THE UNIVERSITY OF AKRON
COLLEGE OF HEALTH PROFESSIONS BYLAWS

INTRODUCTION
The Bylaws of the College of Health Professions govern the College as a whole: Each school may have its own Bylaws which, while inclusive of those of the College, cannot supersede the Bylaws of the College.

Article I. Name
The name of this academic unit shall be the College of Health Professions.

Article II. Purpose
The purpose of the College shall be to support and foster the activities of teaching, research, creative endeavors, outreach, and public service consistent with the individual program missions and with the mission of the University. The College shall also have a distinctive focus on interprofessional education, interprofessional teamwork (including research and scholarship) and interprofessional healthcare delivery.

Article III. Membership
A. Membership in the College of Health Professions shall consist of the president, the senior vice president and Provost, the Dean of the College of Health Professions (hereafter referred to as the Dean), School Directors, college faculty, contract professionals, part-time instructors, and staff. College faculty includes all bargaining unit faculty, as defined by the CBA, with a primary appointment in the College. College faculty are the voting members referred to throughout this document.

B. The Dean’s office shall maintain a list of college faculty, their current rank and affiliation, and contact information. This list will be accessible to members as needed. This list shall be used for conducting elections and shall be updated as necessary.
Article IV. Officers and Official Meetings

Officers

A. The Dean is the chief executive officer of the College and shall preside at all meetings of the college faculty. The Dean’s office shall be responsible for recording and filing the minutes of the College as a whole, and for circulating copies to all members of the College. Each school will have separate faculty meetings as required by their Bylaws, and the Directors of the Schools will circulate school minutes to their school’s faculty.

B. When unable to attend a College meeting, the Dean may appoint another member of the College to preside.

Meetings

A. At least one regular meeting of the College shall be called by the Dean each academic term, summer semester excepted.

B. Special meetings of the College may be called by the Dean, by the senior vice president and Provost, or by the president of the university. Special meetings of the College may also be ordered by majority vote of the college faculty, as established by the list cited in Article III.B. of those present when meeting in regular or special session. In addition, the Dean shall call special meetings of the College upon petition of the majority of a collective vote, one from each school within the College. Each school in the College will have one collective vote as an expression of its voting school membership. The Dean shall notify each member of the College in writing at the beginning of each semester (at least three instructional days prior to each special meeting) specifying the time, the place, and the agenda of the meeting(s).

C. A quorum shall be 20% of the college faculty assigned on campus in the academic term the meeting is held. Unless the question of a quorum is raised at a meeting, the action taken at a meeting shall be valid, provided the agenda shall have been clearly set forth in the notice of the meeting sent to the members of the faculty. If a quorum is called and found lacking, no action items may be decided or voted on.
D. The Dean shall determine the agenda for regular meetings. Recommended agenda items should be submitted to the Dean two days prior to circulation of the agenda for a regular meeting. The agenda at special meetings shall be limited to the purpose for which the meeting is called as specified in the motion or petition for a meeting.

E. The Dean shall preside over meetings, unless the Dean specifies another faculty member or administrator to substitute in the Dean’s absence.

F. The normal order of business of the regular meeting shall be as follows:
   1. Call to Order
   2. Confirmation of quorum, if requested
   3. Approval of agenda
   4. Adoption of the minutes of the previous meeting
   5. Reports of the Standing Committees
   6. Reports of the Special Committees
   7. Consideration of unfinished business
   8. Consideration of new business
   9. Announcements
   10. Adjournment

Article V. Standing College Committees

A. Standing committees of the College are constituted by a representative who is a college faculty or contract professional according to Article III. A from each school in the College, elected by the Schools. The committees shall include:

1. College Curriculum Committee
   a. Membership.
      i. Committee Composition: This committee is composed of one college faculty from each School and an Associate Dean, as ex-officio member.
      ii. Eligibility: All college faculty with at least three years of teaching experience at the University of Akron are eligible for this committee.
III. Member Selection Process: Members of this committee are selected by their School bargaining unit faculty. A college-wide vote will be implemented as needed.

IV. Term: Members are elected annually and may succeed themselves.

b. Duties. The curriculum committee reviews proposals for content/quality, accuracy, potential conflicts and consistency. The Committee may work with the originators of the proposal to prepare the proposal or resolve issues after review of the proposal, which can be resubmitted at any time.

2. College Faculty Advisory Committee to the Dean

a. Membership.

I. Committee Composition: This committee is composed of one college faculty from each School.

II. Eligibility: All college faculty are eligible for this committee.

III. Member Selection Process: Members of this committee are selected by their School bargaining unit faculty. A college-wide vote will be implemented as needed.

IV. Term: Members are elected annually and may succeed themselves.

b. Duties. This committee serves in an advisory capacity to the Dean, including developing a vision for the College, strategic planning, and attending to other issues affecting the operation and development of the College and its members.

3. College Bylaws Review Committee

a. Membership.

