

THE UNIVERSITY OF AKRON
COLLEGE OF HEALTH AND HUMAN SCIENCES
BYLAWS

The Bylaws of the College of Health and Human Sciences govern operations for the College as a whole, in particular the college-related mission(s), committees, and election processes in order to help ensure College-wide shared governance. Each School may have its own Bylaws which, while perhaps inclusive of the College Bylaws, do not supersede them.

Article I. Name

The name of the academic unit shall be the College of Health and Human Sciences.

Article II. Purpose

The purpose of this document is to serve as the operating procedures of the College in order to fulfill the College's mission:

The College is committed to improve the lives of individuals, families, and communities by providing health, wellness and human services education with appropriate interventions and solutions that are interprofessional, innovative and influential. The College infuses diversity, equity and inclusion into administration, education and training within College, School, and Program structures. Thus, the College prepares students to advance human well-being and to thrive in a rapidly evolving global environment.

Article III. Membership

- A. Membership in the College shall consist of the President, the Senior Vice President and Provost, the Dean, School Directors, College faculty, contract professionals, part-time instructors, and staff.

Throughout these Bylaws 'College faculty' refers to all bargaining unit faculty, as defined in the UA-AAUP Collective Bargaining Agreement 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 the membership as needed. This list shall be used for conducting University elections and facilitating work.

Article IV. Officers and Meetings

Officers.

- A. The Dean is the chief executive officer of the College and shall preside at all College-wide meetings. The Dean's office shall be responsible for recording and filing the minutes of College-wide meetings, and for providing access to an information repository to all members of the College.

- 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 College-wide meeting shall be called by the Dean each Fall and Spring semester.

- B. Special meetings of the College may be called by the Dean, Senior Vice President and Provost, or President. Special meetings of the College may also be ordered by majority vote of the College faculty. In addition, the Dean shall call special meetings of the College upon request by 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. Should a special meeting be called, the Dean shall notify each member of the College in writing at least three instructional days prior to each special meeting specifying the time, place, and the agenda of the meeting(s).

- C. For voting purposes related to College business, a quorum shall consist of at least 20% of the College faculty in attendance at a particular meeting. Unless the question of a quorum is raised at a meeting, the actions 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 College faculty. If a quorum is called and found lacking, no action items on the meeting agenda may be finalized until a quorum is attained.

D. The Dean shall determine the agenda for regular College meetings. Recommended agenda items for all College-wide meetings should be submitted to the Dean at least 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 recommended order of business of regular College-wide meetings 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 full-time contract professional, as outlined below, and additional members (e.g., ex officio members) as indicated. Faculty and contract professional committee membership is selected from within each School in the College.

If an elected representative from a School is not able to serve in their role on a committee, the School shall elect an alternate representative as soon as practicable, so each School is represented.

College standing committees shall include:

College Curriculum Committee

Membership.

Committee Composition: This committee is composed of one College faculty from each School and an Associate Dean, as *ex-officio* member.

Eligibility: All College faculty with at least three years of teaching experience at the University of Akron are eligible to serve on committee.

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

Term: Members are elected for three-year terms and may succeed themselves. The Chair shall be a College faculty, serves a one-year term, and may succeed themselves if re-elected.

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. As a secondary role, the committee will serve as a consultant group for curricula improvement in general and for the curriculum proposals and processes specifically.

Reappointment, Tenure, and Promotion (RTP) Committee

Membership.

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

Eligibility: Tenured College faculty holding the rank of associate professor, professor, or distinguished professor are eligible for this committee.

Member Selection Process: Members of this committee are selected by their

School's bargaining unit faculty. A College-wide vote will be implemented as needed.

Term: Members are elected for three-year staggered terms. Members may succeed themselves. The Chair shall be a College faculty, serves a one-year term, and may succeed themselves if re-elected.

Duties. Members shall consider all applications for tenure and/or promotion of College tenure track faculty. Procedures and criteria guiding the committee's work shall be in accordance with the UA-AAUP Collective Bargaining Agreement. A committee member from the School of a candidate under consideration shall recuse themselves and not participate in the discussion of or vote on that candidate. As a secondary role, the committee shall serve as a consultant body for tenure track, tenured and non-tenure track faculty seeking future promotion in order to assist with understanding and developing application materials and related guidelines.

Quorum: A minimum of five committee members is required and shall constitute a quorum for voting purposes.

In the event a quorum cannot be met within the College, the Committee will temporarily appoint an eligible tenured professor or distinguished professor from outside the College to serve on the committee. Recruitment and selection of an outside committee member rests with current committee representatives.

College Diversity, Equity, and Inclusion (DEI) Committee

Membership.

Committee Composition: This committee is composed of one representative from each School and a Dean's office designee, as *ex-officio*

member.

Eligibility: All College faculty and full-time contract professionals are eligible for this committee. Participation (i.e., non-elected, non-voting) is open to all interested CHHS faculty.

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

Term: Members are elected for three-year terms. Members may succeed themselves. Chair serves a one-year term and may succeed themselves if re-elected.

Duties. The committee will develop, manage, and facilitate a plan which will further the College's DEI mission. The committee shall serve as an independent body promoting DEI awareness and activities, a consultant body for other committees to help infuse DEI within their activities, and as a liaison body with both University DEI committees/offices and community DEI-related organizations.

