

BYLAWS OF THE FACULTY

College of Applied Health Sciences

Approved May 9, 2002
Amended October 9, 2007
Amended May 12, 2004

**BYLAWS OF THE FACULTY
of the
College of Applied Health Sciences**

INTRODUCTION

These Bylaws identify the organizational policy of the College of Applied Health Sciences (AHS). Bylaws establish operational principles and require the approval of AHS Faculty. Procedures and practices for the conduct of business of the AHS Faculty are outlined in the Uniform Operating Code of the faculty of the AHS.

Provisions of the Bylaws and the Uniform Operating Code may be amended or revised with the approval of the faculty as stipulated under Article VI of the Bylaws.

ARTICLE I. ORGANIZATIONAL PRINCIPLES

The College of Applied Health Sciences is a unit of the University of Illinois at Chicago. The organization and administration of AHS is designed to conform to the Statutes of the University of Illinois, which present the basic principles of organization. Guidelines describing the operating procedures and specific policies of Committees and Administrative entities are contained in the AHS Uniform Operating Code. As described under Article VI, Section 1, revisions to the Uniform Operating Code do not require modification of the AHS Bylaws.

ARTICLE II. OPERATIONAL RESPONSIBILITY

The University of Illinois is a state institution, subject to the authority of the Illinois General Assembly. Operational authority is vested in the Board of Trustees, which is elected by and responsible to the citizens of Illinois. Board-formulated policies are executed by its administrative agents. Operational responsibility is delegated through the University President to the Chancellors of each campus: Chicago, Springfield, and Urbana-Champaign. The Board relies upon the advice of campus Senate on matters affecting educational policy and organization.

The College provides programs of instruction, research, and public service. The highest ranking administrative officer is the Dean. Responsibility for educational program operation is delegated to the Dean and the Department Head of each AHS Department. The quality of educational, research and public service programs remains the shared concern of the faculty of AHS.

ARTICLE III. COLLEGE ORGANIZATION

Section 1. Philosophy

The College of Applied Health Sciences is committed to the discovery, dissemination, and utilization of knowledge that contributes to optimal health through the delivery of efficacious, interdisciplinary, and culturally sensitive services. Educational programs are designed to enable the student to achieve appropriate levels of competence required for his/her chosen profession for those entering professional practice and to achieve advanced proficiency in professional practice. In recognition of the evolving nature of health care services, science, and societal priorities, AHS asserts leadership in generating knowledge, developing theoretical frameworks for health practices, evaluating service delivery, and addressing challenges that emerge.

Section 2. Mission and Goals

The central mission of AHS is the development of human beings including their capacity for compassion, dedication, and advocacy. The principal means by which this mission is accomplished are teaching, research, service (which includes professional practice) and most importantly, the integration of these means.

As a major component of an urban land grant institution, AHS is committed to diversity, responsive to community needs, and active in contributing to knowledge creation and dissemination at local, state, national, and international levels.

Our first priority is the education of our students. This priority is furthered through the active integration of research and service with teaching. The AHS vision emphasizes accomplishment and integration in education, research, and service, because these are interdependent and mutually enhancing components of excellence in scholarship. In

fulfillment of its mission, AHS establishes strategic goals and monitors progress toward these goals each academic year.

Section 3. General Organization

The College of Applied Health Sciences includes the student body, faculty, and the academic, administrative, and nonacademic staff. The conduct of business of AHS involves the participation of each of these groups.

Principles affecting the conduct of business of the faculty and management of Administrative Departments and AHS itself are presented in this document. Student organization is the prerogative of AHS student council, which is semi-autonomous and acts with the advice, consultation, and concurrence of the University of Illinois at Chicago Health Professions Student Council, its officers, and the AHS Faculty advisor.

Section 4. Dean

The highest-ranking administrative officer of the College is the Dean. The responsibilities of the Dean as identified in the University of Illinois Statutes, Article III. Section 3d are:

- A. Call and preside at meetings of College faculty (as described in Article IV, Section 1 of the Bylaws) to consider questions of governance and educational policy at such times as the Dean may deem necessary, but not less frequently than twice in each academic year.
- B. Formulate and present policies to the faculty for its consideration, but this shall not be interpreted to abridge the right of any member of the faculty to present any matter to the faculty.
- C. Prepare reports on the work of the College.
- D. Maintain general supervision of the work of the students in the College.
- E. Be responsible for the educational use of the buildings and rooms assigned to the College, and for the general equipment of the College.
- F. Serve as the medium of communication for all official business of the College with other campus units, the students and the public.
- G. Prepare the budget of the College in consultation with the Executive Committee.
- H. Recommend the appointment, reappointment, non-reappointment, and promotion and/or tenure of members of the officers and members of the faculty and academic staff with the advice of faculty.

