

**Bylaws of the GAMES AND INTERACTIVE MEDIA (GaIM) Department
Nicholson School of Communication and Media
University of Central Florida**

Adopted May 3, 2019

**ARTICLE I
NAME AND PURPOSE**

Section 1. Name

The organization shall be called the Games and Interactive Media (GaIM) Department, the “Department,” and it shall exist under the legal auspices of the Nicholson School of Communication and Media (NSCM), the “School.” The administration and organization of GaIM is subject to the policies and Director of the School. Given NSCM’s unique status as an interdisciplinary, inter-college School, it is currently housed under two different Colleges – the College of Arts and Humanities (CAH) and the College of Sciences (COS). Given the Department’s historical organization under CAH, any reference to the “College” will refer to CAH unless and until any future organizational changes are made to the structure of the School and the Department.

Section 2. Purpose

The purpose of the Department is to:

1. provide oversight of the academic design, integrity and effectiveness of the GaIM department and to recommend and adopt changes as necessary;
2. to support faculty in the Department and students in the undergraduate and graduate academic program(s) of the unit;
3. to encourage research and development of new techniques and scholarly and creative applications in the field; and
4. to foster a sense of community among students, faculty, administrators, academic and industry partners, and employers in the field.

The policies, programs, and affairs of the Department shall be consistent with these Bylaws and the policies and objectives of the College and the School, and the Department shall be subject to the overall supervision of the Director of the School.

ARTICLE II MEMBERSHIP AND MEETINGS

Section 1. Faculty Membership and Voting Rights

Department members are comprised of full-time faculty members in GaIM regardless of rank and any faculty members or administrators with primary academic assignments in other units but with joint appointments, as defined by the Memorandum of Understanding governing their appointment, and/or tenure in GaIM. Collectively, this is the “Faculty.” All Faculty in this category of individuals have voting rights. Faculty with teaching assignments to courses staffed by the unit (but no formal academic appointment to the unit) are not considered part of the “Faculty” and have no voting rights, but may elect to serve on committees and should be invited to participate in conversations related to the curriculum they deliver.

Faculty should be professionals regularly involved in the research, education, and/or teaching practice associated with the Department. Faculty ranks include tenure-earning (assistant professor, associate professor, and full professor); and teaching-focused (instructor, lecturer, and research associate).

Guests with relevant business (e.g., visiting scholars and faculty with teaching assignments, but no formal appointment in the unit) are invited to attend meetings and participate in other departmental business as needed or requested by Faculty or the Department leadership. Affiliated Faculty from other UCF areas without joint appointments do not play a direct role in the governance or administration of the Department but may have other expertise or skills deemed essential to the ongoing goals of the Department.

Affiliated faculty or guests do not have voting rights on Departmental business.

Section 2. Regular Meetings — Meetings of the Department shall be held on a regular basis, at least once per Fall and Spring semester. Emergency meetings may be called in the summer, but no faculty member who is off-contract will be required or expected to participate in the meeting. However, all faculty will be invited to attend, and all faculty are expected to respond when feasible to emergency votes called during the summer at the discretion of the chair.

Unless there are insufficient items present to justify a meeting of the Faculty, the Department will hold on average three to four meetings each academic semester (Fall and Spring terms). Other meetings as determined by the faculty will also be held if determined to be necessary by the Department faculty or leadership.

To the extent possible, notice of the meetings will be communicated to each member at least thirty (30) days before the meeting date. Meeting agendas, with voting items and any relevant materials as indicated, will be distributed at least 48 hours before the meeting.

Meeting minutes will be taken at each meeting. Minutes will be approved at the beginning of the following meeting, Approved minutes will be forwarded to NSCM administration for archival and distribution.

Section 3. Special Meetings — The Faculty shall be entitled to call a special meeting with a specific agenda based on the request of one-third of the Department faculty or the Department Chair. The special faculty meeting shall occur within five business days of the presented request if reasonably possible. The procedures for Regular Meetings will apply.

ARTICLE III PARLIAMENTARY PROCEDURE

Section 1. Parliamentary Authority — The rules contained in the current edition of Robert's Rules of Order shall govern Department meetings in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any operational rules that the Department may adopt.

ARTICLE IV LEADERSHIP

Section 1. Function – The Department shall be governed by the Faculty Supervisor of the Department, currently an Interim Assistant Director, who shall have the authority to transact all necessary and essential business of the Department or delegate such authority, or any part thereof, to the Faculty. From this point and hereafter this individual will be referred to as the "Chair." The Assistant Director will be supported by an Associate Chair responsible for assisting in administrative duties and providing leadership and support to the graduate program.

