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# FACULTY BYLAWS

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THE UNIVERSITY OF OKLAHOMA HEALTH SCIENCES CENTER

**COLLEGE OF ALLIED HEALTH**



MAY 2003



*COLLEGE OF ALLIED HEALTH  
FACULTY BYLAWS*

*MAY 2003*

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**- FACULTY BYLAWS -  
COLLEGE OF ALLIED HEALTH**

PREAMBLE

The purpose of these Bylaws is to assist in the orderly conduct and governance of the undergraduate and graduate affairs of the College of Allied Health, to facilitate the performance of faculty duties and obligations, and, to protect the rights and privileges of the faculty in accordance with the policies, rules, and regulations of the Board of Regents of the University of Oklahoma.

ARTICLE I  
THE FACULTY

Section 1. Membership

The General Faculty is composed of all full-time, part-time, or volunteer persons holding appointments in the College of Allied Health as Professor, Associate Professor, Assistant Professor, or Instructor with or without modifying titles.

The Voting Faculty of the College of Allied Health is composed of all faculty members, with or without modified titles at the rank of instructor or above, who hold full-time faculty appointments in the College of Allied Health.

Section 2. Titles

- A. The order of faculty rank, from the highest to the lowest, shall be: Professor, Associate Professor, Assistant Professor, and Instructor.
- B. Prefixes may be added to the rank designations to signify limited or volunteer status of the faculty. The choice of the appropriate prefix shall be the responsibility of the individual department in consultation with the Dean.
- C. Emeritus is a title used to designate honorable recognition of a faculty member retiring by reason of age, health, or service.
- D. College Administrators, as used herein, shall include the Dean of the College and Associate and Assistant Deans.
- E. Department Administrators shall be the Chairs of the departments within the College.

Section 3. Duties of the Voting Faculty

- A. To prescribe, within the parameters established by the University, College, Departments, the State Regents for Higher Education, and the appropriate professional accrediting bodies, the general standards for admission to, and completion of, the programs of the College of Allied Health.
- B. To develop, recommend, implement, and evaluate, through the designated administrative channels, the teaching, research, and service programs of the College of Allied Health.

- C. To recommend students as candidates for degrees and/or certificates, as appropriate.
- D. To advocate for and protect the quality of the programs, faculty, and students of the College.
- E. To protect the rights and privileges of the faculty and the students of the College.

#### Section 4. Meetings

- A. The Voting Faculty shall meet at least two times each year at the call of the Chair of the Faculty Board and Dean. Notice of the time and date and the agenda must be distributed to the faculty at least ten working days prior to the date of any regularly scheduled meeting.
- B. Special faculty meetings may be called by the Faculty Board or the Dean at the request of a Voting Faculty member or members. Such meetings must be called by the Chair of the Faculty Board or Dean, within 30 days of receipt of the request. Notice of the date and time of such special meetings and the agenda must be distributed to the faculty at least ten working days prior to the date of any regularly scheduled or special meeting.
- C. The Dean and the Chair of the Faculty Board shall preside over the meeting.
- D. A quorum shall consist of a majority (50% + 1) of the Voting Faculty of the College as of the date of the meeting.
- E. Minutes of the faculty meetings shall be recorded and maintained by the Dean's Office and copies shall be distributed to all faculty members of the College within ten working days after the meeting.

## ARTICLE II THE FACULTY BOARD

#### Section 1. Organization

The Faculty Board of The University of Oklahoma College of Allied Health shall be composed of:

- A. Two faculty members serving as the representatives from each department of the College of Allied Health, elected by and from the Voting Faculty holding primary appointments in that department, for a 2-year staggered term.
- B. No Department Chair or College Administrator may serve as a voting member of the Faculty Board.
- C. The ex-officio, non-voting members of the Faculty Board shall be:
  1. The Dean or his/her Designee and,
  2. The College of Allied Health senior Faculty Senator.

#### Section 2. Functions of Faculty Board

The Faculty Board shall serve as an executive committee of the faculty of the College of Allied Health with the authority to:

- A. Conduct faculty affairs in the intervals between faculty meetings.

