

## CONSTITUTION AND BYLAWS

### Article I. Name

The name of this administrative unit shall be the College of Health and Human Sciences, one of the six constituent colleges of Western Carolina University.

### Article II. Role and Mission

The College of Health and Human Sciences' mission is to educate and inspire students by innovatively integrating learning, inquiry, and community engagement. The college is focused on enhancing the health and well-being of native and rural communities in Western North Carolina and beyond. This goal will be met with active, scholarly, student-centered, collaborative faculty. The college will be recognized for graduates who are ethical, adaptive, technically capable, and innovative professionals.

The college faculty engage in instruction, research/scholarship, and service. The primary activity of the faculty of the college is teaching. Quality undergraduate and graduate education are provided for a diverse student population through student-faculty involvement, which promotes creativity and critical thinking. Complementary faculty activities include providing individualized student advisement, service, continuing education opportunities, maintaining currency in areas of expertise, active involvement in professional organizations, and scholarly activities, including research, creative activities, presentations, and publications.

The college is responsible to the Office of the Provost and is organized into academic schools, departments, and programs.

### Article III. Members

- A. Membership: Membership in the College of Health and Human Sciences is by appointment to the faculty or staff within the College. Student representation is valued and incorporated into committee structures and will be selected through nomination.
- B. Duties and Responsibilities
  1. As provided in the [Faculty Handbook](#), the faculty of the College of Health and Human Sciences shall have primary responsibility, within broader policy guidelines of the University, for curriculum, courses, methods of instruction, research, faculty status, and those aspects of student life which relate to the educational process.
  2. The faculty shall consider reports from the Chancellor, the Faculty Senate, Faculty Committees, Departments, Colleges, and other units of the University to make recommendations concerning these reports; discuss matters relating to the welfare of the College and the University, and amend or repeal any part or all of the Bylaws of the College.

## Article IV. Organization

### A. Officers

1. The College of Health and Human Sciences officers shall be Dean, Associate Dean(s), Department Head, School Director, and Program Directors. These officers shall perform the duties prescribed by these Bylaws, the [Faculty Handbook](#), [the University Code](#), and the parliamentary authority adopted by the College.
2. The Dean of the College is the chief administrative officer of the College of Health and Human Sciences and shall serve as Chair of the faculty of the College.
3. The Associate Dean(s) of the College shall assist the Dean and preside in the absence of the Dean or at the request of the Dean.
4. Department Heads and School Directors are responsible to the Dean of the College.
5. Program Directors are responsible to their respective Department Heads or School Directors.

### B. Duties

1. The Dean of the College is charged by the Chancellor and the Vice Chancellor for Academic Affairs (Provost) to plan, organize, direct, and control the affairs of the College as its chief administrative officer.
2. The Associate Dean(s) of the College reports directly to the Dean and is responsible for assisting the Dean generally in matters relating to the operation of the College. The Associate Dean represents the Dean's office in the absence of the Dean, attends meetings on behalf of the Dean, and conducts all correspondence, including the preparation of reports delegated by the Dean and any other function delegated by the Dean.
3. The duties of the Department Heads and School Directors shall be delegated and defined by the Chancellor and shall appear in the official documents of the University. Department Heads and School Directors are responsible for administration within their respective departments. They may manage or delegate activities listed in item 4 below.
4. Departments, Schools, and Programs in the College utilize different terminology for their various program's leadership and coordination (i.e., Program Directors, Program Coordinators, Field Placement Coordinators, Clinical Coordinators, etc.) and will be defined according to the discipline. Program leadership roles are directly responsible for their designated degree program, including input into the departmental budget process; curriculum revisions; seeking or maintaining appropriate accreditations/approvals; approving programs for each student in their program area; checking and approving each student's records for graduation/certification; recommending to Department Head/School Director course scheduling and instructors; chairing program advisory councils; preparing/coordinating appropriate recruitment brochures and activities for the program; developing /approving internships, cooperative education or clinical experiences for students in the program; assisting in the coordination of strategic planning for the program, including program assessment and outcome evaluation.