Section 5. Administrative Department Organization

- A. The term “Administrative Department” is used within AHS to identify a department providing instruction, research, and public service.
- B. The faculty and academic staff of the Administrative Department include all individuals assigned or appointed to it for any portion of their time, regardless of their source of income or status within the university.
- C. The appointment and conduct of Department Heads shall be in accordance with the Statutes (Article IV, Section 3) describing departmental governance with a head.
 1. Matters that conflict with established policies or affect other Administrative Departments will be referred to the Office of the Dean for resolution.
 2. The Department Head will supervise the completion of instructional responsibilities assigned to the Administrative Department.
 3. The Department Head will provide leadership in developing interdisciplinary educational activities.

4. The Department Head will manage the finances, staff, students, physical facilities and other resources allocated or assigned to the Administrative Department.
5. The Department Head will report on the activities and progress of the Administrative Department to its faculty and staff, the Office of the Dean, and the faculty of the College as stipulated in the AHS Uniform Operating Code.

ARTICLE IV. FACULTY ORGANIZATION

Section 1. Identification of Faculty

The identification of faculty eligible for College-wide voting is in accordance with Article II, Section 3.a. of the Statutes. AHS voting faculty in College-wide decisions consist of the Dean and all those in the College with academic rank or title who are tenured or are receiving probationary credit. Administrative staff are voting faculty only if they also hold faculty appointments. Other voting Faculty of AHS shall include those full-time faculty on either a 9 or 12 month contract holding the rank of lecturer, instructor, assistant professor, associate professor, and professor with or without qualifying titles and having an annual salaried appointment, at the aforementioned ranks, of at least 50% time in the College.

Section 2. Faculty Role in Governance

In accordance with Article II, Section 3 of the Statutes, AHS is governed in its internal administration by its faculty. The faculty establishes the goals and academic policies of AHS. Toward this end, at least two meetings of the general faculty are held each year. In the interim, the Faculty Council, Executive Committee and other college committees and councils act on behalf of the faculty. The voting faculty, as a whole, must review and approve statements of policy prepared by AHS committees.

Governance of each Administrative Department is based on unit bylaws established and amended by the faculty of that department.

Section 3. Officers of the Faculty

The faculty shall elect annually one-third of its assigned delegation to the University of Illinois at Chicago Senate and will conduct elections for other campus committees, which may require elected faculty representation.

- A. The term of office of elected Senators shall be as specified in the "Bylaws of the Senate--UIC."
- B. Election procedures shall be supervised by the Office of the Dean and the Faculty Council as stipulated under the AHS Uniform Operating Code Article II.
- C. The Faculty Council shall supervise the conduct of elections. The composition of the Faculty Council is defined in Article V, Section 7 of the Bylaws.
- B. The Dean will designate a member(s) of the faculty to serve as Faculty Advisor to the AHS Student Council. The Faculty Advisor shall report to the Executive Committee on significant student activities.

ARTICLE V. STANDING COMMITTEES AND COUNCILS

Section 1. General Requirements of Committees and Councils

The organization and conduct of College Committees and Councils shall adhere to the following guidelines:

- A. The Dean or his/her designee shall receive notices of meetings, agendas, minutes, and reports of committee activities as stipulated in the AHS Uniform Operating Code.
- B. Committees shall adhere to the guiding principles outlined in the Bylaws and to the policies and procedures stipulated in the AHS Uniform Operating Code.
- C. Standing committees may appoint and charge one or more subcommittee to facilitate the fulfillment of their responsibilities.

1. Subcommittees will serve at the discretion of the parent committee; the formation or dissolution of a subcommittee shall not require the approval of the Executive Committee or the faculty.
 2. The subcommittee chairperson shall be appointed by the parent committee and must be a member of the parent committee.
- D. The Dean may appoint ad hoc special committees to perform or assist in the performance of specific functions that support the activities and programs of the College.
1. The Dean shall identify the Chairperson of the committee.
 2. Committees so designated shall serve at the discretion of, and report directly to the Dean.

Section 2. Executive Committee

The Executive Committee includes a senior faculty member (e.g. one with longevity and experience) and one alternate senior faculty member annually elected from the voting faculty of each Administrative Department. Additionally, a representative from Staff Council will attend as a non-voting member. The Dean is ex officio member and chair of the committee. While the Executive Committee is in session to prepare its advice on appointment of the Dean or to review the Dean's performance, the Dean shall not be a member, and a committee member elected by the committee for that purpose should chair the committee. Administrative staff of the College serves as requested by the Dean. The Executive Committee provides advice and consultation to the Dean. The Executive Committee cannot, of itself, establish policy, but is responsible for suggesting, reviewing, and monitoring the implementation of College policies and programs.

