

College of Education and Human Performance  
Governance Procedures  
University of Central Florida

Revised March 2017

# College Governance Procedures

## 100.00 - Introductory Statement

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

The College of Education and Human Performance's *College Governance Procedures* is the College document that clarifies the duties and responsibilities of the administration, faculty, and staff in the governance of the College. The purpose of this document is to clarify roles and to foster collegial relationships. Nothing herein is designed or intended to interfere with the academic freedom of individual members of the college, or with the responsibilities of the academic administrators of the unit.

Major premises used as guidelines to develop the document include:

- Optimal opportunity for divisional input in decision making;
- Ample divisional representation throughout the structure of the College Governance Procedures;
- Insurance that the functions of Standing and Reporting Committees are not in conflict;

All governance decisions made by faculty committees or individuals will be in compliance with all Florida Statutes, regulations and University policy. All actions will be made in the form of recommendations to the Dean. In a collegial environment, the Dean will receive the faculty recommendations and may approve, amend, reject or refer back to Committees for further consideration or present to the entire faculty for ratification and/or approval.

## 101.00 - Functions of College Governance Procedures

The major functions of College Governance are as follows:

- to describe how issues or concerns raised by any stakeholders (departments, committees, administrators, and individual faculty and staff members) are raised initially, resolved, and forwarded to the next level for review.
- to establish a clear decision-making process for all aspects of College business:
  - instructional
  - curricular
  - administrative
  - hiring
- to provide a mechanism for accountability and follow-up
- to provide information on committees
  - composition
  - function
  - purpose
- to describe the relationship among elements/committees
- to differentiate between those decisions that by law and administrative rule are the venue of the Dean and those that may reasonably involve the faculty.

## **200.00 - The Faculty**

The faculty is responsible for and has the authority for programs, courses, and activities, which constitute the curriculum of the College. The faculty is charged with:

- the delivery of existing programs
- recommending and modifying existing programs or courses
- initiating new programs
- suggesting the deletion of programs which are no longer appropriate for students
- advising students
- participating in departmental recommendations and decisions
- providing service to their program, department, university, and community, particularly with public schools and other related communities
- serving on department, college and university committees in order to actualize collegial governance
- staying current in their field of study by attending and presenting at professional meetings, conducting research, seeking external funding, and writing scholarly publications.

## **201.00 – The College Faculty Assembly**

### **201.1 - Regular meetings**

The faculty of the College should hold at least three meetings per academic year. The Dean may call additional faculty meetings.

### **201.2 - Special Meetings**

The faculty of the College may request that the Dean call a meeting of the faculty at any time when a need arises.

### **201.3 - Voting Membership and Quorum**

Tenured, tenure-track, full-time instructors, and lecturers are eligible to vote. One half plus one of the eligible voting faculty members constitutes a quorum. Written proxy voting is permitted. Voting may take place during College Faculty Meetings by roll call or secret ballot. Voting may also take place during a special election by secret ballot, which may be requested by the Dean or Faculty Council.

### **201.4 - Amendment of College Policies and Procedures**

The College policies and procedures as published in the *College Governance Procedures* may be amended by a majority vote of the eligible faculty. Non-substantial editing and corrections to the Governance Procedure document may be made by approval of the Faculty Council. Changes to the policies and procedures of the Governance Procedure document require approval by the College Faculty.

## **300.00 - Types and Functions of College Committees**

**300.1 - Standing Committees:** Standing committees are those listed in the College of Education and Human Performance Governance Procedures document and that report to the Faculty Council at each meeting. The faculty elects the members. The chair of each committee is elected by the committee membership. Subcommittees and/or ad hoc committees may carry out some of the functions of the standing committees.

**300.2-Reporting Committees:** Reporting committees are college wide committees that have a broad range of responsibilities and deal with matters that include academic policy and meet at least once per academic year and report to the Faculty Council on an annual basis. The faculty elects the members. The chair of each committee is elected by the committee membership. Subcommittees and/or ad hoc committees may carry out some of the functions of the standing committees.

**300.3 - Subcommittees:** Subcommittees may be established to facilitate the timely handling of the work of a standing or reporting committee. Its membership consists of members of the committee as well as membership from the College faculty, students, the schools, and community. The selection procedures and composition of subcommittees shall be recommended by the main committee. At its inception the subcommittee will define its function, composition, and procedures for committee operation. The subcommittee reports to the standing or reporting committee to inform and make recommendations related to the charge of the subcommittee.