### C. Selection and Review of Officers

1. Nominations for appointment to the office of the Dean of the College shall be made to the Chancellor by the Provost after consultation with a duly constituted search committee appointed by the Chancellor. After consultation with the Board of Trustees, the Chancellor shall make a nomination to the President of the University of North Carolina system. The Dean shall be reviewed annually by the Provost.

2. Nominations for appointment to Associate Dean of the College shall be made by the Dean to the Provost after consultation with the Department Heads and School Directors. The Associate Dean will be reviewed annually by the Dean.
3. Nominations for appointment as a Department Head or School Director shall be made by the Dean after consultation with a Departmental/School Search Committee. The Department Head or School Director will be reviewed annually by the Dean.
4. Nominations for appointment as a CHHS Director shall be made by the supervising Department Head or School Director to the CHHS Executive Council. The Dean will make the final determination. The Dean will review the CHHS Director annually as a component of the Annual Faculty Evaluation (AFE) process.
5. Nominations for appointment as a Program Director shall be made by the supervising Department Head or School Director to the Dean. The Program Director will be reviewed annually by their respective Department Head or School Director and/or program faculty as part of the Annual Faculty Evaluation (AFE) process.

#### **Article V. Meetings of the General Membership of the College**

- A. Frequency and Quorum
  1. The general membership of the College shall meet as needed at least once each regular academic term during the year.
  2. Meetings may be called by the Dean and shall be called upon written request to the Dean by 25 percent of the members of the full-time faculty and staff of the College.
  3. The presence of at least 25 percent of the membership shall be necessary for a quorum.
  4. All meetings shall be announced and scheduled to encourage maximum attendance.
  5. Meetings may be held by videoconferencing (i.e., Zoom).
- B. The Dean or designee shall preside at all meetings.
- C. Purpose of Meetings
  1. The periodic College meetings shall be to advise and discuss significant priorities within the College and the University with the faculty.
  2. Motions may be made and brought forward by committee or individual members for consideration. A motion may occur in person at a convened meeting. A motion may also be submitted electronically before the meeting agenda distribution to the membership.
  3. The Dean may bring motions and items for vote relating to the general direction of the College.
  4. Specific concerns may be referred to appropriate committees or a Task Force within the College.
  5. The Dean may call for committee reports to be presented to the faculty for discussion.
  6. College meetings shall supplement but not replace the work of the Faculty Senate and other units of the faculty governance system. Meetings should provide forums for discussion, shared information, and general policy direction.
  7. The goal of the meetings shall be to further the concept of a community of academicians and scholars working to improve the College and the University.
- D. Voting
  1. All CHHS full-time faculty (including fixed-term, tenure track, and tenured) and staff shall have the right to vote.
  2. Voting shall occur during a meeting orally, by show of hands, or by ballot and be decided by a simple majority of the quorum present.

3. Voting by electronic ballot may occur if a motion is made. Voting will occur via an electronic ballot (i.e., Qualtics) with a voting deadline in the email sent. The deadline will not exceed ten business days and will not be less than two business days. Results will be a majority of the responses received.

## **Article VI. Committees**

### **C. The College will have the following Standing Committees/Councils:**

- CHHS Executive Council (EC)
- CHHS Academic Excellence Council (AEC)
- CHHS Student Experience Council (SEC)
- CHHS Employee Excellence Council (EEC)
- CHHS Inclusive Excellence Committee (IEC)
- CHHS Committee for Scholarship and Inquiry (CSI)
- CHHS Community Engagement Committee (CEC)
- CHHS Collegial Review Committee (CCRC)
- CHHS Special Interest Groups
- Ad Hoc Committees and Task Forces

1. Additional standing committees may be constituted by the Dean upon the advice of the CHHS Executive Council and/or the membership of the College.
2. Those committee members elected by the college will stand for election during the regularly scheduled annual elections held by the College. Unless otherwise noted, all committee members beginning a term will take office on the first day of the fall academic term.
3. The Dean's Office will maintain elections records so that should an elected committee member give up membership or a vacancy is otherwise created, the runner-up shall be appointed to fill the vacancy. If the runner-up is not qualified to hold the position or is otherwise unavailable to fill the position, the Dean shall appoint the most appropriate candidate for that election giving preference to the person with the most votes. If a suitable replacement cannot be found following these procedures, the Dean will appoint a replacement to fill the vacancy until the next annual election.
4. The 2022-2023 Academic Year will transition between the previous CHHS Bylaws and the newly approved College Bylaws. See Appendix A for Committee/Council Structure terms for transition over the next two academic years to attain three-year terms.

