

UIC COLLEGE OF APPLIED HEALTH SCIENCES

Bylaws of the Faculty

As Amended December 16, 2015

January 14, 2016

BYLAWS OF THE FACULTY OF THE COLLEGE OF APPLIED HEALTH SCIENCES OF THE UNIVERSITY OF ILLINOIS AT CHICAGO

ARTICLE I. GOVERNANCE OF THE COLLEGE

The College shall be governed in its internal administration by its faculty in accordance with University Statutes Article II, Section 3a and 3b.

Faculty governance of College affairs is expressed through two mechanisms: (a) the committee structure of the College in accordance with Article II of the Bylaws, and (b) faculty voting on matters of academic policy at the bi-annual meetings of the College in accordance with Article III of the Bylaws.

SECTION 1. MEMBERSHIP

A. Faculty

The Faculty shall consist of all persons holding academic rank in the College of Applied Health Sciences or in a department or program that offers a degree in the College of Applied Health Sciences

B. Voting Faculty

The identification of faculty eligible for College-wide voting is in accordance with Article II, Section 3(a) of the Statutes. AHS voting faculty in College-wide decisions consist of the Dean and all those in the College holding one of the following academic ranks as their primary salaried appointment of at least 51% in AHS: Professor (Assistant, Associate or Full), or Clinical Professor (Assistant, Associate or Full).

SECTION 2. ORGANIZATION OF THE COLLEGE

A. Dean

The highest-ranking administrative officer of the College is the Dean. The responsibilities of the Dean are identified in the University of Illinois Statutes, Article III, Section 3d.

B. Administrative Units

The term "Administrative Department" is used within AHS to identify a department providing instruction, research, and public service.

(a) The faculty and academic staff of the Administrative Department include all individuals assigned or appointed to it for any portion of their time, regardless of their source of income or status within the university.

(b) The appointment and conduct of Department Heads shall be in accordance with the Statutes (Article IV, Section 3) describing departmental governance with a head.

C. Standing Committees

Committee membership and structure is outlined in Article II of the Bylaws. Standing Committees are: Executive, Department Head, Academic Affairs, Student Affairs, Clinical Education, Promotion and Tenure, Diversity and Equity, and Staff Council.

Ad hoc committees may be appointed by the Dean as stipulated in Article II, Section 2(l) of the Bylaws.

Unless otherwise specified in the Bylaws, representatives will be elected on an annual basis by the voting faculty of their respective Administrative Units.

D. Senators

The faculty shall elect annually one-third (33%) of its assigned delegation to the University of Illinois at Chicago Senate to represent the College on matters of educational policy.

1. The term of office of elected Senators shall be as specified in the “Bylaws of the Senate—UIC”
2. Election procedures shall be supervised by the Office of the Dean and the Executive Committee at the annual spring meeting of the College as stipulated under Article III, Section 2(A).

E. Delegates to Other Campus Committees and Organizations

The Dean will designate a member(s) of the faculty to serve as College representatives to other campus committees and organizations with the concurrence of the Executive and Department Head Committee.

ARTICLE II. STANDING COMMITTEES

SECTION 1. GENERAL PROVISIONS

A. Committee Structure and Membership

1. Unless otherwise specified, each committee shall annually elect its own Chairperson.
2. Standing committees may appoint and charge one or more subcommittee to facilitate the fulfillment of their responsibilities. Subcommittees will serve at the discretion of the parent committee; the formation or dissolution of a subcommittee shall not require the approval of the Executive Committee or the faculty. The subcommittee chairperson shall be appointed by the parent committee and must be a member of the parent committee
3. In instances where elected members may be unable to attend meetings, a predetermined alternate identified by the Administrative Department shall attend and participate in the deliberations of the committee.
4. Observers to committees or councils may participate in the discussions of the committee, but shall not present nor second motions nor vote on matters before the committee.
5. The term of membership on college committees shall, unless otherwise stipulated, begin on July 1 and end on June 30. For Faculty on 9-month contracts membership on college committees shall begin and end on their contract year appointment dates. Interim vacancies, resulting from resignation or termination, shall be filled by the predetermined alternate or Administrative Department selection.

