

**WESTERN CAROLINA UNIVERSITY
COLLEGE OF HEALTH AND HUMAN SCIENCES
CONSTITUTION AND BYLAWS**

ARTICLE I. NAME

The name of this administrative unit shall be the College of Health and Human Sciences, one of the six constituent colleges of Western Carolina University.

ARTICLE II. ROLE AND MISSION

The mission of the College of Health and Human Sciences is to provide a dynamic learning community that prepares individuals for professional life by providing quality educational experiences that promote scholarship, engagement and life long learning in a global environment. This goal will be met with active, scholarly, collaborative faculty. The college will be recognized for graduates who are ethical, adaptive, technically capable and innovative professionals.

The faculty of the college engage in instruction, research and service. The primary activity of the faculty of the college is teaching. Quality undergraduate and graduate education is provided for a diverse student population through student-faculty involvement, which promotes creativity and critical thinking. Complementary faculty activities include providing individualized student advisement, service, continuing education opportunities, maintaining currency in areas of expertise, active involvement in professional organizations, and scholarly activities including research, creative activities, presentations and publications.

The college is responsible to the Office of the Provost and is organized into academic schools, departments, and programs.

ARTICLE III. MEMBERS

Section 1. The faculty of the College of Health and Human Sciences shall consist of those members of the general faculty who hold appointments in the College.

Section 2. Duties and Responsibilities

III. 2.1 As provided in the Faculty Handbook, the faculty of the College of Health and Human Sciences shall have primary responsibility, within broader policy guidelines of the University, for curriculum, courses, methods of instruction, research, faculty status, and those aspects of student life which relate to the educational process.

III. 2.2 The faculty shall consider reports from the Chancellor, the Faculty Senate, Faculty Committees, Departments, Colleges, and other units of the University to make recommendations concerning these reports; discuss matters relating to the welfare of the College and the University; and amend or repeal any part or all of the Bylaws of the College.

ARTICLE IV. ORGANIZATION

Section 1. Officers

IV. 1.1 The officers of the College of Health and Human Sciences shall be:

- (a) Dean, Associate Dean (s), Department Head, School Director, and Program Directors. These officers shall perform the duties prescribed by these Bylaws, the Faculty Handbook, The University Code, and the parliamentary authority adopted by the College.
- (b) The Dean of the College is the chief administrative officer of the College of Health and Human Sciences and shall serve as chair of the faculty of the College.
- (c) The Associate Dean(s) of the College shall assist the Dean and shall preside in the absence of the Dean or at the request of the Dean.
- (d) Department Heads and School Directors are responsible to the Dean of the College.
- (e) Program Directors are responsible to their respective Department Head or School Director

Section 2. Duties

IV. 2.1 The duties of the officers are as follows:

- (a) The Dean of the College is charged by the Chancellor and the Vice Chancellor for Academic Affairs (Provost) to plan, organize, direct, and control the affairs of the College as its chief administrative officer.
- (b) The Associate Dean (s) of the College reports directly to the Dean and is responsible for assisting the Dean generally in matters relating to the operation of the College. The Associate Dean represents the Dean's office in the absence of the Dean, attends meetings on behalf of the Dean, and conducts all correspondence including the preparation of reports delegated by the Dean as well as any other function delegated by the Dean.
- (c) The duties of Department Heads and School Directors shall be delegated and defined by the Chancellor, and shall appear in the official documents of the University. Department Heads and School Directors are responsible for administration within their respective departments. They may manage or delegate activities listed in item d below.
- d) Program Directors are directly responsible for their designated degree program, including input into the departmental budget process; curriculum revisions; seeking or maintaining appropriate accreditations/approvals; approving programs for each student in his/her program area; checking and approving each student's records for graduation/certification; recommending to Department Head/School Director course scheduling and instructors; chairing program advisory councils; preparing appropriate recruitment brochures and coordinating recruitment activities for the program; developing/approving internships, cooperative education or clinical experiences for students in the program; upon recommendation of the faculty, assisting in the coordination of strategic planning for the program, including program assessment and outcome evaluation.

Section 3. Selection and Review of Officers

IV. 3.1 Nominations for appointment to the office of the Dean of the College shall be made to the Chancellor by the Provost after consultation with a duly constituted search committee appointed by the Chancellor. After consultation with the Board of Trustees, the Chancellor shall make a nomination to the President of the University of North Carolina system. The Dean shall be reviewed annually by the faculty. The review process shall be initiated, data-collected and summarized by the Dean's Faculty Advisory Committee or a subcommittee and forwarded to the Provost. A copy of the summarized data will be given to the Dean.

