

ARTICLE I – ORGANIZATION

Section A - Board of Regents of University of North Texas System/University of North Texas Health Science Center (UNT/UNTHSC)

1. The Board of Regents is the governing body of the University of North Texas Health Science Center (UNTHSC) and as such establishes all policies concerning the operation of the UNTHSC.
2. The Board of Regents, or their designee, appoints all administrative officers of the UNTHSC and all faculty members after recommendation by the appropriate administrative officers.

Section B - Chancellor of the UNT System

The chancellor of the UNT System is appointed by the Board of Regents and is the chief executive officer of the UNT System and is directly responsible to the Board of Regents. He/she attends all meetings of the Board of Regents, unless excused, and works with the Board of Regents in determining and developing the policies and procedures of the UNT System.

Section C - President

The President (in these bylaws this position will be referred to as “President”) is appointed by the Board of Regents and is the chief executive officer of the UNTHSC. He/she is directly responsible to the Board of Regents, through the chancellor. He/she attends all meetings of the Board of Regents, unless excused, and works with the Board of Regents and the chancellor of the UNT System in determining and developing the policies and procedures of the UNTHSC.

Section D – Provost

The provost is appointed by the President. The provost reports directly to the President and has general responsibility for the implementation of all academic functions of the UNTHSC, as assigned by the President. The provost is responsible for exercising academic leadership in the development of programs of instruction, research and service throughout the academic departments and units of all colleges/schools within UNTHSC. The deans of each school report to the president through the provost.

Section E – Colleges and/or Schools

The college/school is the basic administrative unit of education, research, scholarly activity, clinical responsibilities and service within the UNTHSC. The bylaws for each school shall be approved by the UNTHSC faculty bylaws committee and the provost to assure continued consistency with institutional faculty bylaws. The bylaws of each college/school shall be reviewed and approved by the school and UNTHSC faculty bylaws committees at intervals not to exceed five (5) years.

Section F - Dean of the College and/or School

The dean is the chief academic officer for each respective college or school. The dean reports to the President through the provost and has general responsibility for the implementation of all academic functions of his/her respective college or school as assigned by the President. The dean is responsible for exercising academic leadership in the development of programs of instruction, research and service throughout the academic

departments of his/her respective college or school. The dean is to collaborate with the deans of the other colleges and/or schools in implementing the mission of the health science center.

Section G - Academic Departments

1. Definition: The academic department is the basic academic unit of education, research and/or scholarly activity and service within the UNTHSC.
2. Department Chair: The department chair shall have the authority and responsibility for the administration of the department in accordance with the UNTHSC faculty bylaws.
 - a. Department chairs will be selected utilizing the following procedure: A search committee will be appointed by the appropriate dean which shall consist of five members. One member shall be from the department involved and the chair of the committee shall be from the same school. If the department chooses, it may submit a list of candidates for appointment to the search committee. The department shall have the opportunity to review and comment on the composition of the committee prior to its appointment.
 - b. The search committee shall meet with the department to determine departmental needs and views on the qualifications of a chair. The search committee meetings shall be open to department members.
 - c. The search committee shall submit its recommendations to the appropriate dean. The appropriate dean will then submit the recommendations to the President through the provost.
3. Department Bylaws: The voting faculty of the various departments may have shared responsibility with the department chair to adopt and publish bylaws. Such bylaws may include but not be limited to: the composition of the faculty, participation in department affairs, department organization, responsibilities of the chair and other department administrators, standing committees, and policies for promotion and/or tenure, department faculty meetings, faculty appointment, faculty evaluation and faculty grievance and appeal. The department bylaws will be submitted to the UNTHSC faculty bylaws committee for review for consistency with UNTHSC faculty bylaws. Departmental bylaws will also be submitted to the appropriate school bylaws committee, the appropriate dean, and the provost for review and approval. The bylaws of the department will be reviewed and approved by the department at intervals not to exceed five (5) years. The bylaws shall be resubmitted at that time to the school and UNTHSC faculty bylaws committees to assure continued consistency with school and institutional faculty bylaws.

Section H – Committees

1. Ad hoc Committees: Ad hoc committees are created by the President, provost or dean(s) for an expressed purpose and shall function for a period of one (1) year or less unless re-appointed.
2. Standing Committees: Standing committees shall be provided with recording secretaries to be assigned by the President, provost or dean(s). The recording secretary shall have the responsibility for preparing minutes of all meetings. Copies of these minutes, as approved by majority vote of the appropriate committee, shall be maintained by the committee chair and placed on file in the office of faculty affairs

and development. The minutes shall be accessible to the faculty as specified by each committee.

- a. Terms of Office: Except where otherwise specified herein, elections for positions on committees shall be at the end of the spring semester and newly elected members shall take office at the first meeting of the committee after September 1 of each year. The scheduling of such elections and announcement of results shall be performed under the direction of the Faculty Senate. Appointments to committees shall be made on the same calendar basis except where otherwise specified.
- b. Vacancies: Vacancies which occur in the memberships of committees shall be filled by the same mechanism employed in the initial selection. A member thus selected shall serve for the remainder of the vacated term.
- c. Election of Committee Chair: Except where the chair of the committee is appointed by the President or provost the chair of each standing committee shall be elected by and from the voting members of the faculty of that committee, pending approval by the President, at its first meeting of the year.
- d. Quorum: A quorum of each of the standing committees of the UNTHSC shall consist of a majority of its voting members.
- e. Reporting Requirements: Each standing committee shall report to the faculty assembly as needed.

Section I – Interdisciplinary Centers and Institutes

1. Interdisciplinary centers and institutes may not grant academic rank. Academic faculty appointments must be made within a college or school for purposes of promotion and tenure.