

**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 lifelong 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.

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

- V. 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

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

- (1) Executive Council**
- (2) CHHS Advancement Committee**
- (3) Clinical Education Committee**
- (4) Collegial Review Committee**
- (5) Dean's Faculty Advisory Committee**
- (6) Awards and Elections Committee**
- (7) Clinical Services Committee**
- (8) College Curriculum Committee**
- (9) Education Strategy Committee**
- (10) Facilities Committee**
- (11) Scholarship Planning and Strategy Committee**
- (12) Dean's Student Advisory Committee**

1. Executive Council

Membership:

The CHHS Executive Council (EC) shall be comprised of the Dean, who shall serve as Chair; the Associate Dean(s), the Dean's Assistant, and the Department Heads/School Directors. In addition, both internal and external stakeholders may be called to participate in meetings as appropriate.

Duties: The CHHS Executive Council shall be charged with serving as a communication, planning, and policy recommending body for administrative matters relating to the College. Its essential purpose is to advise the Dean of the CHHS on all issues related to the CHHS to include but not limited to: public relations, finances, budgeting, fund raising, strategic planning, academic, faculty, student and community affairs. Each Department Head/School Director shall be responsible for representing their constituent Department/School, bringing matters of concern from their constituents to the Council, and communicating Council decisions to their constituents.

There will be a scheduled meeting each month. Additional meetings may be called at the request of the Dean.

The Dean in consultation with Council members will set the agenda of the CHHS Executive Council.

The business of the CHHS Executive Council will be made available to the CHHS faculty and students as appropriate electronically with a clear mechanism for dissemination.

2. CHHS Advancement Council (Under development)

3. Clinical Education Committee

Membership:

The committee will be made up of at least one member from each discipline within the College of Health and Human Sciences who have a practicum / supervised practice / clinical rotation requirement, one administrative staff member. Voting members include one member from each discipline (currently:

Nursing, Social Work, Physical Therapy, Communication Sciences & Disorders, Athletic Training, Emergency Medical Care, Environmental Health, Nutrition & Dietetics/Dietetic Internship, Recreational Therapy). Voting members must be a full-time faculty member. Faculty representatives will be selected from each discipline with faculty input.

Duties: The CHHS Clinical Education Committee (CEC) shall be charged with the task of handling policy related issues related to student clinical education (including practicum, internships, and field placements). The Committee shall determine/interpret/establish policies and procedures of CHHS related to clinical education and review students violating said policies and procedures. This includes, but is not limited to CHHS policies for student immunizations, background check, drug screening, record keeping and contracts. The committee will be responsible for the revision and updating of all documents related to the College policies and procedures for clinical education consistent with the WCU policies and procedures.

There will be a scheduled meeting each month. Additional meetings may be called at the request of the Committee Chair.

The Committee Chair in consultation with Committee members and CHHS faculty, staff and students, will set the agenda of the CHHS CEC.

The business of the CHHS CEC will be made available to the CHHS faculty and students electronically as appropriate with a clear mechanism for dissemination.

4. Collegial Review Committee

Collegial Review Committee Policy and Procedures

Membership:

The purpose of the Collegial Review Committee is to review and make recommendations to the Dean on all candidates for tenure, promotion, reappointment, post-tenure review, and Emeritus status within the College, following the procedures in the WCU Faculty Handbook. [All procedures for faculty evaluation should reflect the University standards as stated in Section 4.04C.]

The CHHS (College) Collegial Review Committee shall be comprised of two tenured representatives from each unit (i.e., three departments and two schools) elected by the full-time tenured or tenure track faculty members in CHHS and additionally two at-large, non-tenure track representatives elected by the full-time tenured or tenure track and non-tenure track faculty members in CHHS. The two at-large, non-tenure track representatives will serve as voting members for non-tenure track promotion only. Thus, the CHHS Collegial Review Committee will be composed of a total of 10 tenured faculty members and 2 non-tenure track faculty members.

