

**FACULTY BYLAWS
SCHOOL OF HEALTH PROFESSIONS
UNIVERSITY OF NORTH TEXAS HEALTH SCIENCE CENTER AT FORT WORTH**

Preamble

It is the purpose of these Bylaws to foster an active, informed faculty, and to promote open communication among all members of the community of the School of Health Professions. Toward this end, the Bylaws provide a framework which defines the roles of the Dean and faculty in initiating recommendations, formulating decisions, and communicating the basis for decisions to those affected.

ARTICLE I. GENERAL POWERS

All matters relating to the academic and administrative affairs of the School of Health Professions will be taken in compliance with all appropriate University of North Texas Health Science Center rules, regulations, policies and procedures.

ARTICLE II. DEAN

- Section 1. The dean of the School of Health Professions is the chief academic officer for this school. The dean reports to the Executive Vice President for Academic Affairs and Research and has general responsibility for the implementation of all academic functions of the School of Health Professions (SHP). The dean is responsible for exercising academic leadership in the development of programs of instruction, research and service throughout the academic departments of the SHP. The dean collaborates with the deans of the Graduate School of Biomedical Sciences (GSBS), School of Public Health (SPH) and the Texas College of Osteopathic Medicine (TCOM) in carrying through the mission of the health science center. The dean shall be responsible for overseeing development and implementation of the School's mission, goals and objectives. The dean is responsible for the development and implementation of an organizational structure within the School to further the accomplishment of the mission.
- Section 2. The dean, or a designated representative, shall represent the School both internally and externally in relationship to institutional matters, provide leadership in fostering innovative programs, formulate policies, introduce and test educational ideas and proposals, and support efforts toward continued improvement of the School's programs.
- Section 3. The dean may appoint through the normal HSC process one or more Assistant or Associate Deans, Chairs and Directors as may be required to carry out the mission, goals and objectives of the School.

ARTICLE III. ACADEMIC DEPARTMENTS

- Section 1. Definition: Full-time faculty are responsible for the quality of the School of Health Professions in areas of teaching, research and service activities.
- a. Full-time faculty devote their primary professional efforts to the affairs of the School of Health Professions. The successes of the academic program reside with the full-time faculty.
 - b. Part-time faculty devote less than 50% of their professional efforts to the affairs of the School of Health Professions.
- Section 2. Department Chair: The department chair shall have the authority and responsibility for the administration of the department in accordance with the faculty bylaws, taking into account the advisory procedures of the department.

ARTICLE IV. FACULTY

- Section 1. Definition: The regular faculty of the School of Health Professions shall be all faculty personnel holding appointments in the School of Health Professions as professor, associate professor, assistant professor and instructor. Non-regular faculty include: adjunct, emeritus, research, visiting, temporary and lecturers.
- Section 2. Academic Freedom, Faculty Rights, Privileges, Responsibilities and Grievances: The faculty shall be governed by the policies of the Board of Regents and the University of North Texas Health Science Center at Fort Worth.
- The faculty of the School of Health Professions shall be responsible for the development, implementation, and evaluation of the School's educational, research and service efforts. Individual faculty members will be requested to serve on various committees within the School, and the University of North Texas Health Science Center.
- Section 3. Voting Faculty: The voting faculty of the School of Health Professions shall be composed of all faculty holding full-time (50% or greater) regular appointments within the School of Health Professions.
- All faculty appointed to a School of Health Professions committee or task force are entitled to full voting privileges within that committee.
- Section 4. Appointment: Faculty members will be appointed by the Dean in consultation with the search committee and Department Chairs. Appointment procedures must comply with Promotion and Tenure guidelines and affirmative action/equal opportunity policies and procedures of the University of North Texas Health Science Center and the School of Health Professions.

Section 5. Meetings and Agendas: Regular meetings of the School of Health Professions will occur not less than once in each quarter of the calendar year. The Dean or his/her designate shall serve as chairperson of the meetings of the faculty. All regular faculty members have the right to submit agenda items for faculty meetings to the Dean's office ten days prior to the meeting date. The agenda for regular faculty meetings shall be developed by the Dean and Executive Council and be distributed to all faculty at least five working days in advance of the meetings.