Responsibilities of the Committee include the following:

- A. Identifying and monitoring the progress of AHS in accomplishing established goals and objectives
- B. Evaluating periodically the effectiveness of AHS policies approved by the faculty, recommending revision if necessary
- C. Considering and acting upon issues that transcend the interests of a single Administrative Department of AHS
- D. Annually receiving reports and recommendations from committees and councils of AHS on behalf of the faculty and staff
- E. Reviewing the AHS Bylaws biennially and reporting on that review at the next scheduled college meeting
- F. Assisting the Dean in planning and conducting college-wide programs and activities

Section 3. Department Head Committee

The Department Head Committee, chaired by the Dean, includes the Administrative Head of each AHS Administrative Department. The purpose of the Department Head Committee is to assist the Dean with policymaking and in the administration of the College.

Responsibilities of the Committee include the following:

- A. Providing advice and consultation to the Dean and transacting such business as may be delegated to it by the faculty
- B. Considering and acting upon issues identified as priorities by the faculty of the College
- C. Receiving reports and recommendations from committees of AHS on behalf of the faculty and staff

Section 4. Academic Affairs Committee

The Academic Affairs Committee is responsible for oversight of academic policies, and programs at the graduate, professional and undergraduate level. One faculty representative from each Administrative Department will be appointed on an annual basis by the Department Head to serve on the Committee. The Dean shall appoint the chairperson of the committee and additional representatives as appropriate. The responsibilities of the committee include the following:

- A. Reviewing and recommending policies affecting graduate, professional and undergraduate level program operations. Such policies will include academic programming and admissions procedures
- B. Reviewing course and curriculum changes in the graduate, professional and undergraduate level programs to be referred to the appropriate body for final approval
- C. Conducting other studies, reviews, and activities as needed

Section 5. Student Services Committee

The Student Services Committee is responsible for oversight of recruitment, retention, diversity, scholarships, student grievances, activities, and honors for graduate, professional and undergraduate programs. One faculty representative from each Administrative Department will be appointed on an annual basis by the Department Head to serve on the Committee. The Dean shall appoint the chairperson of the Committee. The responsibilities of the Committee include the following:

- A. Reviewing and developing systems for student recruitment, admissions, and retention with recommendations to the Executive Committee, where appropriate. A subcommittee on Admissions will review admission goals and progress for all programs in the college. The subcommittee is comprised of at least one representative from each unit, the Directors of Graduate Studies, and the Assistant Dean for Student Services.
- B. Identifying those students who have achieved outstanding records and making specific recommendations regarding academic honors or other forms of recognition.
- C. Serving as the advisory board to the Assistant Dean for Student Services regarding all programs, activities, and events pertaining to student life, student orientation and recognition programs, and AHS Convocation and/or Commencement Ceremonies.
- D. Reviewing and processing student grievances in cases requiring full investigation and/or formal hearing. This function may be delegated to a subcommittee of the members.
- E. Conducting other studies and projects as determined by the Dean.

Section 6. Promotion and Tenure Committee

The Promotion and Tenure Committee reviews all recommendations for academic promotion and tenure within AHS. The Committee will include all faculty from the Administrative Departments at the rank of tenured Associate or Full Professor that carry at least a 75% appointment within the College. Deans and faculty serving as Department Heads are excluded from membership on the Committee. The responsibilities of the Committee include the following:

- A. Annually reviewing criteria for promotion and tenure and College policies and procedures related to promotion and tenure
- B. Reviewing and considering both faculty promotional materials that are prepared within AHS and materials related to new hires with a proposed tenured rank
- C. Conducting Mid-Probationary Reviews (typically third year) and submitting written reports of reviews to the Dean.

The faculty must approve criteria for promotion established by the Committee. Procedures must be consistent with policies established by the Campus and University.