The departments/schools of the College shall determine their nominees for election. Elected members will serve staggered three-year terms. All members shall be eligible for re-election. The CHHS Collegial Review Committee will be chaired by the Dean who serves as a non-voting member. In departments/schools with less than two tenured faculty members, the department head and faculty in this department, in consultation with the Dean, will nominate tenured faculty from other departments/schools within the College or University, to be elected to serve as a representative(s) for

that department/school. All attempts to ensure equity across departments/schools will be made throughout this process.

When developing the ballot for the CHHS Collegial Review Committee elections, the College Elections and Awards Committee shall provide information regarding the balance of committee membership including such information as: professional rank, departmental representation and continuity of membership. This information will be provided to the Awards and Elections Committee by the chair of the Collegial Review Committee. The College Elections and Awards Committee shall maintain votes for all faculty nominated for CHHS Collegial Review Committee elections for determination of potential alternates if the need arises within a department/school. In the event, an elected committee member is unable to serve, the nominee with the next number of highest votes from the same department/school will be asked to serve on the Collegial Review Committee. If the vacancy is long term (e.g. the original elected committee member leaves their position) then the alternate will serve for the remainder of the term. Otherwise, alternate service will be for one year.

A CHHS special election to fill a vacancy will be called for the following situations:

- Another nominee from the respective department/school was not included on the CHHS election ballot,
- The department/school with the committee vacancy does not have additional tenured faculty members

In these instances, a CHHS special election will be held to fill the vacancy from the same department/school or another CHHS department/school when the original department/school is lacking tenured faculty members to serve. When an alternate must be selected from another department/school, the department head/school director in consultation with the dean will determine which department/school's candidates may be elected from for the purpose of equitable committee representation across CHHS units.

A CHHS special election as detailed above will be utilized to fill vacancies that occur up to four weeks prior to the Collegial Review Committee meeting. Vacancies that occur less than four weeks before the Collegial Review Committee will be filled by dean appointment in consultation with the respective department head/school director. Committee members elected through a special election or appointed will serve for one year.

Collegial Review Committee Expectations:

The responsibility of participating in collegial review should be taken seriously. If a member of the committee does not feel that they can exercise objective judgement on the candidate, or other potential conflicts of interest may be present, they should consider recusing themselves from the review of the candidate. Collegial review committee members should be familiar with Collegial Review Committee policies and procedures in the most recent CHHS By-laws and Faculty Handbook.

A link to the CHHS By-laws will be included in CHHS Collegial Review Committee meeting notifications sent by the Dean's Executive Assistant. It is the responsibility of each committee member to review the committee policies and procedures to ensure compliance.

Proxy voting or in absentia voting are not permitted for all WCU Collegial Review Committees.

Recordings of any HHS Collegial Review Committee meetings will not be allowed under any circumstance or setting. If a committee member is not present and able to participate in the discussion, she/he may not vote. Two-thirds of the membership constitutes a quorum. A quorum must be present for discussion and for voting when it takes place.

The rule of confidentiality will guide the operations of all collegial review committees. Confidentiality must be maintained with respect to the contents of the candidates' files and with respect to the Committee's discussion of the candidates. Accepting appointment to collegial review committees indicates agreement to confidentiality. That is to be respected forever, not just during that particular year of review. Members of collegial review committees participate with the understanding that all matters related to their deliberations remain confidential.

Procedures:

Meeting times

Dates and times of Collegial Review Committee meetings will be presented by the Dean in August of each year to ensure committee members are available (i.e., they block/mark such dates and times on their calendars) and to make it known if a member will not be present. Meeting dates will align with the University tenure and promotion calendar to ensure Collegial Review Committee members (and department heads or school directors) are aptly informed and to enhance attendance. If scheduling conflicts occur among several Collegial Review Committee members, dates and times may be changed at discretion of the Dean.

In advance of the CHHS Collegial Review Committee meeting the Dean will arrange for a preparatory meeting with the WCU Legal Office to provide guidance to committee members.

