

BYLAWS OF THE TEXTS AND TECHNOLOGY PH.D. COMMITTEE
College of Arts & Humanities
University of Central Florida

Adopted October 30, 2013 and Amended January 28, 2015

ARTICLE I
NAME AND PURPOSE

Section 1. Name

The organization shall be called the Texts & Technology Ph.D. Committee (the “Committee”), and it shall exist under the legal auspices of the University of Central Florida’s College of Arts & Humanities (the “College”).

Section 2. Purpose

The purpose of the committee is to:

- a. provide oversight of the academic design, integrity and effectiveness of the Texts & Technology Ph.D. Program (“T&T”) and to recommend and adopt changes as necessary;
- b. to manage recruitment for, admission to, and retention of students in the program;
- c. to encourage research and development of new techniques and scholarly applications in the field; and
- d. 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 Committee shall be consistent with these Bylaws and the policies and objectives of the College, and the Committee shall be subject to the overall supervision of the Dean of the College.

ARTICLE II
MEMBERSHIP

Section 1. Membership

All Committee members should be professionals regularly involved in the research, education, and/or teaching practice associated with T&T. Voting members must maintain scholarly currency in the field as outlined in the doctoral faculty guidelines published in the University’s Graduate Catalog.

All Core and Associated faculty of the T&T program are considered voting members of the Committee (“Members”). The primary difference between the two classifications is that Core faculty members are eligible to teach core courses and chair T&T dissertation committees. Associate faculty members can teach elective courses and serve as readers, but not as chairs, on T&T dissertation committees.

Section 2. Core Faculty

All Core Faculty must be from within the College of Arts & Humanities.

Core Faculty are those who teach core T&T courses, supervise doctoral work and candidacy exams, and do research related to Texts and Technology. Core faculty members actively participate in T&T activities (e.g., T&T faculty meetings, student orientations, recruitment events, dissertation defenses, and special engagements such as guest speaker series and research colloquiums). Core faculty members are eligible to serve as readers on T&T dissertation committees and also to direct T&T dissertations by serving as doctoral committee Chairpersons. Core faculty members also have the responsibility to take an active role in student advising. This advising should include meetings with student advisees to discuss electives suitable for their research plans, to counsel them in regards to their career objectives, and to recommend professional development opportunities relevant to their long term goals.

Core Faculty must attend at least 50% of the scheduled T&T meetings each year (excluding sabbaticals, course schedule overlaps, or other essential university service assignments cleared in advance with the T&T director). If a core faculty member's attendance falls below 50% at the end of the academic year, s/he, would be designated as associated faculty.

After two years of below expected attendance, the faculty member would be removed from T&T due to lack of demonstrated performance/interest or for lack of time to contribute.

Section 3. Associated Faculty

All Associated Faculty must be from within the College of Arts & Humanities.

Associated Faculty are eligible and encouraged to participate in T&T activities, attend meetings and events, and serve as dissertation and exam committee members for students in the program. They may also play a role in student advising and mentorship. Associated Faculty are eligible for advancement to Core Faculty if they meet all university requirements to serve as Chair on Dissertation committees, have taught at least one T&T elective course, and demonstrate current research in a field related to T&T.

Associated Faculty must attend at least 25% of the scheduled T&T meetings each year (excluding sabbaticals, course schedule overlaps, or other essential university service assignments cleared in advance with the T&T Director). After two years of below expected attendance, the faculty member would be removed from T&T due to lack of demonstrated performance/interest or for lack of time to contribute.

Section 4. Affiliated Faculty

Affiliated faculty of the T&T program are invited to participate as non-voting members of the Committee. Affiliated faculty are those who do not play a direct role in the governance or administration of the program but who have other expertise or skills deemed essential to the ongoing goals of the program.

Section 5. Appointment

In order to be appointed to the Committee, a nomination by a department chair must be sent to the Director of the T&T program in writing, accompanied by a copy of the nominee's current CV. The Director will bring the nomination to the Committee for a vote. Approval requires a majority vote. New Committee members must meet all university requirements to serve as graduate faculty.