Section 7. Faculty Council (Rescinded: see footnote 1, page 7)

~~The Faculty Council serves as the agent of the College faculty in the interim between the College faculty meetings. Membership includes one faculty member and one alternate faculty member annually elected from each Administrative Department. Eligible members are those defined as Faculty in Article IV, Section 1 of the Bylaws. Responsibilities of the council include the following:~~

- ~~A. Assisting the Dean in formulating the agenda for the College faculty meetings. Responsibilities include:~~
- ~~1. Accepting and transmitting agenda items, petitions of call, and other materials presented by the faculty to the Executive Committee and the Dean.~~
 - ~~2. Assisting the Office of the Dean in the election of College Senators and reporting election results at the Annual Spring Faculty Meeting.~~
- ~~B. Reviewing and providing recommendations to the Dean and the Executive Committee on issues identified as priorities by the faculty of the College.¹~~

Section 8: Staff Council

The goals of the Staff Council are to give a voice to the interests and needs of the College of Applied Health Sciences staff and to assist in the recruitment and retention of high quality staff. The Council will initiate programs and activities with these goals in mind. Every full-time employee in the College who does not hold a faculty rank and who has been employed in the College for one year or more is eligible for membership on the Staff Council. Each department of the College will elect one representative member to the Council to serve a two-year term. A Chairperson shall be elected annually. Responsibilities of the Council include:

- A. Providing advice and consultation to the Executive Committee
- B. Considering and acting upon issues identified as priorities by the faculty and staff of the College
- C. Reviewing and providing recommendations to other committees of AHS on behalf of the staff

ARTICLE VI. REVISIONS AND EXCEPTIONS

Section 1. Revisions

- A. All statements of policy shall be kept under continuing review by the College Executive Committee.
- B. Editorial corrections and/or changes to the Bylaws or Uniform Operating Code may be made by the Dean with the concurrence of the Executive Committee. Editorial corrections and/or changes shall not alter the substance or intent of any faculty-approved document.
- C. It shall be the right of any member of the faculty to propose revisions of statements of policy in the Bylaws or Uniform Operating Code. Procedures available, as stated under Article IV, Section 2 of these Bylaws, shall include:
 1. Presentation of proposals as a submitted item of business to the Faculty Council for the next regularly scheduled faculty meeting; or
 2. Presentation of a petition or call to the Faculty Council requesting a special meeting of the faculty to consider specific revisions.

Any revisions so presented must be distributed to all members of the faculty at least thirty (30) days in advance of the next regularly scheduled faculty meeting.

- D. All proposed revisions shall be acknowledged by the Dean, who shall ensure their due consideration. The review procedures shall include:
 - 1. Review by the Faculty Council, who shall consider such proposals on behalf of the faculty; and
 - 2. Presentation of proposals, with the Executive Committee's recommendation, to the faculty at its next regularly scheduled meeting.
- E. Revisions of policy documents shall require the approval of the faculty.
 - 1. The Bylaws may be revised with the concurrence of two-thirds of a quorum (as defined in the Operating Code) of the faculty present and eligible to vote at any given meeting of the faculty.
 - 2. The Uniform Operating Code may be revised with the concurrence of a majority of a quorum of the faculty eligible to vote at any given meeting of the faculty.

Section 2. Exceptions

- A. Specific exceptions to provisions of the Uniform Operating Code may be allowed by the Dean, who shall act in individual instances with the advice and concurrence of the Executive Committee.
- B. Any exceptions so granted shall be reported to the faculty at its next regularly scheduled meeting.

¹ The Faculty Council was rescinded by unanimous consent of the faculty at the AHS Fall 2007 Convocation (October 9, 2007).

**OPERATING CODE
OF
THE FACULTY**

College of Applied Health Sciences

**UNIFORM OPERATING CODE
of the Faculty of the
College of Applied Health Sciences**

INTRODUCTION

The Uniform Operating Code identifies the procedures and practices that govern the conduct of business of the faculty of the College of Applied Health Sciences (AHS).

ARTICLE I. CONDUCT OF MEETINGS

Section 1. General Information

- A. All meetings shall be conducted in a manner consistent with the "Robert's Rules of Order Newly Revised".
- B. Observers to committees or councils may participate in the discussions of the committee, but shall not present nor second motions nor vote on matters before the committee.
- C. Staff services in the preparation and distribution of meeting notices, minutes, and reports shall be provided through the Office of the Dean.
- D. Committees shall include not less than three faculty-elected or appointed members. Eligible members are those defined as faculty in Article IV, Section 1 of the Bylaws. The size and composition of committees and councils shall be in accordance with Article V of the Bylaws of the faculty.