IV. 3.2 Nominations for appointment to Associate Dean of the College shall be made by the Dean to the Provost after consultation with the Department Heads. The Associate Dean will be reviewed annually by

the faculty. The review process shall be initiated, data collected and summarized by the Dean's Faculty Advisory Committee or a subcommittee and forwarded to the Dean. A copy of the summarized data will be given to the Associate Dean.

IV. 3.3 Nomination for appointment as a Department Head or School Director shall be made by the Dean after consultation with a Departmental/School Search Committee. The Department Head or School Director will be reviewed annually by the departmental faculty. The review process shall be initiated, data collected and summarized by the Dean's Faculty Advisory Committee or a subcommittee and forwarded to the Dean. A copy of the summarized data will be given to the Department Head.

IV. 3.4 Nominations for appointment as a Program Director shall be made by the supervising Department Head or School Director to the Dean.

ARTICLE V. MEETINGS

Section 1. The general faculty of the College shall meet at least once each regular academic term during the year. Special meetings may be called by the Dean, and shall be called upon written request to the Dean by 25 percent of the members of the full time faculty of the College. All full-time faculty (includes both fixed term, tenured and tenure track) shall have the right to vote. The presence of at least 50 percent of the members of the general faculty shall be necessary for a quorum. All meetings shall be announced and scheduled in such a way that maximum attendance will be encouraged.

Section 2. The Dean or designee shall preside at all meetings.

Section 3. Purpose of Meetings

V. 3.1 The purpose of the periodic College meetings shall be to advise and discuss with the faculty major priorities within the College and the University. The Dean may bring to vote items relating to the general direction of the College. Specific concerns may be referred to appropriate committees within the College.

V. 3.2 The Dean may call for specific committee reports to be presented to the faculty for discussion.

V. 3.3 College meetings shall supplement but not replace the work of the Faculty Senate and other units of the faculty governance system. Meetings should provide forums for discussion, shared information, and general policy direction. The goal of the meetings shall be to further the concept of a community of scholars working to improve the College and the University.

ARTICLE VI. COMMITTEES

Section 1. General

VI. 1.1 Standing Committees

(a) The College of Health and Human Sciences will have the following Standing Committees:

- (1) College Executive Council
- (2) College Curriculum Committee
- (3) College Elections Committee
- (4) College Tenure, Promotion, and Reappointment Committee
- (5) Dean's Faculty Advisory Committee
- (6) Dean's Student Advisory Committee
- (7) Innovative Teaching Award Committee
- (8) Donald C. Morgan Faculty Scholar Award Committee

(b) Additional standing committees may be constituted by the Dean upon the advice of the Department Heads/School Directors and/or the Faculty of the College.

VI. 1.2 Ad hoc committees may be appointed by the Dean.

VI. 1.3 All committee chairs are expected to seek the consultation of faculty members, administrators, or others who have expertise in the area of their committee's responsibilities and to seek input from all interested faculty. Committee chairs are empowered to form subcommittees, either ad hoc or standing. Subcommittee members may be appointed by the committee chair and, when appropriate, may include persons not on the committee.

VI. 1.4. Committee members shall be elected at the regularly scheduled annual elections held by the College. Committee members will take office on the date of the first College Faculty Meeting preceding the fall term.

VI. 1.5. All committee meetings shall be scheduled and announced in such a way that maximum attendance will be encouraged.

VI. 1.6. Only College faculty who are members of the Graduate Faculty shall be eligible to vote for the election of the Graduate Council representative. All college faculty shall be eligible to vote in all other college elections.

Section 2, College Executive Council

VI. 2.1 The College Executive Council shall be composed of the Dean, who shall serve as Chair; the Associate Dean (s), who shall serve as recording secretary; and the Department Heads/School Directors.

VI. 2.2 Department Heads and School Directors will each have a vote on this council. The Dean will vote only upon a tie.

VI. 2.3 The College Executive Council shall serve as a communication, planning, and policy recommending body for administrative matters relating to the College. Its essential purpose is to assist the Dean in the administration of the College.

VI. 2.4 The College Executive Council will meet bi-monthly. A schedule of meeting dates will be published at the beginning of each semester.

Section 3. College Elections Committee

VI. 3.1. The Committee shall be composed of three full-time faculty members, elected from the College at large, with the provision that each is from a different department. The Chairperson will be the person serving in the final year of his/her term. Initially, one person will be elected to a one year term, one person to a two year term and one person to a three year term. Thereafter, all members will serve staggered three year terms and be eligible for reelection.