Section 6. Removal – Any Member may be removed from the Committee by a two-thirds (2/3) vote of the Committee. Members may be removed from the Committee or reclassified from Core to Associate status for lack of ongoing participation in the program or other reasons as deemed appropriate by the Committee.

Section 7. Meetings; Quorum – Meetings of the Committee shall be held at the times and places designated by the Director on a regular basis. Two-thirds (2/3) of the number of core faculty Members of the Committee shall constitute a quorum for the transaction of business.

Unless there are insufficient items present to justify a meeting of the faculty, the Director will hold on average three to four meetings of the Committee 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 Committee or the Director.

To the extent possible, notice of the meetings will be communicated to each member at least thirty (30) days before the meeting date.

Section 8. Parliamentary Authority - The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern Committee 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 Committee may adopt.

ARTICLE III DIRECTOR

Section 1. Function – The Committee shall be governed by the Director of the T&T program, who shall have the authority to transact all necessary and essential business of the Committee or delegate such authority, or any part thereof, to the Members.

Section 2. Appointment – The Director shall be appointed by the Dean of the College for a period of five years, which may be renewed at the Dean's discretion. The

individual so appointed shall continue to occupy the office until his or her successor is appointed and installed or until his or her resignation or removal. Upon the resignation or removal of the Director, an ad hoc committee will make a recommendation to the Dean of the College of Arts and Humanities concerning a new appointment.

Section 3. Duties – The Director of the Committee shall preside over general meetings.

The Director will appoint Members 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 Director, at his or her discretion, may choose to either appoint Subcommittee Chairs/Co-Chairs or allow the committee members to elect their Chair or Co-Chair.

The Director will serve as an ex-officio member of all committees.

The Director shall make recommendations and assign tasks to subcommittees as necessary.

The Director shall execute any other duties as listed in the Bylaws and by the parliamentary authority adopted in these bylaws for the Committee. The Director will create and follow any operational rules of the College and the various committees.

ARTICLE IV ORGANIZATION

Section 1. Committees – The Committee shall be divided into standing subcommittees and ad hoc committees.

Section 2. Standing Subcommittees

The Director, at his or her discretion, may choose to either appoint the Subcommittee Chairs/Co-Chairs or allow the committee members to elect their Chair and Co-Chair.

Subcommittee Chairs and Co-Chairs serve a term of two (2) years. Subcommittee Chairs'/Co-Chairs' terms may not exceed the period of time during which their Subcommittee is in existence.

If a Subcommittee is abolished, the former Chair/Co-chair shall be moved to regular Member status.

1. Assessment

The responsibilities of the Assessment Subcommittee will be to:

- a. prepare the Annual Assessment Plan and Results Report;

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

2. Admissions

The responsibilities of the Admissions Subcommittee will be to:

- a. organize review of each year's application files;
- b. recommend to the Director an admissions decision for each applicant;
- c. ensure that applicants recommended for admission have submitted research proposals that can be supported by current Members throughout the duration of the program in so far as possible;
- d. recommend to the Director candidates for University and College Fellowships and Graduate Assistantships; and
- e. communicate to candidates accepted and to candidates not selected for admission as requested by the Director.

3. Curriculum & Academic Policy

The responsibilities of the Curriculum & Academic Policy Subcommittee will be to:

- a. review and make recommendations to the Director about all curricular matters, such as course additions, deletions, and revisions;
- b. review and make recommendations to the Director about proposed new tracks within the degree program;
- c. propose new or clarify existing student policies and procedures in the T&T Graduate Student Handbook to be updated annually;
- d. recommend to the Director internship sites to be considered for T&T students.

4. Recruitment and Public Relations

The responsibilities of the Recruitment and Public Relations Subcommittee will be to:

- a. make recommendations and organize the recruitment of top candidates to the T&T program;
- b. maintain communication with those institutions that offer master's degree programs suitable for advancement into the T&T doctoral program;
- c. propose marketing materials to support advancing awareness of the program in desired markets and throughout the University community;
- d. develop faculty, student, and alumni profiles for use in marketing materials, the University Graduate Catalog, and on the T&T website;
- e. propose recommended updates to the T&T website;
- f. recommend and assist in the coordination of Guest Speakers and associated publicity.