**300.4 - Ad hoc Committees:** Ad hoc committees may be established by a standing committee, reporting committee, a subcommittee, or a Dean. Ad hoc committees may be established for a limited time period to perform a specified task. At its inception the group or person establishing the ad hoc committee will define its function and composition. The ad hoc committee will determine procedures for committee operation. Ad hoc committees will inform and make recommendations related to their charge.

**300.5 - Search Committees:** Search committees are established by an administrator 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 elected by the committee membership. In the forming of the committee, there will be appropriate representation related to the position sought.

## **301.00 - Committee Operating Procedures**

**301.1** - New committees (elected or appointed) must submit their function, composition, and procedures for approval at a Faculty Meeting prior to conducting business.

**301.2** - Elected and appointed committee members shall serve two-year terms. An elected member may serve for only two consecutive full terms; members are eligible for reelection after one year intervenes. When committees are first constituted, half of the membership will serve a year term and the other half will serve a two-year term in order to ensure staggered membership thereafter. Alternates serve one-year terms. Terms of service for all committees are staggered and normally end within the spring semester of a given year. Committee members, including officers, continue to serve until their replacements are elected.

**301.3** -*Ex officio* members serve by virtue of their position and at the discretion of the Dean within the parameters of the committee composition listed below. All *ex officio* members and liaisons are non-voting members of committees.

**301.4** - All Committees shall:

- require a quorum of a simple majority to conduct business.
- allow a vote by proxy or by alternate representative in place of an absent member.
- conduct voting at meetings or by email at the discretion of the presiding officer.
- elect members through departmental elections in March; terms begin April 1 and terminate March 31.
- stagger membership terms when possible to ensure a balance of experienced and new members.
- elect a chair from the voting membership on an annual basis.
- elect the new officers at the April meeting.
- fill vacancies in the same manner that regular members are selected, with the elected person serving the remainder of that term.
- forward, in a timely manner, copies of meeting agendas and minutes to the chair of Faculty Council. Standing committees will designate a staff member each year to assist with the agenda, minutes, and other administrative needs. Reporting and ad hoc committees may request administrative assistance from the Dean's office, as needed.
- issue annual reports to the Dean and faculty of: (1) committee actions and (2) recommendations for college consideration and further action.
- forward issues to the appropriate committee or administrator.

## **302.00 - Roles of Committee Officers and Members**

### **302.1 - Chairs**

- schedule and post meeting dates and locations at the beginning of each semester.
- distribute the agenda at least one week in advance of each meeting.
- conduct election of new officers at April meeting.
- facilitate meeting decorum.
- are voting members of their committees.
- ensure collegial respect for both members and guests.
- should be aware of college, university, Florida Board of Governors, and legislative rules, policies and procedures which may directly affect the committee's operations and deliberations.

### **302.2 - Recordors/Secretaries**

- publish and distribute approved minutes of meetings via electronic mail and hard copy to the College faculty and staff within one week of approval.
- file approved minutes with committee members and Faculty Council within one week of date they were corrected.
- submit file of minutes and materials of committee business meetings to Dean's office for college archives.

### **302.3 - Members**

- attend all scheduled meetings.
- serve as a representative of and liaison to their respective department.
- maintain confidentiality of matters discussed and/or decisions made where appropriate.
- maintain a professional demeanor.
- should be prepared to contribute to committee discussions.

### **302.4 - Alternates**

- follow the same policies and procedures as members, except they are only required to attend:
  - the first scheduled meeting of the new committee to ensure that regular meeting dates do not conflict with their schedule
  - in place of their division member representative(s) when s/he is unable to attend a meeting and may vote in her/his stead

### **302.5 - *Ex Officio* and Liaison Members**

- *Ex officio* members serve by virtue of their position and at the discretion of the Dean.
  - provide orientation of new members at the May meeting.
- Liaison members are members who serve on comparable university committees.
- *Ex officio* and liaison members provide information, guidance, and communication between college administration and university committees and faculty.
- *Ex officio* and liaison members may not vote on the committee.

### **302.6 - Observers/Guests**

- may attend the open portions of any committee meeting
- 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 and Florida statues section 228.093.
- 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.

