
FACULTY BYLAWS



THE UNIVERSITY OF OKLAHOMA HEALTH SCIENCES CENTER

COLLEGE OF ALLIED HEALTH



September 2023

TABLE OF CONTENTS

Article		Page
I.	The Faculty	4
	Section 1. Membership	4
	Section 2. Titles	4
	Section 3. Duties of the Voting Faculty	5
	Section 4. Meetings	5
II.	The Faculty Board	6
	Section 1. Organization	6
	Section 2. Functions of the Faculty Board	6
III.	Departments	7
	Section 1. Organization	7
	Section 2. Functions of the Departments	7
	Section 3. Meetings	7
	Section 4. Standing and Ad Hoc Committees of the Department	8
IV.	Boards, Councils, and Committees	8
	Section 1. Standing Boards, Councils, and Committees of the College	8
	<i>Academic Appeals Board</i>	8
	<i>Curriculum Review Committee</i>	8

		<i>Tenure Committee</i>	9
		<i>Bylaws Committee</i>	9
		<i>Elections Committee</i>	9
		<i>Honors and Awards Committee</i>	10
		<i>Research Committee</i>	10
		<i>Academic Misconduct Board</i>	10
		<i>Other Committees of the College</i>	10
V.	Faculty Appointment, Evaluation, Promotion, and Tenure		11
	Section 1.	Appointment	11
	Section 2.	Evaluation	11
	Section 3.	Promotion	11
	Section 4.	Tenure	14
VI.	Adoption and Amendments		14
	Section 1.	Adoption	14
	Section 2.	Amendments	14
VII.	Parliamentary Authority		15



The UNIVERSITY of OKLAHOMA
Health Sciences Center
College of Allied Health

College of Allied Health Bylaws

(Amended September 2023)

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, and 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 an FTE of at least 0.5 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/Vice 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 five 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. Attendance is met by in-person, telephonic, or electronic presence.

E. Minutes of the faculty meetings shall be recorded and maintained by the Dean's Office for at least ten years and copies shall be available to all faculty members of the College within fourteen working days of 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 or Alternate, if senior Faculty Senator is not available.

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. 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/Vice 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.
- Develop curriculum that meets accreditation standards, University standards and community needs.
- Ensure compliance of the program with accreditation standards and University policy in regard to student admission, 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 for at least ten years and copies shall be forwarded to the department faculty and to the Dean.

Section 4. Standing and Ad Hoc Committees of the Department

Department Chairs shall, as occasions arise, appoint and dissolve standing and ad hoc committees required for advice and assistance regarding matters of the department. The composition and charge of such 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 (Oversight by CAH Dean)

1. Membership. The Academic Appeals Board shall be constituted as defined in the University of Oklahoma Health Sciences Center Faculty Handbook.
2. Charge. The functions of this Board shall be as defined in University of Oklahoma Health Sciences Center Faculty Handbook which shall govern in the case of conflict.

<https://provost.ouhsc.edu/Portals/1037/assets/documents/FacultyHandbookOUHSC.pdf?ver=2019-09-30-135426-620>

B. Curriculum Review Committee (Oversight by CAH Dean)

1. Membership. The Curriculum Review Committee membership is appointed each academic year by the dean in consultation with the senior leadership team and consists of at least six faculty members, at least two students, at least four practitioners for advice and consultation as needed, and the associate dean for academic affairs (ex officio).
2. Charge. The dean develops an annual charge in alignment with college initiatives defined in its strategic plan and to maintain compliance with standards defined by the accreditation agencies to which the college is accountable. The primary functions of the committee include:
 - (1) developing and recommending curriculum policy;
 - (2) providing ongoing evaluation and development of the undergraduate, professional, and graduate curricula and recommendations for updating them to the faculty;
 - (3) supporting the highest quality experiential education in the professional programs and specifically reviewing and recommending policies, standards, and development of practice sites, preceptors, and students;

- (4) assessing the needs and utilization of technology equipment, services, and training for education;
- (5) assessing and recommending evaluation processes for didactic and clinical teaching effectiveness,
- (6) collaborating with college graduate programs to coordinate the delivery of the professional and graduate curricula; and
- (7) addressing other matters relevant to the undergraduate, professional and graduate programs and faculty charged by the dean.

C. Tenure Committee (Oversight by CAH Faculty Board)

1. Membership. The Tenure Committee shall serve as the advisory council to the dean and shall consist of five tenured Voting Faculty members of the College not holding primarily administrative appointments in the college, 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. Charge. 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 (Oversight by CAH Faculty Board)

1. Membership. 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. Charge. 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. Bylaws shall be reviewed at least every five years by the Committee.

E. Elections Committee (Oversight by CAH Faculty Board)

1. Membership. The Elections Committee shall consist of five members not holding primary 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. Charge. 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 (Oversight by CAH Faculty Board)

1. Membership. 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. Three members shall constitute a quorum.

2. Charge. The functions of the Committee include:

- a. Encouraging nomination of 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. Research Committee (Oversight by CAH Faculty Board)

1. Membership. The Research Committee shall consist of up to eight members with ongoing research interests, elected by and from the Voting Faculty, for a two-year staggered term. No more than two committee members shall hold primary appointments in the same department, and every department shall be represented in the committee. The Chair shall be identified from the current committee and shall be eligible for re-election. A minimum of five members shall constitute a quorum. The Assistant/Associate Dean for Research will serve as an ex officio member.

