College of Community Innovation and Education
School of Teacher Education

BYLAWS OF THE FACULTY
Adopted by the School of Teacher Education Faculty on January 11, 2019

ARTICLE I: PURPOSE
1. PURPOSE
   a. Unit bylaws detail guidelines and procedures of the School of Teacher Education. 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 School of Teacher Education will have at least one schoolwide faculty meeting in each of the fall and spring semesters. Each meeting must include faculty from all School of Teacher Education campus locations. At the Director's discretion, faculty meetings can be held solely for faculty at each particular physical location of School faculty or for Program-affiliated faculty (e.g., Early Childhood Development Education, Exceptional Education, Elementary Education and Secondary Education). Faculty will be notified of the meeting via email and/or other electronic means (e.g., *STElegram*, the School's electronic newsletter) not less than 15 days before such meeting.

2. MEETING RULES OF ORDER
   a. Robert's Rules of Order, Newly Revised, shall prevail at the meetings of the school, and the committees of the unit, unless otherwise stated.

3. FACULTY-CALLED MEETING PROCEDURES
   a. A faculty-called meeting may be initiated by the school faculty upon the request, in writing, by 20% of voting faculty members. Notice of a special meeting, specifying its purpose, shall ordinarily be sent to all school faculty members and to the Director not less than 15 days before such meeting. On rare occasions, the 15-day notification period may not be possible, in which case both the faculty and the Director will be notified as soon as possible of the meeting.

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.   Faculty entitled as "Visiting Professor" or "Adjunct Professor" at any rank are excluded from the voting faculty.

b. For voting purposes, a quorum will be reached if over 50% of the school voting faculty are present at a meeting in person or by telecommunication. No proxies will be accepted. Matters of vote will be decided by a majority of those voting within the allotted time period. All vote tallies will be presented to the faculty

c. If a quorum is not present at a meeting, electronic voting may be utilized, with a voting window of not less than five business days and no more than seven business days.   The same "over 50%" rule applies as described in 4b.

d. All vote tallies will be presented to the faculty via e-mail.

5. FACULTY MEETING AGENDAS

a. Proposed agendas will be provided to all voting faculty two days in advance of scheduled faculty meetings. The agenda will be emailed to the faculty or provided via other electronic means (e.g., *STElegram*).

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. Members of the School of Teacher Education Faculty and Staff Advisory Council may add items to the agenda without the need for additional faculty support at any time up to the release of the agenda. (See Article III.1.c.1. for details of the makeup of the Council)

c. At all faculty meetings scheduled to be attended by all faculty, the agenda 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 in a format and location accessible to faculty within five business days of the faculty meeting. The minutes can be approved electronically or at the next school meeting.
b. All faculty-meeting minutes (including program meeting minutes) will be archived in a format and location accessible to all school faculty. Two locations will be utilized, Microsoft Teams and the College's shared folder.
c. Additional records to be archived in a format and location accessible to faculty include agendas and minutes from school-wide committees, as well as all policies and bylaws that affect faculty. Two locations will be utilized, Microsoft Teams and the College's shared folder.

ARTICLE III: SCHOOL STRUCTURE

1. **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 faculty representation from all School-level program designations and a variety of academic ranks.

    b. The School shall develop and maintain information on internal school committees in a location electronically accessible to all school faculty. Two locations will be utilized, Microsoft Teams and the College's shared folder. Information will include, at a minimum, the committee title, chair, and committee members. This information should be updated at least once annually, typically during the Spring semester preceding the subsequent academic year.

    c. The following internal school committees will meet each semester with nominations for membership on these committees accepted at the first faculty meeting of the academic year each year. Membership on the committees will be two years on a rolling basis with two new members elected to each committee each year. Peer and self-nominations will be allowed with acceptance of peer nominations confirmed by the end of the faculty meeting in which the nomination is made. Elections will be conducted by vote via Qualtrics within one week of the nomination. The committees and membership are as follows:

        1. Faculty and Staff Advisory Council – this committee serves to advise the school director. The group is facilitated by the Associate Director of the School. Anyone from the committee can call a meeting. The frequency of meetings is projected to be once per month. The committee is made up of five members in addition to the school associate director. The Council is composed of four members with at least one person from each of the following categories: Category 1: Ranks and positions: professor, associate professor, assistant professor, and instructor/lecturer; and, Category 2: Four programs: Early Childhood Development Education, Elementary Education, Exceptional Education, and Secondary Education. The Council will also include a staff person nominated and elected by the full-time STE staff through voting conducted annually via Qualtrics.
        2. Graduate Curriculum Committee – this committee oversees school issues related to graduate curriculum. The committee is made up of faculty representation from Secondary Education, Elementary Education, and Exceptional Education and Early Childhood Development Education as well as one at large committee member. An alternate member will be elected from each of the School-level program areas. There must be representation from each of the four School-level program areas for a meeting to convene. Only graduate faculty are eligible to serve on this committee.
        3. Undergraduate Curriculum Committee – this committee oversees school issues related to undergraduate curriculum. The committee is made up of faculty representation from Secondary Education, Elementary Education, Early Childhood Education, and Exceptional Education. An alternate member will be elected from each of the School-level program areas. There must be representation from each of the School-level program areas for a meeting to convene. All faculty are eligible to serve on this committee.
        4. Student Issues Committee – this committee oversees issues related to student conduct. The committee is made up of faculty representation from Secondary Education, Elementary Education, Early Childhood Education, and Exceptional Education. An alternate member will be elected from each of the School-level program areas. There must be representation from each of the School-level program areas for a meeting to convene. All faculty are eligible to serve on this committee.