## **303.00 - College Standing Committees**

### **303.1 - Faculty Council**

#### 303.1.1- Functions

- serve as the College vehicle to recommend policy concerning faculty input into College matters dealing with curriculum, instruction, academic freedom and collegiality
- recommend all proposals that are identified and disseminated as policies and procedures formulated by or for the College Faculty
- serve in an advisory capacity to the Dean
- maintain appropriate communication across standing committees and with Faculty Council
- coordinate and disseminate a master calendar of standing committee dates and times
- share information from each committee for the purpose of maintaining open communication, avoiding duplication, filling gaps, and assuring integrity of the faculty governance process within the college
- archive approved/corrected minutes and attachments of all College committees

#### 303.1.2- Composition

- tenured faculty only
- one elected member from each department and two elected members per school
- one elected alternate from each department and two elected alternates per school
- Associate Dean for Research (ex officio)
- Associate Dean for Academic Affairs (ex officio)

### **303.2 - Undergraduate Admissions and Retention Committee**

#### 303.2.1- Functions

- develop and recommend undergraduate admission policies and standards to the faculty
- act upon all appeals for admission for applicants not meeting standards
- act upon all appeals related to grades and program requirements
- make recommendations for changes in retention policies and standards

#### 303.2.2- Composition

- tenured or tenure-earning faculty only
- one elected member from each department and school actively involved in undergraduate programs
- one elected alternate from each department and school actively involved in undergraduate programs
- Associate Dean for Academic Affairs (ex officio)
- Director of Undergraduate Affairs (ex officio)

### **303.3 - Undergraduate Curriculum and Standards Committee**

#### 303.3.1- Functions

- review and make recommendations on new program proposals, program revisions, and program deletions
- review and make recommendations on additions, deletions, or changes in existing courses
- review and make recommendations for curriculum issues, initiatives, policies and procedures
- address issues related to clinical experiences at the undergraduate level
- make program recommendations based on annual review of
  - student surveys
  - reports from accrediting organizations
  - best practices research as reported in the professional literature
  - input from various stakeholders

#### 303.3.2- Composition

- tenured or tenure-earning faculty only
- one elected member from each department and two elected members per school
- one elected alternate from each department and two elected alternates per school
- College representatives to the University Undergraduate Course Review Committee and University Undergraduate Policies and Curriculum Committee (liaison, non-voting)
- Associate Dean for Academic Affairs (ex officio)
- Director of Undergraduate Affairs (ex officio)
- Director of Clinical Experiences (ex officio)

### **303.4 - Graduate Admissions and Retention Committee**

#### 303.4.1- Functions

- develop and recommend graduate admission and retention policies and standards
- act upon all appeals for admission for applicants not meeting standards
- consider and make recommendations on requests to appeals and petitions of graduate program requirements and university policies
- review appeals and petitions to identify systemic problems and recommend changes
- review requests for changes in dissertation chairs
- develop criteria and procedures for selection of graduate recipients of college fellowship and scholarship awards
- select recipients for college graduate fellowship and scholarship awards
- receive and review program admission (red, conditional and denial) recommendations
- rank college nominations for university fellowships and awards

#### 303.4.2- Composition

- tenured or tenure-earning faculty only
- one elected member from each department and school
- one elected alternate from each department and school
- Associate Dean for Academic Affairs (*ex officio*, non-voting)
- Executive Director, Graduate Affairs (*ex officio*, non-voting)
- , Graduate Affairs (*ex officio*, non-voting)



### **303.5- Graduate Curriculum and Standards Committee**

#### 303.5.1- Functions

- review and make recommendations on new program proposals, program revisions, and program deletions for graduate certificate, Master's, Specialist, and Doctoral programs
- review and make recommendations on additions of, deletions of, or changes in existing courses
- review and make recommendations for curriculum issues, initiatives, policies and procedures
- address issues related to clinical experiences at the graduate level
- review program submissions based on review of:
  - student surveys
  - reports from accrediting organizations
  - best practices research as reported in the professional literature
  - input from various stakeholders
  - library holdings

#### 303.5.2- Composition

- tenured and tenure-earning faculty only
- one elected member from each department and two elected members per school
- one elected alternate from each department and two elected alternates per school
- Senate-appointed College representative to the University Graduate Curriculum Committee (liaison, non-voting)
- Associate Dean for Academic Affairs (ex officio, non-voting)
- Executive Director, Graduate Affairs (ex officio, non-voting)

### **303.6 - Research Committee**

#### 303.6.1- Functions

- advocate for a positive research climate across college.
- advise the Associate Dean for Research on policies, procedures and priorities.
- serve as College's ranking body for ORC Internal Research Proposals, Researcher of the Year Award, and Toni Jennings Exceptional Education Institute proposals.