### **A. CHHS Executive Council (EC)**

#### **1. Purpose**

- a. The CHHS Executive Council shall be charged with serving as a communication, planning, and policy-recommending body for administrative matters related to the College. The essential purpose is to advise the Dean of CHHS on all issues related to the College, including but not limited to public relations, finances, budgeting, fundraising, strategic planning and initiatives, academics, faculty, student, and community affairs.

#### **2. Membership**

- a. Membership of the EC is determined by the position/role held by the individual.
- b. The Council shall comprise the Dean, the Associate Dean(s), the Dean's Executive Administrative Assistant, the College Business Officer, the Department Heads/School Directors, CHHS Directors, and the Culturally Based Native Health Programs Director.

- c. Both internal and external stakeholders may be called to participate in meetings as appropriate.
  - d. The CHHS Dean's Office Executive Administrative Assistant will serve as the secretary/recorder.
  - e. The Dean of the College will serve as Chair.
3. Duties/Functions
- a. Each Department Head/School Director shall be responsible for representing their constituent Department/School, bringing matters of concern from their constituents to the Council, and communicating Council decisions to their constituents.
  - b. The Dean, in consultation with Council members, will set the agenda of the Council.
  - c. The business of the CHHS Executive Council will be made available electronically to the CHHS faculty, staff, and students as appropriate.
  - d. The Council may enter into a closed session to discuss personnel issues. The closed session shall consist of the CHHS Dean and the Department Heads/School Directors.
4. Meetings
- a. Meetings will be scheduled each month. Additional meetings may be called at the request of the Dean or a Council member.
5. Term
- a. Each member shall serve as long as they hold their respective positions.
- B. CHHS Academic Excellence Council (AEC)
1. Purpose
- a. The CHHS Academic Excellence Council shall be charged with overseeing the educational quality of the academic programs offered by the college.
2. Membership
- a. The Council shall be comprised of the following:
    - 1) One faculty member from each Department and three from each School within the college.
    - 2) The general faculty of the college shall elect three at-large faculty members.
    - 3) Two student representatives: one undergraduate and one graduate student. Student representatives shall be nominated by the college faculty and selected by the Chair of the AEC.
    - 4) A CHHS Dean's Office Administrative Assistant will serve as secretary/recorder.
    - 5) The Associate Dean of the College will serve as Chair and a non-voting member.
  - b. The Council will have two subcommittees to achieve the outlined purpose and work. Membership of the subcommittees will be comprised of existing AEC members.
    - 1) AEC Curriculum Subcommittee will be comprised of 6 Council members, with a co-chair selected from amongst the group.
    - 2) AEC Outcomes Subcommittee will be comprised of 6 Council members, with a co-chair selected from amongst the group.
3. Duties/Functions
- a. Advise the Dean with the Academic Excellence section of the CHHS Strategic Plan and implement, update, and report on the initiatives (AEC).
  - b. Determine, establish, evaluate, and revise college policies and procedures related to academic programs in CHHS (AEC).
  - c. Seek new ways to improve the efficiency and effectiveness of CHHS academic programs and advise the Dean on program innovation (AEC).
  - d. Review and approve all undergraduate and graduate curriculum changes in the College (AEC Curriculum Subcommittee).