- B. Prepare recommendations on matters deemed necessary for consideration and action by the faculty and the administration.
- C. Consider any Standing Board, Council, or Committee matter requiring action, advice, or mediation, and make recommendation to the Dean.
- D. Communicate with the Dean regarding matters pertaining to the College and act as an executive advisory body to the Dean concerning the academic affairs of the College.
- E. Call and supervise the election of faculty members to Boards, Councils, and Committees delineated in Article IV of these Bylaws, and call and supervise, within specified guidelines, the nomination and/or election of the faculty representatives of the College of Allied Health to other Health Sciences Center or University organizations requiring elected faculty representation from the College. If guidelines are not specified by the respective organizations, then the Faculty Board shall develop and recommend appropriate procedures for approval by the Voting Faculty.

### ARTICLE III DEPARTMENTS

#### Section 1. Organization

The College of Allied Health shall be organized into departments, each headed by a Chair who shall have administrative responsibility for that unit. The Chair provides leadership in matters of policy determined by the faculty of the department and is accountable to both the department and to the Dean for the performance of this leadership function. The Chair is expected to aid the faculty in their professional development, to develop and maintain a high standard of performance from faculty, and to ensure that department personnel comply with University, Health Sciences Center, College, and Department policies. The department faculty is defined as all members who are within the General Faculty and include the Chair. The Chair represents the department in relations with other departments, with the deans, with other administrative officers of the University, and with affiliated institutions.

#### Section 2. Functions of the Departments

The nature of the academic enterprise is such that the faculty shares in responsibilities involving the formulation of the department's policies. The faculty has a major responsibility in making and carrying out decisions affecting the educational and scholarly missions of the department. Where appropriate, the department faculty shall make decisions and/or recommendations in, but not limited to, the:

- Appointment of new faculty members.
- Awarding of tenure.
- Advancement in academic rank.
- Appointment of members/selection of nominees to Department, College or University Boards, Committees, and Councils.
- Curriculum.
- Academic standards and policies in admissions, continuation, and graduation.
- Evaluation and assessment methods utilized in authorized educational programs.
- Planning, delivery, and outcomes assessment of the missions of the department.

### Section 3. Meetings

The faculty of each department of the College shall meet at least monthly. Such meetings shall be held at the call of the Department Chair, or in the absence of the Chair, a Designee. Minutes of these meetings shall be maintained and copies shall be forwarded to the department faculty and to the Dean.

### Section 4. Ad Hoc Committees of the Department

Department Chairs shall, as occasions arise, appoint and dissolve ad hoc committees required for advice and assistance on special problems of the department. The composition and charge of such ad hoc committees shall be specified in writing by the Department Chair.

## ARTICLE IV BOARDS, COUNCILS, AND COMMITTEES

### Section 1. Standing Boards, Councils, and Committees of the College

Within the College, appropriate Standing Boards, Councils, and Committees shall be created to develop policies and procedures for the College. Unless addressed by other institutional policies, all Boards, Councils, and Committees shall be responsible for making recommendations to the Dean through the Faculty Board. The organization and function of Standing Boards, Councils, and Committees are described below. Election of faculty members to Standing Boards, Councils, and Committees shall be the responsibility of the Elections Committee unless otherwise specified.

#### A. Academic Appeals Board

1. Organization. The Academic Appeals Board shall be constituted as defined in the current College of Allied Health Student Handbook and The University of Oklahoma Health Sciences Center Faculty Handbook.

The Board shall meet, as needed, at the call of the Dean or Designee. The Dean shall designate a faculty member not elected to the Board to serve as Chair without vote.

2. Functions. The functions of this Board shall be as defined in the College of Allied Health Student Handbook and The University of Oklahoma Health Sciences Center Faculty Handbook or supplements reflecting current policy.

#### B. Academic Program Council

1. Organization. The Academic Program Council shall consist of one member from each of the departments of the College of Allied Health. Department representatives shall be elected by and from the Voting Faculty of the department. Members shall be eligible for re-election with no restriction on the number of terms they may serve.

The faculty representative(s) of the College of Allied Health serving on the Academic Program Council of The University of Oklahoma Health Sciences Center shall serve as ex-officio non-voting members of the College Academic Program Council. If such representatives are also elected members of the College Academic Program Council, they shall have voting privileges. The Dean or Designee shall serve as an ex-officio non-voting member.