VI. 3.2. The College Elections Committee shall conduct all elections for college representatives to the Faculty Senate; Graduate Council; University Tenure, Promotion, and Reappointment Committee; and all committees and councils of the College that have elected members, according to the Faculty Constitution and the Bylaws of the College. It shall devise appropriate and uniform election procedures and shall maintain a record of all elections for the previous five years. In addition to the duties specified in the Faculty Constitution with regard to some elections, the Committee shall promulgate its own rules of procedure. The Committee shall insure that all nominations for elections conducted under its supervision are open. Questions of eligibility for nominations shall be resolved by the Committee. There must be a minimum of two nominees per each office. The person who receives the highest number of votes without being elected shall be the alternate for each position decided by the election. The alternate shall be named by the Committee to fill, until the next general election, any vacancy which may occur. Should the naming of the alternate violate a rule of representation, the Committee shall select the most appropriate person receiving the highest number of votes in the most recent election to fill the vacancy. If a suitable replacement cannot be found following these procedures, then the Dean will appoint a replacement to fill the vacancy until the next annual election.

Section 4. College Tenure, Promotion, and Reappointment Committee

VI. 4.1. The College Tenure, Promotion, and Reappointment Committee shall be composed of the Dean as the nonvoting Chair, and eight full-time faculty members, six (6) elected by the College Faculty and representing each department/school in the college (6) and 2 (two) appointed by the Dean. The appointed members should be faculty from the larger department/schools in the college.

VI. 4.2. Elected members must be tenured and shall be elected by the full time faculty of the College to staggered three-year terms; appointed members must be tenured and are appointed by the Dean for one year terms. All members shall be eligible for reelection or reappointment. Each department shall have one elected representative on the Committee.

VI. 4.3. The Associate/Assistant Dean (s) and the Department Heads, and School Directors are not eligible to serve on the college committee either as appointed or as elected members. Former Associate/Assistant Dean(s) as well as former Deans (including interim) may not serve on this committee until three years following the termination of their administrative appointment. This same policy applies to department/school CRD committees.

VI. 4.4. The Committee shall review all candidates for reappointment, tenure, or promotion within the College following the procedures in the WCU Faculty Handbook. The committee shall make recommendations to the Dean on all candidates for tenure and promotion, and any reappointment candidate receiving a negative recommendation at the department level. The Committee will provide written feedback to the department head/school director and 3rd year candidates on their progress towards meeting goals for successful tenure and the quality of their dossier.

VI. 4.5. The Committee shall meet at the call of the Dean and 2/3rd of the membership will be required for a quorum.

VI. 4.6. Absentee ballots will not be allowed for TPR committee members. An abstention vote will only be accepted when a conflict of interest is presented.

Section 5. Dean's Faculty Advisory Committee

VI. 5.1. The Dean's Faculty Advisory Committee shall be composed of the Dean of the College, who shall serve as Chair; the Associate Dean (s), who shall serve as recording secretary; and seven members elected by the general faculty of the college. One elected member shall be from each Department within the College of Health and Human Sciences, and one member shall be from one of the other Colleges in the University.

VI. 5.2. Term of Membership shall be for two years. Members can succeed themselves.

VI. 5.3. Initially, three members shall be elected for two year terms and three members elected for one year terms as specified on the ballot. The external representative shall be elected to a two year term.

VI. 5.4. It is expected that Committee members will represent their constituent faculty in bringing matters of information and concern to the Committee. It is also expected that Advisory members will communicate deliberations of the Committee to their constituents.

VI. 5.5. The Committee shall meet at least once each term, at the call of the Dean, or upon the request of at least three of its members addressed to the Dean. A schedule of meeting dates will be published at the beginning of each semester.

Section 6. Dean's Student Advisory Committee

VI. 6.1. The Committee shall be composed of the Dean, who shall serve as Chair; the Associate Dean, who shall serve as recording secretary; two undergraduate students selected from each department, and two graduate students selected by the Dean in consultation with Department Heads. All terms shall be for one year, with members eligible for successive terms.

VI. 6.2. The duty of the Student Advisory Committee shall be to advise the Dean on matters of mutual interest.

VI. 6.3. The Committee shall meet at least once each term and at the call of its Chair or at the request of more than one-fourth of its members.

Section 7. College Curriculum Committee

VI. 7.1. The Committee shall be composed of the Associate Dean or Dean's designee, who shall serve as non-voting chair and one member elected by each department within the College. (Department Heads/School Directors are eligible to serve.)

VI. 7.2. All terms shall be for three years and members will be elected to staggered terms such that two terms end each year. Members can succeed themselves.

VI. 7.3. The Curriculum Committee shall be responsible for review and approval of all undergraduate and graduate curriculum changes in the College.