Dossier review

When presenting candidates' dossiers to the CHHS Collegial Review Committee, the candidate and department head shall ensure all documents are complete prior to any deliberation of the candidate by the committee. The department head may consult with the Dean on any issues needing resolution prior to submission of the dossiers to Collegial Review Committee members.

Candidate's dossiers should be made available to all Collegial Review Committee members according to the University reappointment and promotion/tenure timetable, which is published annually by the Office of the Provost. Collegial Review Committee members are to evaluate dossiers of each candidate against the respective candidate's departmental criteria (DCRD).

Hard copies of portfolios should be made available in the Dean's suite (HHS building-Cullowhee). Collegial Review Committee members should have easy access to candidates' portfolios. All portfolios will remain in the Dean's suite and are not to be removed. The Executive Assistant to the Dean will provide a form for Collegial Review Committee members to indicate the date(s) of dossier review. The Executive Assistant for the Dean will also create a folder for each committee member for secure storage of their notes. These folders will remain in the Dean's suite until the Collegial Review Committee meeting and vote. After this meeting, all notes will be stored and secured in the Dean's suite for a period of no less than two years, at which time all notes will be shredded by the Executive Assistance to the Dean.

Meeting Protocol

A Collegial Review Committee secretary will be elected by the committee members at the opening of the meeting. The Collegial Review Committee secretary shall read the University's confidentiality statement and Collegial Review Committee members will indicate agreement to abide by this policy by show of hands.

Each candidate undergoing collegial review at a Collegial Review Committee meeting will be discussed separately using the following procedures.

1. The Dean will call for preliminary discussion of each candidate based on dossier review.
2. Next, the School Director/Department Head for each candidate will be invited into the room to provide their presentation of the candidate to the Collegial Review Committee. At this time, Collegial Review Committee members may ask the School Director/Department Head for clarification regarding the candidate. The School Director/Department Head should leave the room after his/her presentation and responses to questions are complete. The School Director/Department Head should remain accessible, in case his/her presence is required to provide additional clarification of questions by the Collegial Review Committee.
3. Once the School Director/Department Head leaves the meeting, additional discussion of the candidate may occur until the Collegial Review Committee members agree to call a vote. Collegial Review Committee members will remain in the meeting until members agree that such discussion is complete.
4. In instances when a candidate is a School Director/Department Head the Dean will provide their presentation of the candidate to the Collegial Review Committee and answer clarification questions. The Dean will then leave the room during committee discussion but remain accessible to provide additional clarifications as requested. In these instances, the Associate Dean of CHHS will serve as the Collegial Review Committee Chair as a non-voting member.
5. All attempts should be made to ensure committee discussions are collegial and focused on the role of the Collegial Review Committee. The chair of the Collegial Review Committee is responsible for supporting inclusive, orderly, and forward-directed committee discussion.

Voting procedures

Voting will occur by each Collegial Review Committee member on paper ballots. Voting members should indicate the name of the candidate and their vote. Ballots should be folded to ensure confidentiality and returned to the secretary. The secretary shall tally votes and report total votes to the Dean and Collegial Review Committee members. The secretary shall record the vote with a brief narrative statement of evaluation of the candidate and provide these to the Executive Assistant to the Dean to be placed on the AA-12 form. After recording the vote on the AA-12, all ballots will be stored in the Dean's suite for a period of no less than two years, at which time all votes will be shredded by the Executive Assistance to the Dean.

The AA-12 form serves as the legal document for the vote and shall contain signatures of the Dean and secretary, number and name of Collegial Review Committee members present, vote counts, and a brief narrative statement from the Collegial Review Committee to provide constructive feedback regarding the candidate. Candidates may optionally request additional feedback from the Dean. These protocols previously mentioned will repeat if a candidate is seeking both tenure and promotion.