2. Functions. The functions of the Council shall be to make recommendations on a continuing basis, on all matters related to undergraduate and graduate academic programs of the College and, as the need arises, to recommend to the Dean, through the Faculty Board, policy and procedure necessary to achieve a more effective utilization of College teaching faculty and facilities, and to continually ensure the highest quality of all academic programs.

C. Tenure Committee

1. Organization. The Tenure Committee shall consist of five tenured Voting Faculty members of the College not holding College administrative appointments, elected by and from the Voting Faculty. No more than two committee members shall hold primary appointments in the same department. The Committee will convene at the call of the Dean, to elect, by secret ballot, a Chair to preside over meetings and serve as liaison to the Dean. The Chair shall be eligible for re-election. Four members shall constitute a quorum.
2. Functions. The functions of the Committee shall be to review the faculty applications for tenure that are presented by the Department Chairs and make recommendations to the Dean.

D. Bylaws Committee

1. Organization. The Bylaws Committee shall consist of five members not holding a College administrative appointment elected by and from the Voting Faculty. No more than two committee members shall hold primary appointments in the same department. The Chair shall be eligible for re-election. Three members shall constitute a quorum.
2. Functions. The functions of the Committee shall be to review proposed changes to the Faculty Bylaws submitted by any member of the Voting Faculty. Such proposed amendments, and the rationale thereof, shall be stated specifically in writing.

E. Elections Committee

1. Organization. The Elections Committee shall consist of five members not holding College administrative appointments elected by and from the Voting Faculty. No more than two committee members shall hold primary appointments in the same department. The Chair shall be eligible for re-election. Three members shall constitute a quorum.
2. Functions. The functions of the Committee shall be to supervise and assume responsibility for all elections for the College of Allied Health and to report election results to the Dean and Faculty Board.

F. Honors and Awards Committee

1. Organization. The Honors and Awards Committee shall consist of one member from each of the departments of the College of Allied Health, elected by and from the Voting Faculty of the department. The Chair shall be eligible for re-election. A majority (50% + 1) of members shall constitute a quorum.
2. Functions. The functions of the Committee include:
  - a. Assisting and promoting faculty for University awards and honors.
  - b. Developing and maintaining an awards and honors program for the College of Allied Health to recognize outstanding faculty.
  - c. Selecting recipients for College honors and awards.

G. Academic Misconduct Board

1. Organization. The Academic Misconduct Committee shall be constituted as defined in the current College of Allied Health Student Handbook and The University of Oklahoma Health Sciences Center Faculty Handbook.

The Board shall meet, as needed, at the call of the Dean or Designee. The Dean shall designate a faculty member not elected to the Board to serve as Chair without a vote.

2. Functions. The functions of the Board shall be as defined in the current College of Allied Health Student Handbook and The University of Oklahoma Health Sciences Center Faculty Handbook.

Section 2. Other Committees of the College

- A. The Faculty Board shall, within its established procedures, appoint and dissolve its standing and ad hoc committees necessary to execute the functions of the Board. The composition and charge of all ad hoc committees of the Faculty Board shall be specified in writing by the Board. Membership of such committees need not be limited to members of the Faculty Board.
- B. The Dean of the College of Allied Health shall have the authority to appoint and dissolve, as occasions arise, ad hoc committees dealing with issues including but not limited to: budget, student affairs, space, research, admissions, and accreditation. The composition and charge of such ad hoc committees shall be designated in writing by the Dean.

ARTICLE V  
FACULTY APPOINTMENT, EVALUATION, PROMOTION, AND TENURE

Section 1. Appointment

- A. Appointment of new faculty is initiated by the department, through the Dean, to the Senior Vice President and Provost, and to the President, consistent with current faculty employment policies of The University of Oklahoma Board of Regents.
- B. Recommendations of academic rank, appointment type, start date, salary, FTE, and when appropriate, length of pre-tenure period are submitted to the Dean for transmittal to the appropriate administrative officers.
- C. Each Department Chair will provide each new faculty member with current department policies and procedures relevant and related to their faculty appointment.
- D. Within a reasonable time following appointment of a new faculty member, the Dean will provide each new faculty member with copies of current College and University policies and procedures relevant and related to their faculty appointment.