5. Research & Awards

The responsibilities of the Research and Awards Subcommittee will be to:

- a. Manage and grow fellowships, grants, and award programs for Texts & Technology students.
- b. Review applications submitted for the program's awards, and make recommendations to the Director regarding awardees and award amounts.
- c. Establish protocols for travel support for both Texts & Technology faculty and students.
- d. Identify and publicize external grant and fellowship opportunities.
- e. Promote student publication efforts, both print and online.
- f. Assist with organizing and leading workshops for students.

Section 3. External Advisory Committee

Purpose – The purpose of the External Advisory Committee is to solicit feedback from the community and to gain insight from those working in technical fields about the strategy and vision for T&T. Members of this committee will aid with certain components of the T&T assessment process (particularly in regards to the internship experience).

Responsibilities -Members of the board will specifically:

- a. apprise the Director of their needs in order to better shape T&T;
- b. serve as a public relations conduit to their own organizations for T&T;
- c. provide contacts for T&T students and offer internship and employment opportunities to them; and
- d. will be a potential source for grant money.

Composition and Term - The External Advisory Committee will consist of five (5) Central Florida professionals who represent an array of organizations: government, education, industrial, technology, military, non-profit, and entertainment. Membership will be determined by response to an invitation extended by the Director. Internship sites will be especially targeted for representation on this board. Each member will serve a two-year term. This term may be extended if both the Director and the advisory board member are amenable to this arrangement.

Meetings - The External Advisory Committee will meet twice annually with the Director. Every five years the External Advisory Committee will participate in the process of evaluating T&T in a comprehensive fashion.

Section 4. Ad Hoc Committees - Ad Hoc committees may be formed by the Director, as deemed advisable from time to time, to develop and conduct authorized activities as approved by the Members. Ad Hoc committees may be created or abolished by a simple majority vote of the Committee. The Director will appoint the Members who are to serve on any Ad Hoc committee.

Section 5. Subject Matter Experts - Subcommittee Chairs and Co-Chairs, with the approval of the Director, may appoint non-Members to their Subcommittee as needed.

Section 6. Meetings; Quorum - Meetings of any Subcommittee or Ad Hoc committee shall be held at a time and place designated by the Chair or Co-Chair of said committee. The Chair or Co-Chair shall set the quorum for the meetings of each Subcommittee/Ad Hoc committee at the first meeting of the committee each academic year.

Section 7. Reports - The chairperson or each Subcommittee shall make periodic reports to the Director and Members on the work of the Subcommittee. A normal outlet for these reports will be the regularly scheduled meetings of the Committee. The chairperson of each Ad Hoc Committee shall make periodic reports to the Director and Members on the work of the committee and shall make a final report to the Director at the completion of the Ad Hoc committee's assignment.

ARTICLE V FINANCE

Section 1. Budget – The Director will manage the annual budget for the T&T program. The budget is determined by the Dean.

Section 2. Fundraising - The Committee may raise funds or solicit contributions in any manner not prohibited by the College or University.

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

Section 4. Depository - The funds derived from and by the Committee 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 VI VOTING

Section 1. Quorum - A quorum for voting purposes is defined as an assembly of two thirds (2/3) of the core faculty Members. In certain circumstances, the Director may allow voting by proxy.

Section 2. Procedure - One vote per Member. Members may not transfer their vote by proxy to another member.

Voting is valid at Committee 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 Director, on items requiring a vote by the Members, and at the discretion of a Subcommittee Chair or Co-chair, on items requiring a vote by his or her 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 Director (for Committee votes) or by the Chair or Co-Chair of a Subcommittee or Ad Hoc Committee for votes cast within his or her 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 Director (for Committee votes) or by the Chair or Co-Chair of a Subcommittee or Ad Hoc Committee for votes cast within his or her respective committee.

ARTICLE VII AMENDMENTS TO THE BYLAWS

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

Proposed amendments to the Bylaws shall be submitted to an Ad Hoc Bylaws Committee established by the Director. Upon review, the Ad Hoc Bylaws Committee may either return the proposed amendments to the proposer with recommendations for changes and re-submittal, or pass the proposed by-laws amendments to the Director.

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

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

ARTICLE VIII EFFECTIVE

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