Review of Collegial Review Committee policies/protocols

The CHHS Collegial Review Committee policies and procedures should be reviewed annually and updated as needed by Collegial Review Committee with approval from the Dean. Any questions regarding CHHS policies and procedures related to the collegial review process should be brought to the attention of the Dean. If appropriate, the Dean will call a Collegial Review Committee meeting to respond to unresolved questions and/or issues related to review of a candidate/dossier. All attempts will be made to resolve any issues prior to any deliberation regarding a candidate.

5. Dean's Faculty Advisory Committee

Membership:

The CHHS Dean's Faculty Advisory Committee shall be comprised of one representative from each CHHS unit selected by the unit with input from faculty and two Members at Large (not from the same unit) from the College as a whole, elected by the faculty council. The Dean shall serve as the chair and is a non-voting member. All members will serve staggered three-year terms beginning fall semester and be eligible for successive terms. The chair will keep record of the terms of each committee member and notify Departments/Schools of vacancies. Committee members unable to attend may send a substitute representative.

Duties: Members of the CHHS Dean's Faculty Advisory Committee (DFAC) will be charged with representing their respective Department/School with consideration to Biltmore Park Instructional Site and will serve as a bidirectional conduit of information. 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 the faculty in their respective departments or schools.

Each member of the CHHS Dean's Faculty Advisory Committee shall be charged with acting as a liaison to one of the seven standing committees. As liaison, Dean's Faculty Advisory members will be responsible for communicating the committee business to the Dean, the Dean's Faculty Advisory Committee, and the College at large. Committee liaisons are not required to be members of the College level committees but will serve as a point of contact for committee chairs. Committee concerns will be discussed and reviewed by DFA on an as needed basis. College committee meeting minutes will be disseminated to all members of the committee to expedite review of information.

If a member of the DFAC is elected to one of the College level committees, the member may serve in a dual role as both a liaison to DFAC and member of the committee. At the end of each academic year, any liaisons rotating off DFAC will advise the College level committee that a new representative will be designated as a liaison from DFAC at the beginning of the academic year. DFA members will work with the same committees throughout their term to ensure consistency.

Liaisons will provide all DFA committee members with electronic reports of the minutes from their respective committees to review prior to each monthly DFAC meeting. Liaisons may request college level committee members or chairs to attend DFAC meetings as needed.

There will be a scheduled meeting each month. Additional meetings may be called at the request of the Committee Chair.

The Dean in consultation with Committee members and CHHS faculty, staff and students, will set the agenda of the CHHS DFAC.

The business of the CHHS DFAC will be made available to the CHHS faculty and students electronically as appropriate with a clear mechanism for dissemination.

6. Awards and Elections Committee

Membership:

The Committee shall be composed of the Associate Dean, who shall serve as non-voting member, one member each from Physical Therapy, CSD, and Social Work and two members each from Nursing and Health Sciences, with each member selected by their respective department within the College with input from faculty. The committee at the first meeting of the academic year will elect the Chairperson. All members will serve staggered three-year terms and be eligible for successive terms beginning fall semester. The chair will keep record of the terms of each committee member and notify Departments/Schools of vacancies.

Duties:

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.

The CAEC 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. The Committee shall resolve questions of eligibility for nominations.

There must be a minimum of one nominee per each office. Nominees shall be notified prior to being placed on the ballot to obtain consent to serve. 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 that 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, with the exception of Faculty Senate.

The CAEC shall plan and administer the College Awards Ceremony held at the end of the spring semester each year. The Committee shall oversee the creation of, nominations for and awarding of College level awards in keeping with the CHHS core values and the guidelines as spelled out in the College of Health and Human Sciences award process.

The committee will be responsible for the revision and updating of all documents related to the College awards and elections policies and procedures consistent with the WCU Faculty Handbook
There will be a scheduled meeting each month. Additional meetings may be called at the request of the

Committee Chair.

The Committee Chair in consultation with Committee members and CHHS faculty, staff and students, will set the agenda of the CHHS Awards and Elections Committee.

The business of the CHHS Awards and Elections Committee will be made available to the CHHS faculty and students electronically as appropriate with a clear mechanism for dissemination.

