house grants and similar programs.

- c. To review applications and recommend recipients to the dean for faculty awards associated with excellence in research.
2. The committee will be composed of one member from each department in the college, to be elected by each department, and a chair appointed by the dean. All committee members shall be graduate faculty. The chair will vote only in case of a tie vote. A quorum will consist of a majority of the members. Except for the chair, no more than one member will serve from a single department. Members will serve two-year staggered terms. Members may serve successive terms.

F. Promotion and Tenure Committee.

1. Responsibilities of the committee will be:
 - a. To review and articulate COS criteria for promotion and tenure.
 - b. To review candidates' dossiers.
 - c. To make recommendations to the dean about tenure and promotion nominees' folders based on departmental, college, and university criteria.
 - d. To document any recommendation.
 - e. To study and make recommendations to the dean about personnel matters of general concern to the faculty.
2. Membership and terms of service: The committee will be composed of one tenured member from each department in the college, at the rank of professor, where available. Members shall be elected by a majority vote of tenured and tenure-earning faculty in each department, excluding the department chair, dean and assistant and associate deans. No committee member may be a member of the department or university promotion and tenure committees. Members will serve two year, staggered terms. No committee member may serve two successive terms.
3. In the case of conflict between the COS Bylaws and the UCF promotion and tenure guidelines, COS Promotion and Tenure Committee membership and activities will be governed by the UCF promotion and tenure guidelines, and the Collective Bargaining Agreement (CBA).

G. Instructor/Lecturer Promotion Committee.

1. Responsibilities of the committee will be:
 - a. To review and articulate COS criteria for promotion of instructors and lecturers.
 - b. To review candidates' dossiers and make recommendations to the Dean.
 - c. To document any recommendation.
2. Membership and terms of service: The committee will be composed of elected members as specified in the university guidelines.

3. In case of conflict between the COS Bylaws and the university guidelines for promotion of instructors and lecturers, the COS committee membership and activities will be governed by the university guidelines and the CBA.

H. Recognition and Scholarship Committee.

1. The responsibilities of the committee will be:
 - a. To review applications and recommend recipients to the dean for student scholarships and fellowships granted by the college.
 - b. To review and make recommendations to the dean about awards for faculty advisors and professional advisors and student awards associated with advising and undergraduate studies.
 - c. To review applications and recommend recipients to the dean for faculty awards associated with Excellence in Professional service.
2. Membership and terms of service: The committee will be composed of one member from each department in the College, to be elected by each department. Members will serve two-year, staggered terms. The chair will serve a one-year term. The chair will be chosen by the committee from among its members.

I. Undergraduate Curriculum and Standards Committee.

1. Responsibilities of the committee will be:
 - a. To review and make recommendations to the dean about all undergraduate curricular matters, such as course additions, deletions, and revisions.
 - b. To review and make recommendations to the dean about proposed changes in the requirements for an existing major, minor, track, or certificate offered by a department.
 - c. To review and make recommendations to the dean about proposed new degree, minor, track, or certificate programs.
 - d. To review and make recommendations to the dean about any proposed College requirement.
 - e. To review applications and make recommendations to the dean about awards associated with undergraduate education, including faculty awards for excellence in undergraduate teaching.
2. Membership and terms of service: The committee will be composed of one member from each department in the college, to be elected by each department. A representative from the dean's office will be appointed to chair the committee. A quorum will consist of a majority of the members. Except for the chair, no more than one member will serve from a single department. Members will serve two-year, staggered terms.

J. Sabbatical Leave Committee.

1. Responsibilities of the committee will be:

- a. to review applications of faculty eligible for the Sabbatical Leave awards
 - b. to make recommendations to the dean about recipients of the awards.
2. Membership and terms of service: The committee of tenured faculty will be composed of one member from each department in the college, to be elected by each department. The chair will be elected annually by the committee from among its members. A quorum will consist of a majority of the members. No more than one member will serve from a single department. Members will serve two-year staggered terms.