B. Conduct of Meetings

1. All meetings shall be conducted in a manner consistent with the Robert’s Rules of Order.
2. The Chairperson shall call and preside over all meetings, and oversee the preparation and distribution of notices.
 - (a) The Chairperson shall report the progress and activities of the Committee to the Executive Committee through the transmission of minutes.

- (b) Staff services in the preparation and distribution of meeting notices, minutes, and reports shall be provided through the Office of the Dean.
- 3. The conduct of business shall require a quorum, which shall consist of two-thirds (66%) of the total committee membership.

SECTION 2. STANDING COMMITTEES OF THE COLLEGE

A. Executive Committee

The Executive Committee provides advice and consultation to the Dean. The Executive Committee cannot, of itself, establish policy, but is responsible for suggesting, reviewing, and monitoring the implementation of College policies and programs. The Executive Committee shall meet at least six times yearly. The Dean, who shall serve as chairperson of the Executive Committee, shall call additional meetings as deemed necessary.

1. Responsibilities

- (a) Annually receiving reports and recommendations from committees and councils of the College on behalf of the faculty and staff
- (b) Assisting the Dean in formulating the agenda for the College faculty meetings.
Responsibilities include:
 - (1) Accepting and transmitting agenda items, petitions of call, and other materials presented by the faculty in accordance with Article III, Section 1 (B) and (C) of the Bylaws.
 - (2) Assisting the Office of the Dean in the election of College Senators at the annual spring meeting of the faculty as stipulated under Article III, Section 2(A).
- (c) Reviewing the AHS Bylaws every two years and reporting on that review at the next scheduled college meeting

2. Membership

- (a) The Executive Committee includes a senior faculty member (one with longevity and experience) and one alternate senior faculty member annually elected from the voting faculty of each Administrative Department.
- (b) A representative from Staff Council will attend as a non-voting member.
- (c) Members will serve two year terms. One-half (50%) of the assigned membership from among AHS departments and the Staff Council will be elected annually.
- (d) The Dean is ex officio member and chair of the committee.
- (e) While the Executive Committee is in session to prepare its advice on appointment of the Dean or to review the Dean's performance, the Dean shall not be a member, and a committee member elected by the committee for that purpose should chair the committee. Administrative staff of the College serves as requested by the Dean.

B. Department Head Committee

The purpose of the Department Head Committee is to assist the Dean with policymaking and in the administration of the College. The Committee shall meet at least six times yearly. The Dean shall call additional meetings as deemed necessary.

1. Responsibilities

- (a) Providing advice and consultation to the Dean and transacting such business as may be delegated to it by the faculty
- (b) Considering and acting upon issues identified as priorities by the faculty of the College
- (c) Receiving reports and recommendations from committees of AHS on behalf of the faculty and staff

2. Membership

The Department Head Committee, chaired by the Dean, includes the Administrative Head of each AHS Administrative Department.

C. Academic Affairs Committee

The Academic Affairs Committee provides oversight of academic policies, and programs at the graduate, professional and undergraduate level. The Committee shall meet at least two times yearly. The chairperson shall call additional meetings as deemed necessary.

1. Responsibilities

- (a) Reviewing and recommending policies affecting graduate, professional and undergraduate level program operations.
- (b) Reviewing course and curriculum changes in the graduate, professional and undergraduate level programs to be referred to the appropriate body for final approval.

2. Membership

One faculty representative from each Administrative Department will be elected on an annual basis.

D. Student Affairs Committee

The Student Affairs Committee is responsible for oversight of recruitment, retention, diversity, scholarships, student grievances, activities, and honors for graduate, professional and undergraduate programs. The Committee shall meet at least two times yearly. The chairperson shall call additional meetings as deemed necessary.