I. Committee Composition: This committee is composed of one representative from each School.

II. Eligibility: All college faculty and contract professionals are eligible for this committee.
III. **Member Selection Process:** Members of this committee are selected by their School bargaining unit faculty and Contract professionals. A college-wide vote will implemented as needed.

IV. **Term:** Members are elected for two-year terms and may succeed themselves. Chairs serve two-year terms.

b. **Duties.** This committee is charged in even-numbered years, and upon college faculty proposed amendments, with reviewing and recommending changes to the College Bylaws. This committee is also charged with compiling nominations and conducting elections for University committees.

c. **Bylaws Amendment Process**

I. A member of the faculty or a school from the College may submit proposed amendments of these Bylaws in writing to the CHP Bylaws Committee. The committee must have at least one calendar month to meet and review any proposed changes prior to CHP vote.

II. The Bylaws Committee will deliberate on proposed amendments and ascertain when to present proposed changes (if any) to the college, according to the Bylaws’ designation.

III. The Bylaws Committee shall present the proposed change(s) to the College Membership electronically or during a CHP regular faculty meeting. A minimum of one calendar week must be given for review prior to vote.

IV. The vote on the Bylaws will occur at the regular College Health Professions’ faculty meeting or electronic voting such as a Qualtrics Survey.

V. During even years, when the Bylaws Committee conducts a comprehensive review, a single vote (up or down vote) by college faculty may be taken on an entire collection of proposed Bylaws changes. Bylaw changes made external to the comprehensive review may be voted on individually by college faculty.

VI. Ratification of proposed amendments to the Bylaws will be through a quorum within the College. The conduct of the referendum shall be the
responsibility of the Bylaws Committee. The results of the referendum shall be presented for information purposes by the Bylaws Committee at the subsequent college faculty meeting and by email to all college faculty.

4. Reappointment, Tenure, and Promotion (RTP) Committee

a. Membership.

I. **Committee Composition**: This committee is composed of one college faculty representative from each School.

II. **Eligibility**: Tenured bargaining unit faculty holding the rank of associate professor, professor, or distinguished professor.

III. **Member Selection Process**: Members of this committee are selected by their School bargaining unit faculty. A college-wide vote will implemented as needed.

IV. **Term**: Members are elected for three year staggered terms (as defined by Article V, 8b.). Members may succeed themselves.

b. **Duties**: Members shall consider all cases of tenure and promotion as reviewed and approved by the schools. Procedures and criteria guiding the committee’s work shall be in accordance with the CBA Article 13. A committee member from the school of a candidate under consideration shall not participate in the discussion of or vote on that candidate.

c. **Quorum**: A minimum of five members is required, each holding a rank of professor or distinguished professor, shall constitute a quorum for the voting of candidates applying for promotion to professor (CBA).

I. In the event a quorum cannot be met the College of Health Professions Retention, Tenure and Promotion Committee will temporarily appoint an eligible professor or distinguished professor to serve on the committee through a College-wide vote for the purposes of that particular application for promotion to professor.
5. College Diversity Committee
   a. Membership.
      I. **Committee Composition**: This committee is composed of one representative from each School. In addition, membership shall include a designee from the Dean’s office, who shall serve as ex officio Dean’s office representative.
      V. **Eligibility**: All college faculty and contract professionals are eligible for this committee.
      II. **Member Selection Process**: Members of this committee are selected by their School bargaining unit faculty and contract professionals. A college-wide vote will implemented as needed.
      III. **Term**: Members are elected for three year staggered terms (as defined by Article V, 8b.). Members may succeed themselves.
   b. **Duties**: The committee will develop, manage, and facilitate a strategic plan which will further the College’s diversity mission.

6. College Interprofessional Education Committee
   a. Membership.
      I. **Committee Composition**: This committee is composed of one representative from each School. In addition, membership shall include a designee from the Dean’s office, who shall serve as ex officio Dean’s office representative.
      II. **Eligibility**: All college faculty and contract professionals are eligible for this committee.
      III. **Member Selection Process**: Members of this committee are selected by their School bargaining unit faculty and Contract professionals. A college-wide vote will implemented as needed.
      IV. **Term**: Members are elected for three year staggered terms (as defined by Article V, 8b.). Members may succeed themselves.
b. **Duties.** The committee will develop, manage, and facilitate a strategic plan which will further the College’s interprofessional education mission.

7. **College Recruitment Committee**
   
a. **Membership.**
   
   I. **Committee Composition:** This committee is composed of one representative from each School. In addition, membership shall include the Student Success Center Director (or representative) and/or another designee from the Dean’s office shall serve as ex officio Dean’s office representatives.
   
   II. **Eligibility:** All college faculty and contract professionals are eligible for this committee.
   
   III. **Member Selection Process:** Members of this committee are selected by their School bargaining unit faculty and contract professionals. A college-wide vote will implemented as needed.
   
   IV. **Term:** Members are elected for three year staggered terms (as defined by Article V, 8b.). Members may succeed themselves.

b. **Duties.** The committee will coordinate faculty participation with the College’s Student Success Center in UA recruitment, retention, and enrollment activities and related initiatives. The committee will also develop, manage, and facilitate additional concrete College-wide recruitment initiatives.