V. Select and ad hoc Committees.

Select committees are constituted to address awards and scholarship matters and typically meet only once an academic year. Ad hoc committees may be created as needed by the dean or at the written request of ten (10) percent of the regular faculty. Members of ad hoc committees may be appointed, elected or a combination of both. In the event of a conflict of interest in an awards selection, committee members shall recuse themselves and an alternate will be elected by the department faculty.

A. Research Incentive Award (RIA) Selection Committee.

1. Responsibilities of the committee will be:
 - a. to review applications of faculty eligible for the RIA awards
 - b. to make recommendations to the dean about recipients of the awards.
2. Membership and terms of service: The committee will be composed of one member from each department in the college, to be elected by each department during the academic year, rather than in the previous spring. The chair will be elected annually by the committee from among its members. A quorum will consist of a majority of the members. No more than one member will serve from a single department. Members will serve a term of one-year and may be reelected in succeeding years.

B. Teaching Incentive Awards (TIP) Criteria and Procedures Committee.

1. Responsibilities of the committee will be:
 - a. to review criteria and procedures for the TIP awards
 - b. to make recommendations to the dean about changes in criteria or procedures for the awards.
2. Membership and terms of service: The committee of tenured faculty will be composed of one member from each department in the college, to be elected by each department during the academic year, rather than in the previous spring. A representative from the dean's office will be appointed to chair the committee. A quorum will consist of a majority of the members. No more than one member will serve from a single department. Members will serve a term of one-year and may be reelected in succeeding years.

C. Teaching Incentive Awards (TIP) Selection Committee.

1. Responsibilities of the committee will be:
 - a. to review applications of faculty eligible for the TIP awards
 - b. to make recommendations to the Dean about recipients of the awards.
2. Membership and terms of service: The committee of regular faculty will be composed of one member from each department in the college, to be elected by each department during the academic year, rather than in the previous spring. The chair will be elected annually by the committee members from its membership. A quorum will consist of a majority of the members. No more than one member will serve from a single department. Members will serve a term of one-year and may be reelected in succeeding years.

VI. Faculty Senate Representation.

- A. The responsibility of the senators is to represent the departments and college according to the provisions of the Faculty Constitution.
- B. The number of COS senators is determined by the formula set down in the Faculty Constitution.
- C. Membership and terms of service: One tenure-earning or tenured faculty holding the rank of assistant professor, associate professor or professor or general faculty of comparable rank with multi-year appointments is to be elected by each department as its Senate representative. Assistant (non-visiting) professors, associate professors and professors, including chairs or general faculty of comparable rank with multi-year appointments are eligible to serve. The remaining senators will be elected at large by the college. No administrators above the level of chair may serve as a senator. Senators are elected to two-year staggered terms.

VII. Changes to the College of Sciences Bylaws.

- A. Once these bylaws have been reviewed, approved, and implemented, they may not be substantively changed except upon recommendation of an ad hoc committee appointed by the dean. An ad hoc committee may be established by the dean or by petition to the dean by at least ten percent of the voting members of the college.
- B. The responsibilities and size of the committee will be determined by the dean.
- C. Recommended changes will be reviewed by the Dean's Advisory Council prior to submission to the faculty for consideration.
- D. Bylaw revisions shall be ratified by a two-thirds vote of those present and voting at a general meeting of the COS Faculty unless that same majority votes to have the Elections Committee conduct an online ballot.

VIII. College of Sciences Bylaws History

The University of Central Florida was opened in the fall of 1968, as Florida Technological University. The Florida Legislature changed the name in December, 1978. The College of Sciences was created in 2005 from a division of the College

of Arts and Sciences into two colleges: one for arts and humanities and another for natural and social sciences. The College of Arts and Sciences was originally created in 1980, representing a union of the College of Humanities and Fine Arts, the College of Natural Sciences, and the College of Social Sciences. The first Arts and Sciences Bylaws were approved on April 14, 1981 and were last revised on March 24, 1998. The College of Sciences Bylaws are based on that document.