1. Responsibilities

- (a) Reviewing and developing systems for student recruitment, admissions, and retention with recommendations to the Executive Committee, where appropriate.
- (b) Identifying those students who have achieved outstanding records and making specific recommendations regarding academic honors or other forms of recognition.
- (c) Serving as the advisory board to the Office of the Dean regarding all programs, activities, and events relevant to student life, student orientation and recognition programs, and AHS Convocation and/or Commencement Ceremonies.
- (d) Reviewing and processing student grievances in cases requiring full investigation and/or formal hearing.

2. Membership

One faculty representative from each Administrative Department will be elected on an annual basis.

E. Clinical Education Committee

The Clinical Education Committee is responsible for the oversight of student placement policies and procedures and coordination of the fieldwork experiences of the AHS students. The Committee shall meet at least two times yearly. The chairperson shall call additional meetings as deemed necessary.

1. Responsibilities

- (a) Reviewing and recommending policies and/or procedures affecting student fieldwork placements.
- (b) Monitoring compliance of the legal and risk management requirements of contracts and clinical training processes for traditional and online programs.

2. Membership

The Committee will include faculty representatives from each Administrative Department that requires or offers student placement. The Chair shall be annually appointed by the Dean of the College.

F. Promotion and Tenure Committee

The Promotion and Tenure Committee reviews all recommendations for academic promotion and tenure within AHS. The Committee shall meet at least once yearly. The Chairperson may call additional meetings as deemed necessary. The responsibilities of the Committee include the following:

1. Responsibilities

- (a) Annually reviewing criteria for promotion and tenure and College policies and procedures related to promotion and tenure.
- (b) Reviewing and considering both faculty promotional materials that are prepared within the College and materials related to new hires with a proposed tenured rank.
- (c) Conducting Mid-Probationary Reviews (typically third year) and submitting written summaries of reviews to the Dean.

2. Membership

- (a) The Committee will include two tenured Associate or Full Professors from each of the Administrative Departments with at least a 75% appointment to the College. Selection of tenured faculty will be made in accordance with each department's bylaws. In addition, the Executive Committee will select two clinical professors, associate or full, to serve on the committee. Clinical faculty will serve two-year terms on the committee.
- (b) Voting will be in accordance with University Statutes and UIC Promotion and Tenure Guidelines and Policies and Procedures.

- (c) Deans and faculty serving Department Heads are excluded from membership on the committee.

G. Diversity and Equity Committee

The Diversity and Equity Committee will set the long term and annual diversity goals for the College and monitor progress towards meeting those goals. The Committee shall meet at least twice yearly. The chairperson shall call additional meetings as deemed necessary.

1. Responsibilities

- (a) Providing advice and consultation to the Executive Committee.
- (b) Guiding and coordinating implementation of the College diversity plan and ensuring consistency of the College and administrative unit planning with campus goals.
- (c) Serving as the College liaison with campus organizations and offices devoted to diversity issues.

2. Membership

- (a) The Committee will include a minimum of two representatives from each Administrative Unit with at least one faculty member as defined in Article I, Section 1 (B), and one representative drawn from among staff or students of the Administrative Unit. Representatives will be elected on an annual basis.
- (b) The Chair shall be annually appointed by the Dean of the College and will report directly to the Dean in the capacity of Assistant Dean for Diversity and Equity.

H. Staff Council

The Staff Council represents the interests and needs of the College of Applied Health Sciences staff and assists in the recruitment and retention of high quality staff. The Council shall meet at least once yearly. The chairperson shall call additional meetings as deemed necessary.

1. Responsibilities

- (a) Providing advice and consultation to the Executive Committee.
- (b) Considering and acting upon issues identified as priorities by the faculty and staff of the College
- (c) Reviewing and providing recommendations to other committees of AHS on behalf of the staff

2. Membership

- (a) All full-time employees in the College who do not hold a faculty rank and who have been employed in the College for one year or more is eligible for membership on the Staff Council.
- (b) One faculty representative from each Administrative Department will be elected on an annual basis.

