

**Bylaws of the College of Sciences  
University of Central Florida**

*Approved by College Faculty February 13, 2023*

**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, creative activities, 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, schools, 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 (COS) embodies the heritage of human learning and is committed to advancing and disseminating knowledge in College of Sciences disciplines. 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 use 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 that 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 the community.

[Approved by Faculty Excellence October 12, 2023](#)

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 for the demands and opportunities facing them in the 21st century. We pursue international communication among educators and students, offering programs, research and creative activities 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. Standard Faculty Members
  - a. Faculty and administrators in the College of Sciences who:
    - i. hold regular, research, or clinical full-time positions. Such positions include but are not limited to, tenured/tenure-earning ranks, instructor/lecturer ranks, clinical/research faculty.
    - ii. are full-time UCF employees whose primary appointment is in a non-COS unit, but who hold tenure in the College of Sciences.
    - iii. held one of the positions described above and 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, or governed by UCF regulation or the collective bargaining agreement) standard 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, on select or ad hoc committees, elected or appointed.
2. Associate Faculty Members
  - a. Personnel in one of the departments, schools, or administrative units of

the College of Sciences who:

- i. hold part-time, visiting, or temporary faculty positions.
- 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. Units**

1. Departments and Schools: As defined in UCF Faculty Senate resolution 2016-17-14.
  - a. Representation on college committees will be by departments and schools. Those faculty who do not hold a position in a COS department or school but are eligible to serve on college committees may be elected/appointed to represent the COS department or school with which they are affiliated (i.e. the unit they hold tenure or joint appointment in where applicable).
2. Centers, Institutes, and other units: units created to coordinate institutional research, creative activities, service, educational training, or other activities that may differ from the mission of academic units.

## **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 eight (8) percent 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.
  3. A quorum shall consist of eight (8) percent of the voting members of the COS Faculty.
  4. The COS dean's office will provide for record keeping of general meetings. Copies of agendas, minutes and other materials will be archived and made available to members of the college.
  5. COS college, committee or advisory group meetings will operate 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. three (3) percent 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. three (3) percent or more of the standard 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. Terms of service will be by academic year. 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. 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 unit faculty. Following the award selection process, the original unit representative will resume their place on the committee and the alternate member will be dismissed from committee service.

#### **B. Dean's Advisory Council**

1. Responsibilities of the council
  - 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 and school may elect one tenured or tenure-earning standard faculty member, who is not the department chair, school director, or a member of the dean's office staff.
  - b. Four standard faculty members holding instructor or lecturer positions of any rank, who are not department chairs, school directors, or members of the dean's office staff, shall be elected via a college-wide election.
  - c. The dean may appoint two standard faculty members of any classification or rank.
  - d. No more than two elected members of the same unit shall serve on the council at a time.
  - e. Council members shall be elected to serve two-year terms, except when staggering of terms is necessary. Terms will be staggered by unit and type to allow for orderly turnover in membership. Service will be limited to two consecutive terms for any one council member. Council elections will take place in the spring prior to the beginning of the academic year term.
  - f. The dean will serve as chair of the Dean's Advisory Council.
  - g. 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
  - a. To conduct and to certify the results of college-wide elections.
  - b. To notify the faculty of the results of college-wide elections.
2. Membership and Terms of Service
  - a. The committee will be composed of three standard faculty members.
  - b. They will be appointed by the dean and will serve three-year staggered terms.
3. Elections will be conducted using official faculty UCF e-mail addresses via online or other survey mechanisms, as deemed appropriate by the committee, 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 standard 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
  - a. The committee will be composed of one standard faculty member from each department and school in the college, to be elected by each unit, and a chair appointed by the dean. The chair is typically a representative of the Dean's Office, such as an associate dean or a faculty fellow. All committee members shall be graduate faculty as specified by the College of Graduate Studies.
  - b. Only elected members of the committee will participate in the review of applications and selection of recipients for UCF awards, unless explicitly allowed by UCF regulations and collective bargaining. If the appointed committee chair is not also one of the elected members, the committee members will elect, from among themselves, a representative to serve as committee chair during the award selection process.
  - c. A quorum will consist of a majority of the members. Except for the chair, no more than one member will serve from a single unit. Members will serve one-year terms. Members may serve successive terms.

### **E. Research Committee**

1. Responsibilities of the committee
  - a. To review and make recommendations to the dean about all matters

related to research and creative activities.

- b. To review applications and make recommendations to the dean about awards and grants associated with research and creative activities.
2. Membership and terms of service
    - a. The committee will be composed of one standard faculty member from each department and school in the college, to be elected by each unit, and a chair appointed by the dean. The chair is typically a representative of the Dean's Office, such as an associate dean or a faculty fellow. The elected members should be active in research and/or creative activities.
    - b. Only elected members of the committee will participate in the review of applications and selection of recipients for UCF awards, unless explicitly allowed by UCF regulations and collective bargaining. If the appointed committee chair is not also one of the elected members, the committee members will elect, from among themselves, a representative to serve as committee chair during the award selection process. For matters not related to UCF awards, the appointed chair will vote only in case of a tie vote.
    - c. Two research administrators will be appointed by the dean.
      - i. The appointed research administrators will not participate in the review of application and selection of recipients for UCF awards.
    - d. A quorum will consist of a majority of the members. Except for the chair and research administrators, no more than one member will serve from a single unit. Members will serve two-year staggered terms. Members may serve successive terms.