Section 2. Evaluation

- A. An annual written evaluation of faculty performance is the responsibility of the Department Chair with review by the Dean.

- B. An annual faculty evaluation process shall be developed in consultation with faculty, consistent with criteria defined in the current Faculty Handbook, and which may modify the relative weight given to specific criteria after approval in writing by the Dean and Senior Vice President and Provost.

### Section 3. Promotion

- A. Each department must define standards governing promotion. Standards may be specific, provided they do not conflict with standards of the University. The standards must be approved by department faculty, by the Dean, and Senior Vice President and Provost.
- B. Procedures to process faculty promotion applications shall be consistent with those defined in the current Faculty Handbook and the Senior Vice President and Provost's annual Memorandum on Promotion.
- C. College standards governing promotion shall be defined in the current College of Allied Health Promotion Policy.
- D. College procedures governing promotion are as follows:
  - 1. The Dean, upon written notification from Department Chairs of faculty members to be considered for promotion, will appoint an ad hoc Promotion Committee consisting of at least three faculty members of the College, holding academic rank equal to or greater than the rank for which a faculty member will be considered.
  - 2. The ad hoc Promotion Committee shall meet to receive and consider all documentation submitted by each candidate for promotion and make its recommendations in writing to the Dean.
  - 3. The Dean, upon review of the recommendations of the secret ballot of department faculty of equal or higher rank, Department Chair, and College ad hoc Promotion Committee, will make a recommendation and forward all documentation through appropriate channels defined in the Faculty Handbook.

### Section 4. Tenure

- A. The College defines and publishes specific criteria for evaluation of faculty performance governing the award of tenure. Standards for tenure must be consistent with a record of substantial accomplishment in each of the three areas of teaching, research/scholarly achievement, professional service, and evidence of excellence in two areas. While specific responsibilities of faculty may vary in College departments, all evaluations for tenure shall address the manner in which the faculty member has performed in each of these three areas.
- B. Procedures to process faculty tenure considerations shall be consistent with those defined in the current Faculty Handbook and the Senior Vice President and Provost's annual Memorandum on Tenure.
- C. College standards and criteria governing tenure shall be defined in the current College of Allied Health Policy on Tenure and may not supercede criteria defined in the current Faculty Handbook.
- D. College procedures governing tenure considerations are as defined in the current Faculty Handbook and Senior Vice President and Provost's annual Memorandum on Tenure.

- E. The elected College Tenure Committee shall serve as the Dean's Advisory Council for Tenure Review as required in the Faculty Handbook.

## ARTICLE VI ADOPTION AND AMENDMENTS

### Section 1. Adoption

These Bylaws shall become effective following adoption by two-thirds of the votes cast in sealed, signed envelopes, or by electronic vote by the Voting Faculty of the College of Allied Health, either at a called meeting, a plenary session, or by either electronic or mailed ballot, and following approval by The University of Oklahoma Board of Regents.

### Section 2. Amendments

Any Voting Faculty member may propose revision of the Bylaws. The proposed revision must be submitted, in written form with rationale statement, to the Bylaws Committee. These Bylaws shall become effective following adoption by two-thirds of the votes cast in sealed, signed envelopes, or by electronic vote by the Voting Faculty of the College of Allied Health, either at a called meeting, a plenary session, or by either electronic or mailed ballot, and following approval by The University of Oklahoma Board of Regents.

## ARTICLE VII PARLIAMENTARY AUTHORITY

Unless otherwise stated in the preceding Articles, rules and procedures to be followed in the conduct of the meetings of the faculty, boards, councils, and committees of the College of Allied Health shall be those outlined in the current edition of Robert's Rules of Order.



*The University of Oklahoma*  
*Health Sciences Center*

OFFICE OF THE SENIOR VICE PRESIDENT AND PROVOST

May 22, 2003

Carole Sullivan, Ph.D.  
Dean—College of Allied Health  
CHB 128

Dear Carole:

At their meeting on May 9, 2003, the University Regents approved the revisions to the College of Allied Health Faculty Bylaws.

Sincerely,

Joseph J. Ferretti, Ph.D.  
Senior Vice President and Provost

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Attachment