Operating Rules: At any regular or special meeting of the regular faculty, a majority of the faculty shall constitute a quorum. Only voting members of the faculty shall be entitled to offer motions for action. Only those designated as voting faculty (Article IV., Section 1.) shall be entitled to vote. Minutes of faculty meetings shall be distributed to all regular faculty. All faculty meetings will be conducted using Roberts Rules of Order (revised).

Section 6. Faculty Assembly: A faculty assembly composed of regular voting members of the School of Health Professions shall meet when called by the Dean.

ARTICLE V. GOVERNANCE AND ADMINISTRATIVE STRUCTURE

Section 1. Executive Council

Membership:

The Executive Council shall consist of the following voting members of the School of Health Professions:

- a. the Dean, who shall chair the Council or assign a designate;
- b. Associate and Assistant Deans;
- c. Department Chairs; and
- d. other members as appointed by the Dean.

Operating Rules:

The Executive Council shall meet at least monthly. The Dean or any other member of the Council can place any item on the agenda of the meeting. Copies of the approved minutes of the meetings shall be distributed to all School of Health Professions regular faculty members.

A quorum shall consist of a simple majority of voting members of the Executive Council. If the Dean cannot attend, he/she must provide a designate to chair the meeting.

Functions and Powers:

- a. To recommend policies governing the academic and administrative operation of the School of Health Professions, including, but not limited to: organizational structure; funding strategies; resource allocation; curriculum, evaluation and general operating procedures. The Dean shall be required to present all proposed new policies and policy changes in these areas to the Executive Council for review and consultation.

In addition, the Executive Council shall advise the Dean regarding the oversight of policy implementation:

- a. to consider all school-wide policy issues;
- b. to advise the Dean on proposed decisions involving major appointments; and
- c. to delegate duties to ad hoc or standing committees within the School.

Section 2. Standing Committees: The standing committees of the School shall be: Executive Council; Appointment, and Promotion and Tenure Committee; and chairs for each committee shall be appointed by the Dean.

Executive Council

The Executive Council also shall function as a Committee on Committees. It shall be responsible for reviewing the role and function of standing committees. Election/appointment to standing committees will be structured to create overlapping, staggering terms, with approximately one-third of membership changing each year. All terms will be for a period of two years except for the Promotion and Tenure Committee. In the appointment process, an attempt shall be made to create diversity of consideration of factors such as tenure, experience, disciplinary background and the expertise of committee members. The responsibility, membership and means of appointment are defined for each standing committee as follows:

Appointment, Promotion and Tenure Committee

The Appointment, Promotion and Tenure Committee shall be responsible for the development and implementation of the criteria and guidelines for Appointment, Promotion and Tenure Policy for the School of Health Professions. Membership shall consist of three faculty, appointed by the Dean and selected from all full-time regular tenured faculty with an appointment to the School of Health Professions. Additional non-tenured faculty may be appointed, as needed, to carry out the responsibilities of the committee.

Section 3. Other Standing Committees: The Dean, in consultation with the Executive Council, is empowered to create other standing committees and appoint members.

Section 4. Special Committees: Special ad hoc committees may be created by the Dean, in consultation with the Executive Council, to study and make recommendations

on special topics. Special committees shall have a defined charge, a limited time for operation, and a reporting requirement.

ARTICLE VI. AMENDMENTS

Section 1. Proposed amendments to the Bylaws of the School of Health Professions may be initiated by the Dean, the Executive Council, or by at least ten percent of members of the voting faculty. Such proposals shall be discussed at two separate meetings of the Faculty. Following the second meeting at which the proposal is discussed, a mail ballot shall be distributed to each voting faculty member. All mail ballots received within ten days following distribution shall be counted. Approval by two-thirds of the voting faculty members who vote shall be required for amendment provided a simple majority of voting faculty (as defined in Article IV., Section 3.) cast ballots.

Section 2. Final Approval and Adoption: Proposed amendments to the Bylaws, duly approved and ratified by the voting faculty of the School of Health Professions in accord with Section 1. above, shall be submitted to the Dean.

Created 8/10/04
Updated 10/12/04
Updated 05/20/08