8. **College Ad Hoc Committees**

   The Dean may, from time to time, appoint *ad hoc* committees for matters not falling within the purview of the standing committees with notification to the college faculty of the formation of an *ad hoc* committee. *Ad hoc* committees serve at the pleasure of the Dean. Volunteers shall be solicited for memberships on the *ad hoc* committees from all eligible bargaining unit members of the College as specified in Article III, Section A. In the event of an insufficient number of volunteers, the Dean
may appoint *ad hoc* committee members. *Ad hoc* committees shall be limited to one academic year duration.

9. **Committee Management**

a. **Chair Selection.** Each College committee will elect their own chair at the last meeting of the current academic year for the following academic year, or at the first meeting of the academic year. Upon election, the name of the elected chair will be immediately forwarded to the Dean’s office. On committees where individuals may sit for longer than two years, one is not permitted to be a committee chair for longer than two years.

b. **Appointment Process**

1b. Initial appointments for any committee requiring three-year staggered terms shall be as follows:

   - School of Nutrition and Dietetics: one year;
   - School of Social Work: two years;
   - School of Nursing: three years;
   - School of Speech-Language Pathology and Audiology: three years;
   - School of Sport Science and Wellness Education: three years;
   - School of Allied Health: two years;
   - School of Counseling: two years.

2b. After these initial appointments, each School’s representative shall serve for three years.

   1. If a member of a committee cannot complete the term of service, then another member from the same School shall substitute until the vacancy can be filled according to established procedures as specified in Article VI, Section C

   2. In the case of a School not having an eligible candidate for membership on a College committee, that School shall select an eligible person from another School in the College. A faculty member
in the School who becomes eligible to serve during the term held by a faculty member in another School shall replace the outside committee member for the remainder of the term of office.

Article VI. Elections

A. Elected University Committee Positions

1. The College of Health Professions shall elect from its college faculty, as defined in Article III.A., representatives for the Faculty Senate and a representative for the following University Committees:
   a. The Faculty Rights and Responsibilities Committee
   b. The University Well-being Committee
   c. The University Distinguished Professor Recommending Committee (two-year term, elected in odd-numbered years).

2. The College shall elect from its college faculty, as established in Article III.B., one representative for each of the following committees:
   a. Faculty Advisory Committee to the President*
   b. Faculty Advisory Committee to the Provost*
   c. University Tenure and Promotion Committee**
   d. University RTP Appeals Committee**

* Tenured; members may not succeed themselves

** Tenured professor; one-year terms, members may succeed themselves

3. Elections to committees under Section A.2 of this article shall be governed by the following provisions:
   a. Candidates shall meet any and all stated membership requirements;
   b. The same School shall not succeed itself on any of the committees named in section A.2 of this Article. The College may elect members to other offices and/or committees not described in Sections A.1 and A.2 of this Article.

B. University Committee Nominating Procedures
1. By March 1, the Dean shall circulate a list of college faculty who are eligible to serve.

2. Nominations for each office shall be made by submitting an electronic submission to the CHP Bylaws Committee Chair. A nomination shall include:
   a. The name of the person nominated
   b. A designation of eligibility for the office
   c. The university committee the person is being nominated for
   d. Indication of the willingness of the person nominated to serve in the office.

3. Nominations must be received electronically in the CHP Bylaws Committee Chair no later than 5:00 p.m. of the last Friday in March.

4. The CHP Bylaws Committee shall prepare a ballot, including all names of faculty members for whom nominations have been submitted, and providing space for write-in candidates for each office. Before writing in a name, faculty should assure themselves of the person’s eligibility for and the willingness to serve in the office. All communications regarding nomination will be transmitted electronically.

C. Election Procedures

1. Balloting: Ballots shall be distributed by the CHP Bylaws Committee electronically, with instructions, no later than the first Friday in April.

2. Tellers: The CHP Bylaws Committee shall serve as tellers for the count of votes and announcers of winners of the election. Ties will be determined by a secondary electronic vote to the College.

Article VII. Dean and School Director Review

The Dean and each School Director shall be subject to a review process as described in Article 10 of the CBA. Each school will have a set of guidelines approved by the school bargaining unit faculty, the School Director, the Dean, and the Provost. In the event that an interim Dean or an interim School Director enters a fourth year of service as an interim administrator, he/she shall
be subject to a review process as described in the CBA and the set of guidelines developed and approved by the governing bodies stated above.

Article VIII. Conflict with University or other Regulations and Laws
Where these Bylaws or other acts of the College or its committees conflict with Regulations of The University of Akron, the collective bargaining agreement or higher authority, that portion of the Bylaws or other acts shall be void and of no effect, but all other portions of these Bylaws or other acts shall remain in full effect.

Parliamentary Authority
Robert’s Rules of Order most recent revision, shall be the parliamentary authority for deliberations of the College, and of all committees therein, except as these Bylaws determine otherwise.

Amended Bylaws Ratified by CHP faculty vote 9/26/18