7. Clinical Services Committee

Membership:

One member each from Physical Therapy, CSD, and Social Work and two members each from Nursing and Health Sciences, with each member selected by their respective department within the College with input from faculty. The Director of Clinical Affairs will serve as a permanent member of the committee and will fill the role of Chair. The total number of committee members will be eight. Initial membership will be staggered between two- and three-year terms for members and begin fall term.

Committee Duties: The CHHS Clinical Services Committee (CSC) shall be charged with the following tasks:

1. Recommend policies and procedures to ensure the efficient and safe utilization of clinic space and assets for both clinical and educational purposes.
2. Research and recommend systems and infrastructure to support the clinical mission of the CHHS.
3. Serve as a resource and review mechanism for CHHS faculty proposing new clinical initiatives.
4. Research and recommend equitable faculty practice policies that support clinical and consulting opportunities for all faculty within the CHHS.
5. Seek new ways to improve efficiency and capacity in CHHS clinical operations.

There will be a scheduled meeting each month. Additional meetings may be called at the request of the Committee Chair.

The Committee Chair in consultation with Committee members and CHHS faculty, staff and students, will set the agenda of the CHHS CSC.

The business of the CHHS CSC will be made available to the CHHS faculty and students electronically as appropriate with a clear mechanism for dissemination.

8. College Curriculum Committee

Membership:

The Committee shall be composed of the Associate Dean or Dean's designee, who shall serve as non-voting member and one member selected by each CHHS Department/School within the College with input from faculty. The committee at its first meeting will select a chair. All terms shall be for three years and members will be selected by each Department/School to staggered terms such that two terms end each year. Members can succeed themselves. The chair will keep record of the terms of each committee member and notify Departments/Schools of vacancies.

Duties: The Curriculum Committee shall be responsible for review and CHHS faculty approval of all undergraduate and graduate curriculum changes in the College. For any changes involving credit hour

adjustments, the Curriculum Committee chair will notify the Dean prior to Curriculog review. The committee will be responsible for the revision and updating of all documents related to the College policies and procedures for Curriculum consistent with the WCU policies and procedures.

There will be a scheduled meeting each month. Additional meetings may be called at the request of the Committee Chair. Committee members will have a minimum of one week to review any requests prior to a called meeting.

The Committee Chair in consultation with Committee members and CHHS faculty, staff and students, will set the agenda of the CHHS CC.

The business of the CHHS CC will be made available to the CHHS faculty and students electronically as appropriate with a clear mechanism for dissemination.

9. Education Strategy Committee

Membership:

The College Educational Strategy will be comprised of one representative from Physical Therapy, Social Work and Communication Sciences and Disorders and two from School of Nursing and School of Health Sciences, as selected by the department/school with input from faculty. SON is encouraged to consider that one of their members be primarily from Biltmore Park, as to ensure representation from both campuses. The committee members, at the first meeting of each academic year, shall elect the chair of this committee (to serve for one year with the possibility of reappointment). Term length will be three (3) years for all members beginning fall semester. All members of the committee will be voting members.

Duties:

The CHHS Education Strategy Committee shall be charged with providing guidance and recommendations regarding community educational events (both internal and external) which are sponsored or coordinated by CHHS. These may include Lunch and Learn activities, Inter-professional educational (IPE) activities, faculty development including mechanism to advance scholarship (grant writing, support, collaboration, etc.), and other programs directed to the campus community. The committee should work concurrently with the Dean, Program/School Directors and Department Heads to help identify, coordinate and execute CHHS wide events. The committee to facilitate program coordination of specific events may establish ad hoc subcommittees. The Committee should communicate and/or coordinate with the CHHS Scholarship Planning and Strategy Committee regarding any activities to advance scholarship.

The committee will be responsible for the revision and updating of all documents related to the College policies and procedures for education and instructional development consistent with the WCU policies and procedures.