Section 2. Appointment – After a supporting vote of 2/3 of the Department Faculty, the Chair shall be appointed by the Director of the School for a period of five years, which may be renewed at the Director's discretion with an additional vote of 2/3 support from the Faculty. A Chair must be a full-time, tenured faculty member within the GaIM Department.

The individual so appointed shall continue to occupy the office until their successor is appointed and installed or until their resignation or removal. Upon the resignation or removal of the Chair, an ad hoc committee will make a recommendation to the Director of NSCM and the Dean of CAH concerning a new appointment. If no internal candidate is available who is able and willing to serve, or no internal candidate receives a 2/3rd vote of support from the faculty, the department may request permission to launch an external search and the previous Chair or Associate Chair will be invited to serve as interim until a search is resolved.

The Chair will nominate an Associate Chair to be appointed by the Director of the School for a period of five years. A tenured faculty member with the GalM Department is preferred for the Associate Chair. While the Associate Chair may elect to seek nomination and election to the position of Chair following the resignation or removal of the Chair, this succession is not guaranteed by occupying the role of Associate Chair.

Section 3. Duties – The Chair of the Department shall preside over general meetings.

The Chair will appoint Faculty to serve on subcommittees and will recommend establishment of ad hoc committees as necessary. Volunteers will be sought for these positions as a first step in this process. The assignment of committee members to a particular committee should, insofar as possible, seek a balance of affected interest. The Chair will appoint an interim subcommittee chair for each subcommittee in the fall, and at the first meeting of each subcommittee, subcommittee members will select a permanent chair. The Chair will serve as an ex-officio member of all committees.

The Chair shall make recommendations and assign tasks to committees as necessary.

The Chair shall execute any other duties as listed in the Bylaws and by the parliamentary authority adopted in these bylaws for the Department. The Chair will create and follow any operational rules of the College, the School, and the various committees contained in both structures.

ARTICLE V ORGANIZATION

Section 1. Committees – The Department shall be divided into standing committees and ad hoc committees. Standing committees should include a mix of five tenure-earning and teaching-focused GalM faculty members, except where the requirements of

the committee's business dictate the participation of tenured faculty exclusively as noted below. A chair will be elected by the committee's membership from among the five members appointed to the committee.

Section 2. Standing Committees

Assessment Committee

The responsibilities of the Assessment Committee will be to:

- a. prepare the Annual Assessment Plan and Results Report;
- b. recommend to the Faculty changes in the Annual Assessment Plan;
- c. propose revisions to policies or curriculum based upon the annual Assessment Results Report.

Policy and Planning Committee

The responsibilities of the Policy and Planning Committee will be to:

- a. create and maintain Department documentation;
- b. advise the Chair on matters of strategic importance and implement relevant planning and policy in support of those matters.

Undergraduate Curriculum Committee

The responsibilities of the Undergraduate Curriculum Committee will be to:

- a. review and make recommendations to the Chair about all undergraduate curricular matters, such as course additions, deletions, and revisions;
- b. review and make recommendations to the Chair about proposed new tracks within the undergraduate degree programs;
- c. propose new or clarify existing student policies and procedures in the appropriate departmental documentation to be updated annually;
- d. recommend to the Chair internship sites to be considered for students;
- e. advise on other relevant undergraduate curricular matters as appropriate.

Graduate Curriculum Committee

The responsibilities of the Graduate Curriculum Committee will be to:

- a. review and make recommendations to the Chair about all graduate curricular matters, such as course additions, deletions, and revisions;
- b. review and make recommendations to the Chair about proposed new tracks within the graduate degree program(s);
- c. propose new or clarify existing student policies and procedures in the appropriate departmental documentation to be updated annually;
- d. assist with recruitment of new graduate students;

- e. represent the graduate program at special events (e.g., UCF Graduate Fair);
- f. oversee graduate-specific matters including the administration and grading of graduate student exams;
- g. assist the Graduate Program Director with graduate initiatives;
- h. advise the Chair and Graduate Program Director on other relevant graduate curricular matters as appropriate.

Promotion and Tenure Committee

The responsibilities of the Promotion and Tenure Committee will be to:

- a. complete department-level cumulative progress evaluations (CPEs) for tenure-track faculty as required for their promotion and tenure;
- b. review final P&T dossiers and complete departmental-level reviews and write-ups for faculty members applying for tenure and promotion;
- c. assist in other promotion and tenure matters (e.g., the generation of names for external letter writers) as requested by the Chair.

The promotion and tenure committee will be comprised of all tenured faculty members in the Department, with the exception of the Chair or others holding out-of-unit administrative assignments.

A subcommittee of full professors on the Promotion and Tenure committee will evaluate and review candidates applying for Full Professor.

If there are insufficient faculty available to meet the committee size required by the Collective Bargaining Agreement for either of these purposes, external members will be invited by the Chair and Associate Chair based on their alignment with areas of expertise of those undergoing review, pursuant to approval by the faculty.