- e. Determine process and review programmatic outcomes (i.e., annual student learning outcomes, comprehensive program reviews, accreditation reports) and discuss curricular needs identified (AEC Outcomes Subcommittee).
  - f. Represent the college at campus-level committees if needed.
4. Meetings
- a. Council meetings will be scheduled a minimum of twice each semester during the fall and spring semesters. Council agendas will include, but not be limited to:
    - 1) Dean's Report
    - 2) Academic Excellence Strategic Plan
    - 3) Academic Program policies and procedures
    - 4) Academic Program efficiency and effectiveness and innovation
    - 5) AEC Subcommittee Reports
  - b. Sub-committee meetings may be necessary to complete Council functions and duties.
    - 1) The respective program leadership will present curriculum changes to the AEC Curriculum Subcommittee.
    - 2) The respective program leadership will present programmatic outcome aspects to the AEC Outcomes Subcommittee.
  - c. Additional meetings may be called at the request of the Council Chair and will be dependent on the number of proposed curriculum revisions and work to be completed.
  - d. Council members will have a week to review requests and materials before a meeting.
  - e. In consultation with Council members and CHHS faculty, staff, and students, the Council Chair will set the agenda of the meetings. Subcommittee meeting agendas will be determined by the work to be completed and will be set by the Council Chair and respective Subcommittee Co-Chair.
5. Term
- a. All terms shall be for three years except for students who will serve one year.
  - b. Terms will be staggered as determined by the Chair so that approximately two-thirds of the Committee membership continues serving on the Committee the following year. After the initial staggered terms, the terms for each member shall be three years, except for students who will serve one-year terms.
  - c. Committee members elected are eligible to serve a maximum of two consecutive terms.
- C. CHHS Student Experience Council (SEC)
- 1. Purpose
    - a. The CHHS Student Experience Council shall be charged with overseeing the student experience of the academic programs offered by the college.
  - 2. Membership
    - a. The Council shall be comprised of the following:
      - 1) One faculty member from each Department and three from each School within the college.
      - 2) The general faculty of the college elect three at-large faculty members.
      - 3) All professional advisors or student service directors in the college.
      - 4) Two student representatives: one undergraduate and one graduate student. Student representatives shall be nominated by the college faculty and selected by the Chair of the SEC.
      - 5) A CHHS Dean's Office Administrative Assistant will serve as secretary/recorder.
      - 6) The Associate Dean of the College will serve as Chair and a non-voting member.
    - b. The SEC will have three subcommittees to achieve the purpose and work. Membership of the subcommittees will be comprised of existing SEC members.

- 1) The SEC Enrollment & Achievement Subcommittee will comprise 4-6 Council members (recruitment and retention, scholarships, and student awards) selected from the group.
  - 2) SEC Compliance Subcommittee will be comprised of 4-6 Council members selected from amongst the group.
  - 3) SEC Engagement & Interprofessional Education Subcommittee (clinical, student clubs, etc.) will be comprised of 4-6 Council members selected from amongst the group.
- c. The SEC will have a Special Interest Group that will be comprised of program clinical/practicum/internship coordinators from each discipline (i.e., Athletic Training, Communication Sciences & Disorders, Emergency Medical Care, Environmental Health, Nursing, Nutrition & Dietetics/Dietetic Internship, and Recreational Therapy).
  - d. The SEC will have a group of 5-10 College Student Ambassadors. This student group will be a forward-facing representative of the college and Dean's Office to potential students, donors, and community members.
3. Duties/Functions
    - a. Advise the Dean with the Student Experience Section of the CHHS Strategic Plan and implement, update, and report on the initiatives (SEC).
    - b. Determine, establish, evaluate, and revise policies and procedures related to academic admissions, student progression, student success, student matters, and conduct while enrolled in a CHHS program (SEC).
    - c. Enhance and guide the maintenance and development of clinical and practical partnerships (SEC).
    - d. Foster innovative program recruitment strategies (SEC Enrollment & Achievement Subcommittee).
    - e. Explore, recommend, and assist with implementing student retention and student success strategies to include student awards (SEC Enrollment & Achievement Subcommittee).
    - f. Review compliance concerns regarding student matters (i.e., student conduct, clinical requirements, Criminal Background Checks, Urine Drug Screen Results) and provide recommendations to the Dean or designee (SEC Compliance Subcommittee).
    - g. After the Department review, review students with unsatisfactory academic performance (i.e., appeals) and provide appropriate recommendations to the Dean or designee (SEC Compliance Subcommittee).
    - h. Promote, guide, and establish the college direction for IPE and student engagement activities (SEC Engagement & Interprofessional Education Subcommittee).
    - i. Represent the college on campus-level committees if needed.
  4. Meetings
    - a. Council meetings will be scheduled a minimum of twice each semester during the fall and spring semesters. Council agendas will include, but not be limited to:
      - 1) Dean's Report
      - 2) Student Experience Strategic Plan
      - 3) Student experience policies and procedures
      - 4) High impact learning experiences (clinical and practical partnerships)
      - 5) SEC Subcommittee & Special Interest Group Reports
      - 6) College Student Ambassador Report
    - b. Sub-committee meetings may be necessary to complete Council functions and duties.