It is NOT required that Departments/Schools collaborate with the Education Strategy Committee in order to hold an educational/outreach event. The decision of whether or not to engage this Committee is to be determined by each Department/School for each individual event.

There will be a scheduled meeting each month. Additional meetings may be called at the request of the

Committee Chair.

The Committee Chair in consultation with Committee members and CHHS faculty, staff and students, will set the agenda of the CHHS Educational Strategy Committee.

10. Facilities Committee

Membership:

The committee will be composed of representatives from each HHS School or Department (1 per Departmental unit; 2 each from the Schools of Health Sciences and Nursing) and will include one staff representative. Faculty representatives will be selected within each Department or School with input from faculty. Members will serve with two-year terms beginning fall semester. The staff representative will be selected by the Dean from staff with Building Coordinator responsibilities. The staff representative will also serve for two years. To assure a student voice, actions impacting students will be forwarded through the Dean's Student Advisory Board for review.

Duties: The CHHS Facilities Committee (FC) is charged with responding to issues related to safety, aesthetics, space utilization, and instructional readiness at all CHHS locations (West Campus and Biltmore Park). The Committee functions as an advisory body to the Dean by soliciting and responding to recommendations from the college and addressing specific initiatives as directed by the Dean. Recommendations received by the facilities committee will be addressed when possible and referred for action elsewhere when necessary. The facilities committee chair will solicit college-wide comment regarding the state of current facilities at least once annually. The chair of this committee will provide responses to recommendations/queries. The committee will be responsible for the revision and updating of all documents related to the College policies and procedures for facilities use consistent with the WCU policies and procedures.

There will be a scheduled meeting each month. Additional meetings may be called at the request of the Committee Chair.

The Committee Chair in consultation with Committee members and CHHS faculty, staff and students, will set the agenda of the CHHS FC.

The business of the CHHS FC will be made available to the CHHS faculty and students electronically as appropriate with a clear mechanism for dissemination.

11. Scholarship Planning and Strategy Committee

Membership:

The CHHS Scholarship Planning and Strategy Committee (SPSC) shall be comprised of one tenured or tenure-track faculty representative from each Department/School within the College. Members shall be selected by their respective Department/School with input from faculty. Committee members shall serve two-year terms and can fulfill multiple terms. The committee members at the first meeting of each academic year shall elect the SPSC chair (to serve for one year with the possibility of reappointment). All members of the committee will be voting members.

Duties: The CHHS Scholarship committee will be charged with making recommendations on methods to support faculty and student research and scholarly activities to the Dean and CHHS faculty. Examples

include: communicating existing University resources and opportunities to CHHS faculty, faculty development opportunities, and recommendations to the Dean for resources, process and infrastructure to support faculty and student scholarly endeavors.

There will be a scheduled meeting each month. Additional meetings may be called at the request of the SPSC chair.

The SPSC chair in consultation with committee members and CHHS faculty will set the agenda of the SPSC.

The business of the SPSC will be made available to the CHHS faculty and students electronically as appropriate with a clear mechanism for dissemination.

12. Dean's Student Advisory Committee

Membership: The Committee shall be composed of the Dean, who shall serve as Chair; two undergraduate students selected from each department, and two graduate students selected by the Dean in consultation with Department/School Heads. Preference will be given to students in the major program of study with a minimum of one semester of experience. All terms shall be for one-year beginning fall term, with members eligible for successive terms.

Duties: The duty of the Dean's Student Advisory Committee shall be to advise the Dean on matters of mutual interest. The Committee shall meet at least three times each term and at the call of its Chair or at the request of more than one-fourth of its members.

The Dean in consultation with students will set the agenda of the CHHS Dean's Student Advisory Committee.

The business of the CHHS Dean's Student Advisory Committee will be made available to the CHHS faculty and students electronically with a clear mechanism for dissemination.

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, and VI.4.4.) August 2011
Faculty approved on 02-15-15
Collegial Review Committee updates 10.4.19
Collegial Review Committee updates; Faculty approved on 05/18/2021

College of Health and Human Sciences