Promotion and tenure committee members at both levels (i.e., the full committee evaluating candidates applying for Associate Professor as well as the subcommittee of full professors evaluating candidates applying for Full Professor) must not vote at any other level of the process if they are voting at the departmental level.

Instructor/Lecturer Promotion Committee

The responsibilities of the Instructor/Lecturer Promotion Committee will be to:

- a. review final dossiers and complete departmental-level reviews and write-ups for instructors/lecturers applying for promotion;

- b. assist in other instructor/lecturer promotion matters as requested by the Chair.

Section 3. Ad Hoc Committees - Ad Hoc Committees may be formed by the Chair, as deemed advisable from time to time, to develop and conduct authorized activities as approved by the Faculty. Ad Hoc committees may be created or abolished by a simple majority vote of the Department. The Chair will appoint the Faculty who are to serve on any Ad Hoc committee.

Section 4. Subject Matter Experts - Subcommittee Chairs and Co-Chairs, with the approval of the Chair, may appoint non-Faculty to their Subcommittee as needed.

Section 5. Location - Meetings of any Committee or Ad Hoc Committee shall be held at a time and place designated by the Chair or Co-Chair of said committee.

Section 6. Reports - The chairperson or each Committee shall make periodic reports to the Chair and Faculty on the work of the Committee. A normal outlet for these reports will be the regularly scheduled meetings of the Department. The chairperson of each Ad Hoc Committee shall make periodic reports to the Chair and Faculty on the work of the committee and shall make a final report to the Chair at the completion of the Ad Hoc committee's assignment.

ARTICLE VI QUORUM AND VOTING

Section 1. Quorum - For Department-wide voting, a quorum for voting purposes is defined as an assembly of two thirds (2/3) of the Faculty.

For Committees, the Chair or Co-Chair shall set the quorum for the meetings of each Committee/Ad Hoc committee at the first meeting of the committee each academic year. In general and unless special circumstances dictate the need for another ratio, the preferred standard for quorum will be 2/3 of the total faculty members serving on the committee in question.

Section 2. Procedure - One vote per faculty member. Faculty members may not transfer their vote by proxy to another member but will be given the opportunity to vote electronically when they cannot be present.

Voting is valid at Department meetings, functions, or on assigned projects.

Voting may be by a show of hands, written on a form, or an electronic response of an email or other web-based query.

Voting by electronic means is permitted at the discretion of the Chair, on items requiring a vote by the Faculty, and at the discretion of a Committee Chair or Co-chair, on items requiring a vote by their specific committee.

Section 3. Definitions - The terms “majority” or “simple majority” are defined as one vote above fifty percent of all positive and negative votes received within the voting time frame as defined by the Chair (for Department votes) or by the Chair or Co-Chair of a Committee or Ad Hoc Department for votes cast within their respective committee.

The term “two-thirds majority” will be determined by the total number of positive and negative votes received within the voting time frame as defined by the Chair (for Department votes) or by the Chair or Co-Chair of a Committee or Ad Hoc Committee for votes cast within their respective committee.

ARTICLE VII FINANCE

Section 1. Budget – The Chair will manage the annual budget for the Department. The budget is determined by the Director of NSCM. Individual requests for funding will be submitted as needed, and approved by the Chair or Faculty in accordance to the relevant policies.

Section 2. Fundraising - The Department may raise funds or solicit contributions in any manner not prohibited by the College or University, and will work in coordination with the Director of Advancement for NSCM in identifying and pursuing opportunities for support.

Section 3. Fiscal Year - The fiscal year of the Department shall be July 1 through June 30.

Section 4. Depository - The funds derived from and by the Department shall be deposited and otherwise held under the legal auspices of the University of Central Florida Foundation, Inc. in one or more accounts established for this purpose.

ARTICLE VIII AMENDMENTS TO THE BYLAWS

These Bylaws may be amended, altered, or rescinded by the Faculty upon the approval of two-thirds (2/3) present at any meeting of the Department where a quorum is present.

Proposed amendments to the Bylaws shall be submitted to the GaIM Policy and Planning Committee. Upon review, the Policy and Planning Committee may either return the proposed amendments to the proposer with recommendations for changes and re-submittal or pass the proposed bylaws amendments to the Chair.

If accepted by the Chair, the proposed bylaws amendments shall be communicated to the Faculty a minimum of thirty (30) days prior to a scheduled vote.

Amendments to bylaws shall require a two-thirds positive vote of Faculty present at a meeting where a quorum is present, or two-thirds positive vote by those responding to an electronic email (or another web-based query) vote (if the quorum described under Article VII is established).

ARTICLE IX EFFECTIVE

These Bylaws shall be effective upon the approval of the Faculty.