2. Charge. The functions of this Committee shall be to determine the common needs of faculty researchers and promote research collaboration within and external to the College. The Committee will assimilate research needs and direction of the College, including infrastructure, resources, (grants, equipment, etc.) and expertise.

H. Academic Misconduct Board (Oversight by CAH Dean)

1. Membership. The Academic Misconduct Committee shall be constituted as defined in the University of Oklahoma Health Sciences Center Faculty Handbook.

2. Charge. The functions of the Board shall be as defined in the University of Oklahoma Health Sciences Center Faculty Handbook.

<https://provost.ouhsc.edu/Portals/1037/assets/documents/FacultyHandbookOUHSC.pdf?ver=2019-09-30-135426-620>

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 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 is submitted to the Dean for transmittal to the appropriate administrative officers.

C. Each Department Chair or designee 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 or designee 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.

B. An annual faculty evaluation process shall be developed in consultation with faculty, consistent with criteria defined in the current Faculty Handbook.

Section 3. Promotion

A. All College procedures related to the promotion of College of Allied Health faculty will be consistent with those defined in the current University of Oklahoma Health Sciences Center Faculty Handbook and the Senior Vice President and Provost's annual Memorandum on Promotion.

A. College standards governing promotion shall be defined in the current College of Allied Health Promotion Policy for Tenured/Tenure Eligible Faculty or the College of Allied

Health Promotion Policy for Consecutive-Term Faculty. These standards will be utilized by each department to oversee the promotion process. Any changes to these standards must not conflict with those listed in the University of Oklahoma Health Sciences Center Faculty Handbook and must be approved by the College faculty, the Dean, and the Senior Vice President and Provost.

B. College standards governing promotion are as follows

1. The process regarding advancement in academic rank shall originate within the candidate's Department following the guidelines listed within the College of Allied Health Promotion Policies and according to the timelines established by the Senior Vice President and Provost.
2. The Department Chair of the faculty member to be considered for promotion will initiate the formal promotion process by forwarding a written notification to the Dean and the candidate.
3. Upon receipt of this written notification, the Dean or Department Chair will establish an ad hoc Department Promotion Committee and appoint a Department Promotion Committee Chair to oversee the promotion process in that Department. The Department Promotion Committee will consist of all faculty within the candidate's Department who hold Regular Faculty Appointments as defined by the University of Oklahoma Health Sciences Center Handbook and who are of equal or higher rank for which the candidate is being considered.
4. The Department Chair will provide the Department Promotion Committee with all required promotion documentation for the candidate, and the Department Promotion Committee shall meet for a discussion and vote on the candidate's qualifications for promotion. The Department Promotion Committee Chair will direct this meeting and vote. Voting shall take place through a confidential poll, and the Department Chair and other administrative personnel required to submit a separate promotion recommendation will not participate in this vote.
5. Following the meeting and vote, the Department Promotion Committee Chair will make the committee's recommendation in writing to the Dean, the Department Chair, and the candidate, according to the guidelines contained within the University of Oklahoma Health Sciences Center Faculty Handbook.
6. Upon completion of the Department Promotion Committee process and written recommendations to the Dean, the Dean will establish an ad hoc College Promotion Committee and appoint a College Promotion Committee Chair to oversee the promotion process at the level of the College.

7. The College Promotion Committee will consist of all faculty within the College who hold Regular Faculty Appointments as defined by the University of Oklahoma Health Sciences Center Handbook and who are of equal or higher rank for which the candidate is being considered.
 8. The Department Chair of the candidate will provide the College Promotion Committee with all required promotion documentation for the candidate, and the College Promotion Committee shall meet for a discussion and vote on the candidate's qualifications for promotion. The College Promotion Committee Chair will direct this meeting and vote. Voting shall take place through a confidential poll, and the Department Chair and other administrative personnel required to submit a separate promotion recommendation will not participate in this vote.
 9. Following the College level meeting and vote, the College Promotion Committee Chair will make the committee's recommendation in writing to the Dean, the Department Chair, and the candidate, according to the guidelines contained within the University of Oklahoma Health Sciences Center Faculty Handbook.
 10. Upon review of the recommendations made by the Department Chair, the Department Promotion Committee Chair, and the College Promotion Committee Chair, the Dean will make a recommendation and forward all documentation as directed in the University of Oklahoma Health Sciences Center Faculty Handbook.
- C. At times, the number of faculty in a department who meet the criteria to serve on the Department Promotion Committee may prevent appropriate academic review as defined by the University of Oklahoma Health Sciences Center Faculty Handbook. In such instances, no Department Promotion Committee will be formed and the College Promotion Committee will be considered as the sole academic unit to review, discuss, vote, and make recommendations regarding the candidate.
1. In such case, the lack of a Department Promotion Committee shall not preclude a candidate's department from performing an internal review of the candidate's documentation, as deemed appropriate by the department chair, prior to the review by the College Promotion Committee, or from following the guidelines established in the current College of Allied Health Promotion Policy for Tenured/Tenure Eligible Faculty or the College of Allied Health Promotion Policy for Consecutive-Term Faculty.

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 supersede 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.

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. Proposed revision must be submitted to the faculty board to initiate voting through the elections committee. The revised Bylaws shall become effective following adoption by two-thirds of the votes cast by the Voting Faculty of the College of Allied Health.

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.