- c. Additional meetings may be called at the request of the Council Chair and will be dependent on the work to be completed.
  - d. Council members will have a week to review requests and materials before a meeting.
  - e. In consultation with Council members and CHHS faculty, staff, and students, the Council Chair will set the agenda of the meetings. Subcommittee and Special Interest Group meeting agendas will be determined by the work to be completed and will be set by the Council Chair and respective Subcommittee and/or Special Interest Group Co-Chair.
  - f. College Student Ambassadors will meet regularly with the group's faculty sponsor and CHHS Dean to plan and actively engage in activities that promote and represent the college.
5. Term
- a. All terms shall be for three years except for students who will serve one year.
  - b. Terms will be staggered as determined by the Chair so that approximately two-thirds of the Committee membership continues serving on the Committee the following year. After the initial staggered terms, the terms for each member shall be three years, except for students who will serve one-year terms.
  - c. Committee members elected are eligible to serve a maximum of two consecutive terms.
- D. CHHS Employee Excellence Council (EEC)
1. Purpose
- a. The CHHS Employee Excellence Committee shall be charged with working collaboratively across the college to promote engagement and professional development and foster a culture of belonging, respect, and appreciation for others.
2. Membership
- a. The Committee shall be comprised of the following members selected by the respective CHHS Department Head/School Director:
    - 1) One faculty member from the Department of Communication Sciences and Disorders
    - 2) Two faculty members from the Department of Physical Therapy are as follows:
      - a) 1- Biltmore Park-based faculty
      - b) 1- Cullowhee-based faculty
    - 3) One faculty member from the Department of Social Work
    - 4) Three faculty members from the School of Health Sciences
    - 5) Three faculty members from the School of Nursing are as follows:
      - a) 2- Biltmore Park-based faculty
      - b) 1- Cullowhee-based faculty
    - 6) Two staff members employed in the College and elected at-large by the college membership as follows:
      - a) 1- Biltmore Park-based staff
      - b) 1- Cullowhee-based staff
  - b. The CHHS Dean's Office Executive Administrative Assistant will serve as the secretary/recorder.
  - c. The Dean of the College will serve as Chair and a non-voting member.
  - d. All committee members will be full voting members.
3. Duties/Functions
- a. Advise the Dean with the Employee Excellence Section of the CHHS Strategic Plan and implement, update, and report on the initiatives.
  - b. Maintain the bylaws, review the bylaws biannually, and recommend proposed amendments as needed.



- c. Determine, establish, and implement the procedures for nominating and electing college representatives to college and university committees and councils that have elected members.
    - 1) Election procedures should be appropriate and uniform.
    - 2) A record of all elections for the previous five years will be maintained.
    - 3) Ensure all nominations conducted are open and resolve eligibility questions for nominations received.
    - 4) Prepares the slate of nominees and ballots for all elections as appropriate.
    - 5) Conducts the election and tabulates votes according to outlined procedures.
    - 6) Notification of election results disseminated.
  - d. Plan and administer the College Awards Ceremony held annually.
    - 1) Oversee the creation of, nominations for, and awarding the College-level awards in keeping with the CHHS core values and the guidelines outlined in the College of Health and Human Sciences award process.
  - e. Evaluate college culture and needs and develop and implement a plan to address needs every two years. The implementation plan should include activities/events that are engaging and build morale and culture.
  - f. Identify the universal education and training needs of faculty and staff in the college to promote ongoing professional development.
  - g. Offer/deliver/present educational opportunities pertinent to the current needs of the faculty and staff of the college.
  - h. Provide opportunities for career mentoring.
  - i. Represent the college on campus-level committees if needed.
4. Meetings
- a. Meetings will be scheduled a minimum of twice each semester during the fall and spring semesters.
  - b. Additional meetings may be called at the request of the Committee Chair.
  - c. Sub-committee meetings may be necessary to complete committee work.
  - d. Committee members will have a week to review requests before a meeting.
  - e. In consultation with Committee members and CHHS faculty and staff, the Committee Chair will set the agenda of the meetings.
5. Term
- a. Terms will be staggered as determined by the Chair so that approximately two-thirds of the Committee membership continues serving on the Committee the following year. After the initial staggered terms, the terms for each member shall be three years, except for students who will serve one-year terms.
  - b. Committee members elected are eligible to serve a maximum of two consecutive terms.
- E. CHHS Inclusive Excellence Committee (IEC)
- 1. Purpose
    - a. The CHHS Inclusive Excellence Committee shall be charged with cultivating and building a consensus of inclusive excellence across the college.
  - 2. Membership
    - a. The Committee shall be comprised of the following:
      - 1) Director of CHHS Diversity, Equity, and Inclusion
      - 2) Faculty members selected by the respective CHHS Department Head/School Director as follows:
        - a) One faculty member from the Department of Communication Sciences and Disorders