College Interprofessional Education (IPE) Committee

Membership.

Committee Composition: This committee is composed of a minimum of one representative from each School and a Dean's office designee, as *ex-officio* member.

Eligibility: All College faculty and full-time contract professionals are eligible to serve on this committee. Participation (i.e., non-elected, non-voting) is open to all interested CHHS faculty.

Member Selection Process: Members of this committee are selected by their School's bargaining unit faculty and contract professionals. A College-wide vote will be implemented as needed.

Term: Members are elected for three-year terms. Members may succeed

themselves. The Chair shall be a College faculty, serves a maximum of two one-year terms.

Duties. The committee will develop, manage, and facilitate activities which will further the College's IPE mission. The committee shall consider methods of infusing DEI into IPE activities to simultaneously promote the College's DEI mission.

College-Wide Governance Committee

Membership.

Committee Composition: This committee is composed of one representative from each School and a Dean's office designee, as *ex-officio* member.

Eligibility: All College faculty and full-time contract professionals are eligible to serve on this committee. Members of this committee are selected by their School bargaining unit faculty. A College-wide vote will be implemented as needed.

Member Selection Process: Members of this committee are selected by their School's bargaining unit faculty and contract professionals. A College-wide vote will implemented as needed.

Term: Members are elected for three-year terms. Members may succeed themselves. The Chair shall be a College faculty, serves and one-year term, and may succeed themselves if re-elected.

Duties. This committee serves in an advisory capacity to the Dean, including developing a vision for the College, and consulting about future strategic planning. The committee shall review and recommend changes to the College Bylaws every three years at minimum. This committee is also charged with compiling nominations and conducting elections for all University-level faculty committees (including

Faculty Senate elections).

Bylaws Amendment Process

- I. A member of the college or a School may submit proposed amendments to these Bylaws in writing to the Governance Committee. The committee must have at least one calendar month to meet and review any proposed changes prior to a College-wide vote.
- II. The Governance 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 Governance Committee shall present the proposed change(s) to the College membership electronically or during a regular faculty meeting. A minimum of one calendar week must be given for review prior to a vote.
- IV. The vote on Bylaws revisions will occur at a regular College faculty meeting or through electronic voting.
- V. Ratification of proposed amendments to the Bylaws will be through a quorum within the College. The referendum shall be the responsibility of the Governance Committee. The results of the referendum shall be presented for information purposes by the Governance Committee at a subsequent College faculty meeting and by email to all College faculty.

College Recruitment and Retention Committee

Membership.

Committee Composition: This committee is composed of one representative from each School, an Associate Dean (or other Dean's office representative) as *ex-officio* member, Student Success Center Director (or representative) as *ex-officio* member, Director of Community Engagement and Recruitment as *ex officio* member, and Director of ARI-AHEC as *ex-officio* member.

Eligibility: All College faculty and full-time contract professionals are eligible for this committee.

Member Selection Process: Members of this committee are selected by their

School's bargaining unit faculty and contract professionals. A College-wide vote will be implemented as needed.

Term: Members are elected for three-year terms. Members may succeed themselves. The Chair shall be a College faculty, serves a one-year term, and may succeed themselves if re-elected.

Duties. The committee will serve as a consultant body for future strategic planning and activities related to faculty participation in recruitment, retention, and advancement initiatives. The committee shall consider methods of infusing DEI into recruitment, retention, and broader student affairs-related activities in order to simultaneously promote the College's DEI mission.

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 under the direction of the Dean. Volunteers shall be recruited for membership on *ad hoc* committees from all eligible College faculty. 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 in duration.

General Committee Management

Chair Selection. Each College committee will elect their own chair by the end of Spring semester for the following academic year, or at the first meeting of Fall semester. Upon election, the name of the elected chair will be immediately forwarded to the Dean's office.

Article VI. Elections

Elected University Committee Positions

The College shall elect from its College faculty representatives for the following University bodies, and other University-wide elections, as needed:

- Faculty Senate (see Faculty Senate eligibility and voting standards)
- University RTP Appeals Committee (see the CBA for eligibility and voting standards)

Elections to University bodies shall be governed by the following provisions, facilitated by the Governance Committee:

- a. Candidates shall meet any and all stated membership requirements.
- b. In order to promote diverse College-wide representation, the same School shall not succeed itself for a second consecutive term representing the College on a particular University committee after that School representative's full term has been completed. If a member of one School does not complete their full elected term of service (i.e., withdraws from a committee due to illness, retirement, etc.), then a different College faculty from the same School is eligible to fill a vacant, position if elected.

University Committee Nominating Procedures

Nominations for each University committee office shall be made by electronic submission to the Bylaws Committee. A nomination shall include:

- The name of the person nominated (including self-nominations)
- A designation of eligibility for the office
- The university body the person is being nominated for

- Indication of the willingness of the person nominated to serve in the office.

The Governance Committee shall prepare a ballot, including all names of faculty members for whom nominations have been submitted. All communications regarding nominations and ballots will be transmitted electronically.

Election Procedures

Ballots shall be distributed by the Governance Committee electronically, with instructions, as soon as possible once a University committee vacancy is known.

The Governance Committee shall serve as tellers for the count of votes and announcers of winners of elections. Ties will be determined by a secondary electronic vote.

Amended Bylaws Ratified by College faculty vote Spring 2023 semester.