#### 303.6.2- Composition

- tenured and tenure-earning faculty only
- one elected member and one alternate elected from each department
- member of University Research Council (liaison, non-voting)
- Director of the Center for Educational Research and Development (ex officio, non-voting)
- Associate Dean for Research (ex officio, non-voting)

## **304.00 College Reporting Committees**

### **304.1 - Instructional Resources Committee**

#### 304.1.1- Functions

- screen, prioritize, and make recommendations on requests for purchase of instructional resources, including technology resources, from College funds for both student and faculty use
- review and advise on the use of technology in teaching and research

#### 304.1.2- Composition

- tenured, tenure-earning, and full-time lecturers and instructors only
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- one elected member from each department and school
- one elected alternate from each department and school
- Associate Dean for Research (ex officio)
- UCF IT Relationship Manager for CEDHP (ex officio)
- CMC Associate Librarian (ex officio)
- Budget Director (ex officio)

### **304.2 - Honors Committee**

#### 304.2.1- Functions

- monitor the standards of the HIM program through coordination with the Burnett Honors College
- recruit and support faculty to serve as honors thesis chairs and committee members
- recruit eligible students to participate in HIM through receptions, open houses, workshops, and correspondence
- support and retain students by providing workshops, networking, and opportunities for scholarships
- receive applications and oversee the granting of HIM scholarships each semester
- coordinate our recruitment and mentoring efforts in regard to National Merit Scholars and national honor societies

#### 304.2.2- Composition

- tenured, tenure-earning, and full-time lecturers and instructors only
- one elected member from each department and school actively involved in undergraduate programs
- one elected alternate from each department and school actively involved in undergraduate programs
- Coordinator of the Honors in Major program (appointed by the Dean for a two-year term, voting)
- member of the undergraduate education advising office (liaison, non-voting)
- Associate Dean for Academic Affairs (*ex officio*, non-voting)

### **304.3 - Human Resources Committee**

#### 304.3.1- Functions

- receive nominations for College and University awards for faculty, student, staff and alumni

- select College awards recipients
- forward select applicants to appropriate university awards committees
- coordinate an event to recognize retiring faculty and staff
- identify and suggest recognition for faculty, student, staff and alumni who provide special service to the community.

## **305.00 - Committees Mandated by External Policy and University Committee Representation**

Several College committees are mandated by external policies. These include, but are not limited to:

- Sabbatical Committee
- UCF-TIP Selection Criteria and Procedures Committee
- UCF-TIP Selection Committee
- RIA Peer Review Committee
- Instructor/Lecturer Promotion Committee

### **305.1 - Promotion and Tenure Committee**

The College Promotion and Tenure follows the rules and policies outlined in the current UCF Promotion and Tenure Guidelines, consistent with Faculty Senate policies and the collective bargaining agreement.

#### 305.1.1- Functions

- reviews and makes recommendations at the request of the Dean on credentials submitted by Department Chairs or Director for consideration of change in faculty status
- makes recommendations on College faculty personnel policies and procedures including advancement in rank and tenure

#### 305.1.2- Composition

- all members must be Professors
- each department and school will elect one representative; when a department does not have an eligible representative they may elect an eligible representative from another department or school
- Associate Dean for Research (ex officio)

The functions, composition, policies, and procedures guiding these committees will follow UCF's Collective Bargaining Agreement, Faculty Senate policy, and University policy.

### **305.2 – Faculty Senate**

The Faculty Senate Constitution determines college representation on the UCF Faculty Senate as follows:

- Full-time faculty on tenure-earning, tenured, or multi-year appointments are eligible
- Each college elects a number of senators, based on the following formula: the number of full-time faculty in the college divided by the total number of full-time faculty at UCF, multiplied by 75.

The College policy regarding divisional representation on the Faculty Senate is as follows:

- one eligible faculty member per department
- two eligible faculty members per school
- the remainder at large
- elected by plurality