#### **F. Promotion and Tenure Committee**

1. Responsibilities of the committee
  - a. To review and articulate COS criteria for promotion and tenure.
  - b. To review candidates' dossiers and make recommendations to the dean about tenure and promotion nominees' dossiers based on unit, college, and university criteria.
  - c. To study and make recommendations to the dean about personnel matters of general concern to the faculty.
2. Membership and terms of service are specified in the UCF promotion and tenure regulation and the collective bargaining agreement.

#### **G. Instructor/Lecturer Promotion Committee**

1. Responsibilities of the committee
  - a. To review and articulate COS criteria for promotion of instructors and lecturers.
  - b. To review candidates' dossiers and make recommendations to the dean about promotion nominees' dossiers based on unit, college, and university criteria.
  - c. To study and make recommendations to the dean about personnel matters of general concern to the faculty.
2. Membership and terms of service are specified in the UCF

Instructor/Lecturer promotion regulation and the collective bargaining agreement.

#### **H. Non-Tenure Earning Promotion Committees (Clinical, Research, Other)**

1. Responsibilities of the committees
  - a. To review and articulate COS criteria for promotion of Clinical, Research, and other Non-Tenure Earning and Non-Instructor/Lecturer faculty classifications.
  - b. To review candidates' dossiers and make recommendations to the dean about promotion nominees' dossiers based on unit, college, and university criteria.
  - c. To study and make recommendations to the dean about personnel matters of general concern to the faculty.
2. Membership and terms of service are specified in the UCF Non-Tenure-Earning, Research, and Clinical Faculty promotion regulation and the collective bargaining agreement.

#### **I. Recognition and Scholarship Committee**

1. Responsibilities of the committee
  - 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, professional service, and other awards, as deemed appropriate for this committee's review.
2. Membership and terms of service
  - a. Each department and school may elect one standard faculty member of any rank to serve on the committee.
  - b. Members will serve two-year, staggered terms. The chair will be chosen each year by the committee from among its members.

#### **J. Undergraduate Curriculum and Standards Committee**

1. Responsibilities of the committee
  - 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 unit.
  - 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
  - a. The committee will be composed of one standard faculty member from each department and school in the college, to be elected by each unit, and a chair appointed by the dean. The chair is typically a representative

- of the Dean's Office, such as an associate dean or a faculty fellow.
- b. Only elected members of the committee will participate in the review of applications and selection of recipients for UCF awards, unless explicitly allowed by UCF regulations and collective bargaining. If the appointed committee chair is not also one of the elected members, the committee members will elect, from among themselves, a representative to serve as committee chair during the award selection process.
  - c. 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.

**K. Sabbatical Leave Committee**

1. Responsibilities of the committee
  - 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:
  - a. The committee will be composed of one tenured faculty member from each department and school in the college, to be elected by each unit.
  - b. 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 unit. Members will serve two-year staggered terms. Members may not serve consecutive 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 standard faculty. Members of ad hoc committees may be appointed, elected or a combination of both unless otherwise specified in UCF regulations or collective bargaining agreement articles outlining select processes. 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 unit faculty.

**A. Research Incentive Award (RIA) Selection Committee**

1. Responsibilities of the committee
  - 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 are specified in the UCF collective bargaining agreement and regulations.

**B. Teaching Incentive Awards (TIP) Selection Committee**

1. Responsibilities of the committee
  - 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 are specified in the UCF collective bargaining agreement and regulations.

**VI. Faculty Senate Representation**

- A. The responsibility of the senators is to represent the units and college according to the provisions of the Faculty Constitution.

- B. The number of COS senators is determined by the allocation formula set down in the Faculty Constitution.
- C. Membership and terms of service:
  - 1. Faculty eligibility to serve on the senate is determined by university guidelines and an eligibility list is provided to the college each year.
  - 2. How the allocated COS seats are distributed within the college is determined by the college. Each department and school will elect one eligible faculty member to serve in the unit's faculty senate seat. In situations in which the allocated number of senators exceeds the number of departments and schools in the college, the remaining senators will be elected by college-wide election to serve as college at-large senators. In cases in which the allocated number of senators is fewer than the number of departments and schools in the college, the college will determine a fair way to distribute the senate seats across the college.

#### **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, or by a two-thirds vote of participants in an online vote.

#### **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 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 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 physical and social sciences. The first College of Sciences Bylaws were ratified November 30, 2012, and were based on the former College of Arts and Sciences document. In July 2020 the College of Sciences expanded to include several programs that were formerly part of the School of Visual Arts and Design in the College of Arts and Humanities, following a merger of those programs into the Nicholson School of Communication and Media. Any subsequently ratified by-laws are revisions of the 2012 College of Sciences bylaws document.