VI. 7.4. Meetings shall be called by the Associate Dean or Dean's Designee. Committee members will have a minimum of one week to review AA-5 requests prior to a called meeting.

Section 8. Board of Governors Innovation in Teaching Award

VI. 8.1. The committee shall be composed of one student and one faculty member selected by each Department Head. The Dean will appoint one of the faculty members to serve as Chair of the Committee.

VI. 8.2. All terms shall be for one year.

VI. 8.3. The Innovation in Teaching Committee shall be responsible for review of all nominee materials. The Committee shall select two finalists from each category (one non-tenured full-time faculty member who is in at least his/her third year of service at WCU and one tenured faculty member). The Committee may interview the finalists prior to submitting the recommendations to the Dean by March 15th of each year.

VI. 8.4. Meetings shall be called by the Chair.

VI. 8.5. The Selection Committee shall be responsible for following the Board of Governors Innovation in Teaching Award Guidelines.

VI. 8.6. The Calendar for the Committee is included in the aforementioned Guidelines.

Section 9. Donald C. Morgan Faculty Scholar Award Committee

VI. 9.1. The committee shall be composed of three faculty members one each from the three health professions departments, (Physical Therapy, Health Sciences and Nursing), appointed by the Dean and one health care professional from Harris Regional Hospital. At least one of the faculty must have served on the committee the previous year. No committee member shall serve more than two consecutive years.

VI. 9.2. The Dean will appoint one of the three faculty members to serve as Chair of the committee. No one shall serve more than one year as Chair.

VI. 9.3. The Selection Committee shall be responsible for following the Donald C. Morgan Faculty Scholar Award Guidelines.

VI. 9.4. The Calendar for the Committee is included in the aforementioned Guidelines.

ARTICLE VII. PARLIAMENTARY AUTHORITY

Section 1. The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the College in all cases to which they are applicable in which they are not inconsistent with these Bylaws and any special rules of order the College may adopt.

ARTICLE VIII. AMENDMENT OF BYLAWS

Section 1. These Bylaws can be amended at any regular meeting of the College by a two-thirds majority of those present and voting, provided that the amendment has been submitted in writing to each faculty member of the College at least two weeks in advance of the meeting or at the previous regular meeting.

MSC/fc 1/15/92

Changes made 9/10/92

Changed School to College 6/23/93

Change made to Article VI. Section 2. College Elections Committee, Jan. 1994 .

Changes made to Article VI. Section 2. College Elections Committee, 8/18/94.

Changes made to Article VI. Section 1-6, General, 1/6/95.gs

Changes made to Article VI. Added Section 6. (College Curriculum Committee), approved by faculty 1-5-96 (APJ)

Editorial changes made - removal of Military Science and related text/numbers - 7-2-97 (APJ)

Changes made to Article VI. Updated section 6 (changed term of service to CCC and added staggered terms of services)

Added Sections 7 and 8 (committees), approved by faculty 1/9/98 - (APJ)

Words director/directors removed (per AA-as approved by faculty fall 1998 – 9/98ae)

Change Article VI, section 3 – College TPR Committee – change # on Committee from 10-12 to include PT department- 6 elected, 6 appointed- approved by faculty 8/13/99 (ae)

Changed title from Program Director to Program Director – approved by faculty 1/12/01 (APJ)

Added to College TPR committee # required for quorum and absentee ballots accepted – also added sections 7.5 and 7.6 to the Board of Governors Innovation in Teaching Award section – approved by faculty 8/15/03 (APJ)

Change Article VI, section 3 – College TPR committee – section VI. 3.3 – committee review and make recommendations on all T,P candidates, 3rd year reappointments and any candidate receiving a negative recommendation at the departmental level – approved by faculty 1/9/04 (APJ)

Proposed change to Article IV, section 3 – Selection and Review Officers- review every 3 years instead of every year. Tabled by faculty 1/9/04 -

Faculty want the evaluation instrument changed to see if will increase response rate – DFAC will review instrument and change (APJ)

Editorial changes made (SW/HTID) removed specific names of departments – 7/30/05 (APJ) – approved by faculty 8 19 2005

Changed college name from CAS to CHHS – 9/5/07

Changes voted on and approved at CHHS college meeting – 1/9/08

Changes (Article 6, section 4, VI 4.3 voted on and approved via secret written ballot – 6/15/09)

Changes (Article 6, section 4, VI. 4.4 & VI. 4.6 discussed and approved by ballot – January 2010)

Corrections (deleted repeat of Article VI, Section 4, VI.4.4.) August 2011