



Department of Global
Hospitality and Tourism
Management
UNIVERSITY *of* WEST FLORIDA

Bylaws

Preamble

The Department of Global Hospitality & Tourism Management (GHTM) endorses the Mission statements of the University and the College of Business.

Issues not covered in these Bylaws will be governed by the College of Business Bylaws.

I. Department Faculty Meetings

The Chair, or a designee of the Chair, shall preside at all meetings of the Department faculty and staff as a whole. Department meetings shall be conducted as follows:

- a. The Department shall meet at least once in the fall and spring semesters to conduct the business of the Department. Meetings may include presentation of assessment results, discussion of assessment results, making recommendations based on assessment results, presentation of recruitment results, and other items as deemed necessary by the Chair. Except as noted in subsection (c), in this section, all meetings are to be called with at least five working days' notice. The requirement for five days' notice may be waived if the purpose of such meeting is informational only and no other action is required.
- b. The Office Administrator of the Department of Global Hospitality & Tourism Management, or designee thereof, shall be responsible for taking minutes and keeping a permanent record of Department meetings. The Office Administrator is responsible for keeping and distributing the minutes as required by these Bylaws. The minutes are to be distributed to the members of the faculty within ten working days of the meeting for which the minutes were taken.
- c. The Chair shall convene special meetings of the Department faculty upon petition of at least 25% of the tenured, tenure earning, and non-tenure earning (full-time) faculty (visiting faculty, adjuncts, and non-teaching advisors not included) or when deemed necessary by the Business College Council or the Dean.
- d. A quorum is defined as 50% of the voting members of the Department for all matters other than as specified next. For Annual Evaluation Standards, Tenure and Promotion Standards, and on matters pertaining to changes in the Bylaws, a quorum shall be two-thirds of the voting members of the Department.
- e. Voting members on all departmental matters other than Tenure and Promotion Standards are defined as full-time tenured faculty, full-time tenure track faculty, faculty on phased retirement, full-time instructors, and full-time non-tenure track faculty. The definition of

voting members excludes people with visiting appointments, adjuncts, and non-teaching advisors. The Chair is a voting member of the faculty, but only votes in the case of a tie.

- f. Voting members of the faculty on Tenure and Promotion Standards, is defined as *full-time tenured and tenure track faculty* including faculty on phased retirement.
- g. Proxies should be submitted to the Chair, via email, prior to or at the beginning of the meeting. The proxy must designate the procurator. Such proxies will be counted as present for purposes of determining a quorum.
- h. Voting on all matters requires a simple majority of those present for passage with the exception of Annual Evaluation Standards, Tenure and Promotion Standards, and on matters pertaining to changes to the Bylaws, when a super majority, defined as two thirds of the eligible voting members of the Department [as defined in section I(e) and (f) above], is required. Voting by electronic ballot is acceptable.
- i. Proposed motions affecting the educational policy of the Department must be submitted in writing to the Chair at least five working days prior to the meeting at which these motions are to be made, with electronic or paper copies distributed to faculty members at least five working days in advance of the meeting.
- j. The Chair shall prepare and distribute an agenda for the meeting. Any items that the faculty desire to have included on the agenda should be communicated to the Chair prior to the meeting.

II. Office Space

Occasionally, the Department may move from one building to another, a building may be modified, or there may be a change in personnel within the Department through new hires, retirements, and etcetera. Available office space will be allocated to faculty desiring available space on the basis of seniority and length of service at UWF. For example, a full professor who has 25 years of service at UWF will have priority over a full professor who has been onboard only 15 years. Full professors will have first choice on available office space, associate professors second choice, assistant professors third choice, and instructors fourth choice. Available office space for visiting faculty, adjuncts, and support personnel will be assigned by the Chair.

III. Faculty Mentorship Program

The Faculty Mentorship Program includes the assigning of mentors, adherence to program guidelines, and providing resources or opportunities to enhance the mentor-mentee relationship. Mentorship and support should focus on career development. Career mentoring may include

coaching, professional advising, networking assistance, explaining typical routes to advancement, and facilitating positive professional exposure. The following are guidelines for a mentorship program.

- a. Each untenured faculty member (visiting or tenure track) should be assigned a mentor from among the tenured faculty. Post-tenure Assistant Professors should also be assigned a mentor from among senior faculty.
- b. The Department Chair of GHTM should ultimately determine faculty pairings, based on faculty workloads and other relevant factors.
- c. Faculty pairs should agree to meet at regular intervals to discuss factors that may affect the mentee's professional growth. Both partners should show initiative in arranging these meetings. Although this is a formal mentoring program, it is desirable for faculty to develop the type of informal relationship that could occur naturally.
- d. At the end of the academic year, the Faculty Mentors should report to the GHTM Department Chair on the effectiveness of the program.

IV. Annual Evaluation Guidelines

The Department has an approved set of guidelines for annual evaluation of faculty. This set of guidelines is incorporated by reference into this document but not changed by this document.

V. Tenure and Promotion Standards

The Department has an approved set of standards for tenure and promotion reviews. This set of standards is incorporated by reference into this document but not changed by this document.

VI. Teaching Schedules

In order to enhance the faculty effort toward scholarly and creative activity, it is the policy of the Department to try to give every member of the faculty a teaching schedule that is either two days per week (MW or TR) or three consecutive (MTW or TWR) days per week. Course demand and classroom availability will also be considered. Additionally, the Chair will try to accommodate scheduling requests where possible. Scheduling preference will be granted to faculty based upon rank and longevity (based upon the same system used for office space). This does not preclude a faculty member from requesting to teach a course meeting one day per week on a Friday or Saturday.

VII. Summer Line Allocation Plan

The Department will adopt a policy for assigning summer teaching positions as a standing rule. The standing rule will be adopted by voting members of the Department as defined in I(e).

VIII. Adoption

These Bylaws shall go into effect upon adoption by a super majority, defined as two thirds of the faculty eligible to vote on the Bylaws.