Section 2. Faculty Meeting

- A. The faculty of the College shall meet at least twice yearly. The Dean shall call and preside over these meetings. An annual meeting shall be held in the Spring; other meetings will be scheduled as needed. The Dean, who shall act in consultation with the Executive Committee and the Faculty Council, shall determine the date, time, and need for the meetings.
- B. Any member of the faculty may initiate a petition or call for special meetings to consider items of general concern. Such petitions must specify the purpose of the meeting and must carry the signature of at least twenty-five members of the voting faculty from at least three of AHS Administrative Departments. Petitions shall be presented to the Dean, but may be presented through the Faculty Council as stipulated in Article V Section 7, of the Bylaws.
- C. The Dean shall transmit formal notices of the date, time, place, and purpose of all faculty meetings to each member of the faculty. Notices shall be issued at least thirty (30) days in advance of the meeting date.
- D. Any member of the faculty may submit an item or items of business for inclusion on the agenda: such items shall be solicited by the Faculty Council at least thirty (30) days in advance of the meeting date.
- E. Additional items, not included on the agenda, may be considered with the concurrence of the Dean and a majority of those faculty present at any given meeting.
- F. The conduct of business requiring a vote of the faculty shall require the presence of a quorum, which shall consist of sixty percent (60%) of the total voting faculty as defined in the Bylaws. In the absence of a quorum at the meeting an electronic vote will be solicited and due within three working days of the meeting.

Section 3. Committees and Councils

A. Executive Committee

1. The Executive Committee shall meet at least six times yearly. The Dean, who shall serve as chairperson of the Executive Committee, shall call additional meetings as deemed necessary.
2. In instances where elected members may be unable to attend meetings, a predetermined faculty alternate identified by the Administrative Department shall attend and participate in the deliberations of the committee.
3. Chairpersons of standing committees and others may attend meetings as the guests of the committee at the invitation of the Dean. When in attendance, chairpersons of standing committees shall be permitted to present recommendations on behalf of their committee, but shall not be afforded voting privileges.

B. Department Heads Committee

1. The Dean shall call and preside over all meetings, and oversee the preparation and distribution of notices.
2. The committee shall meet at least six times yearly. The Dean, who serves as chairperson of the committee, shall call additional meetings as deemed necessary.

C. Other Standing Committees and Councils

1. The Chairperson shall call and preside over all meetings, and oversee the preparation and distribution of notices.
2. The conduct of business shall require a quorum, which shall consist of sixty percent (60%) of the total committee membership.
3. The Chairperson shall annually, prior to the Spring Faculty Meeting, report the progress and activities of the Committee to the Executive Committee.

D. Governance

1. A Chairperson shall be elected annually by members of the Promotion and Tenure Committee, Faculty Council, and Staff Council. Elections shall occur not later than Fall semester.
2. The Chairperson of the Executive Committee, Academic Affairs Committee, and Student Services Committee are determined in accordance with Article V of the College Bylaws.

E. Minutes

1. It is the responsibility of College committees and councils to generate a record of each meeting. The format of the record shall be determined by the committee and council.
2. Standardized meeting minutes for each College committee or council meeting shall be maintained in the Dean's Office for a minimum of three years.

ARTICLE II. ELECTIONS

Section 1. General Provisions

Where membership is determined by election, voting will be conducted using a secret ballot.

- A. The Faculty Council shall solicit nominations for the University Senate and other campus committees requiring elected Faculty representation.

1. The nomination process shall be overseen by the Faculty Council.
 2. The Faculty Council will solicit slates of nominees, which will be presented to the Dean and to the Executive Committee before presentation to the Faculty.
 3. The nomination slates shall reflect at least two nominees for each available position.
 4. Administrative Departments shall provide the Faculty Council with nominees in accordance with procedures outlined in the Department bylaws.
- B. The Faculty Council shall supervise the overall conduct of elections.
1. The Office of the Dean shall assist the Faculty Council in the election process by preparing and collecting ballots. The Faculty Council shall tabulate ballots and report election results at the Annual Spring Faculty Meeting.
 2. Ballots shall allow Faculty to write in individual names not presented on the slate if they so desire.
 3. Completed ballots shall be returned in sealed envelopes to the Office of the Dean at least five working days before the Spring Meeting.

Section 2. Terms of Office

The term of membership on college committees shall, unless otherwise stipulated, begin on July 1 and end on June 30. For Faculty on 9-month contracts membership on college committees shall begin and end on their contract year appointment dates. Interim vacancies, resulting from resignation or termination, shall be filled by the predetermined alternate or Administrative Department selection.

- A. Terms of office on the Executive Committee shall be two years; one-half of the membership shall be eligible for election each year.
- B. Terms of office on the Campus Senate and other non-college bodies shall be as stated for the group in question.
- C. Terms of office on the Department Head Committee and Promotion and Tenure Committee shall be for as long as the member is eligible and in good standing in the University.

ARTICLE III. REVISIONS AND EXCEPTIONS

Revisions or exceptions to the Uniform Operating Code of the College may be made under the provisions outlined in Article VI of the Bylaws.