ARTICLE IV: RESPONSIBILITIES OF SCHOOL DIRECTOR

The School Director is appointed by the Dean to serve for a five-year renewable term and will have a full-time, 12-month appointment. The Director reports to the Dean, serves on the College's leadership team, provides overall leadership to and coordinating executive functions of Unit in accordance within the College of Community Innovation and Education and the University of Central Florida. The School Director is responsible for advancing and/or managing the school's

programs and personnel, as well as actively pursuing opportunities for collaboration, innovation, and fundraising. Other functions of the Director include, but are not limited to, the following:

• Facilitate faculty and staff development with supporting resources;
• Assignment of Academic Program Coordinators;
• Convene periodic meetings of faculty and program leaders;
• Assignment and approvals of responsibilities for each tenured/tenure-earning and non-tenured faculty members;
• Revisions of annual assignments for each tenured/tenure-earning or non-tenure-earning faculty member;
• Evaluating the academic year performance of each faculty member (i.e. full-time, adjunct, visiting) in accordance with the responsibilities specified in the faculty member's annual assignment of responsibilities;
• Recommendation of hiring for faculty after search;
• Work with Academic Program Coordinators on course scheduling and render final approvals;
• Work with Academic Program Coordinators and/or unit faculty on curriculum matters and render final approvals;
• Other related administrative duties unique to the Unit and/or as advised by the Dean.

ARTICLE V: RESPONSIBILITIES OF ACADEMIC PROGRAM COORDINATORS

There are four Academic Program Coordinators appointed by the Director to serve renewable, two-year terms, one from each program: Early Childhood Development Education, Elementary Education, Exceptional Education, and Secondary Education. Tenured, tenure-earning, and non-tenured faculty may serve as Program Coordinators. Academic Program Coordinators may have responsibilities such as: representing the needs of the programs and faculty to the Director (including overall coordination of the program course schedule), cooperating with requests for data and brief reports, as well as advocating faculty and student needs to the Director. As approved by the College of Community Innovation and Education, a more exhaustive list of the possible responsibilities of the academic program coordinators include the following:

• Facilitate effective and consistent communication among all academic program faculty members;
• Lead academic program scheduled meetings and maintain meeting minute notes;
• Provide input to the academic unit leader relating to the academic program scheduling, including the identification and verification of appropriate adjunct instructors in collaboration with the academic unit leader;
• Complete Institutional Effectiveness (IE) plan and result reports with input from program faculty members for all degrees within the academic program, including collecting and entering data, analysis of the results, and closing the loop in the assessment process within appropriate timeframe as specified by the College;
• Provide input on recruitment, retention, and admissions processes within the academic program as necessary;
• Update and maintain all academic program student handbooks;
• Lead information and orientation sessions for new students in collaboration with the academic unit leader;
• Lead orientation sessions for adjunct instructors in collaboration with the academic unit leader;
• Collaborate on continuous improvement initiatives for the academic programs' curriculum and procedures;
• Hold regularly scheduled office hours for a minimum of 5 hours per week and be available for an additional 5 hours per week to provide and/or coordinate advisement for students as well as potential students seeking admission into the program;
• Oversee and complete Graduate Enrollment Management (GEM) documents;
• Collaborate with academic unit leader in work with the CCIE Office of Accreditation, Assessment, and Data Management;
• Serve as liaison to the CCIE Offices of Undergraduate and Graduate Affairs and where appropriate serve as program representative on CCIE Undergraduate or Graduate Council committees;
• Collaborate with academic unit leader in program accreditation and reaccreditation process at the academic program level;
• Collaborate with academic unit leader on maintaining curriculum and competencies according to accrediting and approving bodies;
• Review catalog and provide suggested changes regarding degree program area;
• Participate in the development of new courses, minors, certificates, tracks, and degree programs as needed to support the functioning of the academic unit;
• Where applicable within the academic unit, the coordinator monitors and maintains course syllabi for academic

program and current curriculum vitae for all degree program faculty members and adjunct instructors in collaboration with the academic unit leader;

• Where applicable within the academic unit, the coordinator monitors the completion of book orders each semester within academic program in collaboration with academic unit leader;

• Provide input to academic unit leader relating to adjunct instructors' performance;

• Collaborate with the academic unit leader on providing the academic program website updates in digital format to CCIE web developer; and

• Collaborate with the academic unit leader on the annual program Community Advisory Board meeting as applicable.

ARTICLE VI: 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 the 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.