

THE UNIVERSITY OF AKRON
COLLEGE OF HEALTH AND HUMAN SCIENCES
COLLEGE BYLAWS

INTRODUCTION

The Bylaws of the College of Health and Human Sciences govern the College as a whole. Each School may have its own Bylaws which, while inclusive of those of the College, do not supersede the Bylaws of the College.

Article I. Name

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

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 individual program missions and with the mission of the University. The College shall also have a distinctive focus on interprofessional education, teamwork (including research and scholarship) and service delivery.

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. 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 College committee work.

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 College meetings, and for circulating copies 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 meeting of the College shall be called by the Dean each Fall and Spring semester.
- B.** Special meetings of the College may be called by the Dean, by the Senior Vice President and Provost, or by the 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. 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 consist of at least 20% of the College faculty. 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.

- 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 member or administrator to substitute in the Dean's absence.
- F. The recommended order of business of regular 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. Committee membership is selected from each School in the College. College standing 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 for three-year staggered terms and may succeed themselves. Chair serves two-year terms.

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 for three-year staggered terms. Members may succeed themselves. Chair serves two-year terms.

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 and an Associate Dean, as *ex-officio* member.

- II. **Eligibility:** All College faculty and full-time contract professionals are eligible for this committee.
 - III. **Member Selection Process:** Members of this committee are selected by their School bargaining unit faculty and full-time contract professionals. A College-wide vote will be implemented as needed.
 - IV. **Term:** Members are elected for three-year staggered terms. Members may succeed themselves. Chair serves two-year terms.
- b. **Duties.** This committee is charged 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 college or a School may submit proposed amendments to these Bylaws in writing to the Bylaws 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 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 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 Bylaws Committee. The results of the referendum shall be presented for information purposes by the Bylaws Committee at a 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 College 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 be implemented as needed.
- IV. Term:** Members are elected for three-year staggered terms. Members may succeed themselves. Chair serves two-year terms.

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. 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.

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

- I.** 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.

5. College Diversity Committee

a. Membership.

- I. **Committee Composition:** This committee is composed of one representative from each School and a Dean's office designee, as *ex-officio* member.
- II. **Eligibility:** All College faculty and full-time 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 be implemented as needed.
- IV. **Term:** Members are elected for three-year terms. Members may succeed themselves. Chair serves two-year terms.

- b. **Duties.** The committee will develop, manage, and facilitate plans 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 and a Dean's office designee, as *ex-officio* member.
- II. **Eligibility:** All College faculty and full-time 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 be implemented as needed.
- IV. **Term:** Members are elected for three-year terms. Members may succeed themselves. Chair serves two-year terms.

- b. **Duties.** The committee will develop, manage, and facilitate plans 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, an Associate Dean, and the Student Success Center Director (or representative) as the *ex-officio* members.
- II. **Eligibility:** All College faculty and full-time 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 be implemented as needed.
- IV. **Term:** Members are elected for three-year terms. Members may succeed themselves. Chair serves two-year terms.

- b. **Duties.** The committee will coordinate faculty participation 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 *adhoc* committees for matters not falling within the purview of the standing committees with notification to the College faculty of the formation of an *adhoc* committee. *Adhoc* committees serve under the direction of the Dean. Volunteers shall be recruited for memberships on *adhoc* committees from all eligible College faculty. In the event of an insufficient number of volunteers, the Dean may appoint *adhoc* committee members. *Adhoc* committees shall be limited to a one academic year in duration.

9. Committee Management

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

Article VI. Elections

A. Elected University Committee Positions

1. The College shall elect from its College faculty representatives for the following University bodies, as needed:
 - a. Faculty Senate
 - b. Faculty Rights and Responsibilities Committee
 - c. Faculty Advisory Committee to the President
 - d. Faculty Advisory Committee to the Provost
 - e. University Tenure and Promotion Committee
 - f. University RTP Appeals Committee
 - g. Other committees as requested due to College vacancies
2. Elections to University bodies 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 in the same position through membership on any of the bodies named above.

B. University Committee Nominating Procedures

1. During Spring semester the Dean's office 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 Bylaws Committee. A nomination shall include:
 - a. The name of the person nominated
 - b. A designation of eligibility for the office
 - c. The university body 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 by the Bylaws Committee no later than 5:00pm on March 15th or the next business day.
4. The Bylaws 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 College-wide electronically.

C. Election Procedures

1. Ballots shall be distributed by the Bylaws Committee electronically, with instructions, as soon as possible during Spring semester once a University body vacancy is known.
2. The Bylaws 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 within the College.

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 College faculty vote on 4/9/2021.