I. Ad Hoc Committees

The Dean may appoint ad hoc special committees to perform or assist in the performance of specific functions that support the activities and programs of the College. Committees so designated shall

serve at the discretion of, and report directly to the Dean. The Dean shall identify the Chairperson of the committee.

ARTICLE III. MEETINGS OF THE FACULTY

SECTION 1. GENERAL PROVISIONS

A. Presiding Officer

The Dean shall be the presiding officer. In his/her absence or inability to preside, this function shall be exercised by an Associate Dean, an Assistant Dean, or faculty member designated by the Dean.

B. Frequency

Meetings of the Faculty shall be held at least two times during the academic year.

1. The Dean who shall act in consultation with the Executive Committee will call the meetings.
2. Special meetings of the Faculty may be called: (a) by the Dean of the College, (b) by a majority vote of the Executive Committee, or (c) by any member of the faculty if the following provisions have been met:
 - (a) A petition specifying the purpose of the meeting has been presented with the signature of at least twenty-five members of the voting faculty from at least three College Administrative Departments
 - (b) The petition shall be presented to the Dean or through the Executive Committee.

C. Notice and Agenda

The Dean shall transmit formal notices of the date, time, place, and purpose of all faculty meetings to each member of the faculty.

1. Notices shall be issued at least thirty (30) days in advance of the meeting date.
2. The Dean who shall act in consultation with the Executive Committee will set the agenda for the faculty meetings.
3. Any member of the faculty may submit an item or items of business for inclusion on the agenda: such items shall be solicited by the Executive Committee at least thirty (60) days in advance of the meeting date.
4. Additional items, not included on the agenda, may be considered with the concurrence of the Dean and a majority of those faculty present at any given meeting.

SECTION 2. CONDUCT OF VOTING

A. Faculty Votes

A vote of the faculty shall be required for: (1) revision of these Bylaws (Article IV, Section 2), (2) creation of new degrees, (3) deletion of existing degrees, and (4) election of Senators.

1. Other matters of academic policy or general concern to the College may be identified as balloted agenda items by the Dean in consultation with the Executive Committee, or through petitions as specified in Article III, Section 1 (B) and (C) of the Bylaws.

2. Measures submitted to a written ballot for approval shall pass if a majority votes in favor.
3. Nominees for the position of Senator shall be selected on the basis of highest total votes for the annual assigned delegation. Should the vote for the final delegate position result in a tie, the election shall be resolved in a subsequent vote of eligible faculty supervised by the Office of the Dean and the Executive Committee and may be conducted electronically.
4. The Executive Committee, with support from the Office of the Dean, shall oversee the conduct of all faculty votes. In the case of a personal conflict of interest, members of the Executive Committee will recuse themselves from duties related to the vote.

B. Robert's Rules of Order

The Rules contained in the latest edition of Robert's Rules of Order shall be the recommended procedural authority, except where inconsistent with the provisions of these Bylaws.

C. Quorum

The conduct of business requiring a vote of the faculty shall require the presence of a quorum, which shall consist of two-thirds (66%) of the total voting faculty as defined in the Bylaws.

1. In the absence of a quorum at the meeting an electronic vote will be solicited and due within three working days of the meeting.
2. For action to be taken on a motion that pertains to curricular issues of a department or program, a Faculty representative from that department or program must be present.

ARTICLE IV. AMENDMENT OF BYLAWS

SECTION 1. EDITORIAL CHANGES AND CORRECTIONS

- A. Editorial corrections and/or changes to the Bylaws ~~or Uniform Operating Code~~ may be made by the Dean with the concurrence of the Executive Committee.
- B. Editorial corrections and/or changes shall not alter the substance or intent of any faculty-approved document.

SECTION 2. REVISIONS

It shall be the right of any member of the faculty to propose revisions of statements of policy in the Bylaws ~~or Uniform Operating Code~~ according to the procedures described under Article III, Section 1 (B) and (C) of the Bylaws.

SECTION 3. BYLAW INTERPRETATION

Where ambiguity or difference of opinion may exist in interpretation of the Bylaws, the Executive Committee will meet to advise the Dean.