- b) One faculty member from the Department of Physical Therapy
  - c) One faculty member from the Department of Social Work
  - d) Two faculty members from the School of Health Sciences
  - e) Two faculty members from the School of Nursing
- 3) One CHHS staff member is employed in the College and elected at large by the college membership.
- 4) Two student representatives: one undergraduate and one graduate student. Student representatives shall be nominated by the college faculty and selected by the Chair of the IEC.
- b. A secretary/recorder for the committee will be selected from its membership.
- c. The Director of CHHS Diversity, Equity, and Inclusion will serve as Chair and be a non-voting member.
- d. Faculty, staff, and students on the Committee will be full voting members.
- 3. Duties/Functions
  - a. Advise the Dean with the Inclusive Excellence Section of the CHHS Strategic Plan and implement, update, and report on the initiatives.
  - b. Develop and implement a college plan that identifies creating a culture of humility and priorities of work and retention strategies with diversity, equity, and inclusion.
  - c. Develop and promote education, strategies, and best practices concerning inclusive excellence to include but not limited to pedagogy, communication, recruitment, retention, and persistence efforts.
  - d. Provide advice and counsel, collectively and individually, to the dean on issues related to diversity and inclusivity.
  - e. Represent the college on campus-level committees if needed.
- 4. Meetings
  - a. Meetings will be scheduled a minimum of twice each semester during the fall and spring semesters.
  - b. Additional meetings may be called at the request of the Committee Chair.
  - c. Sub-committee meetings may be necessary to complete committee work.
  - d. Committee members will have a week to review requests before a meeting.
  - e. In consultation with Committee members and CHHS faculty, staff, and students, the Committee Chair will set the agenda of the meetings.
- 5. Term
  - a. All terms shall be for three years except for students who will serve one year.
  - b. Terms will be staggered as determined by the Chair so that approximately half of the Committee membership continues serving on the Committee the following year. After the initial staggered terms, the terms for each member shall be three years, except for students who will serve one-year terms.
  - c. Committee members elected are eligible to serve a maximum of two consecutive terms.
- F. CHHS Committee for Scholarship and Inquiry (CSI)
  - 1. Purpose
    - a. The CHHS Committee for Scholarship and Inquiry (CSI) shall be charged with promoting and supporting research and scholarship opportunities across the college.
  - 2. Membership
    - a. The Committee shall be comprised of the following:
      - 1) Director of CHHS Research and Scholarship
      - 2) Faculty members selected by the respective CHHS Department Head/School Directors as follows:

- a) Two faculty members from the Department of Communication Sciences and Disorders
        - i. 1- tenured/tenure track
        - ii. 1- non-tenure track
      - b) Two faculty members from the Department of Physical Therapy
        - i. 1- tenured/tenure track
        - ii. 1- non-tenure track
      - c) Two faculty members from the Department of Social Work
        - i. 1- tenured/tenure track
        - ii. 1- non-tenure track
      - d) Two faculty members from the School of Health Sciences
        - i. 1- tenured/tenure track
        - ii. 1- non-tenure track
      - e) Two faculty members from the School of Nursing
        - i. 1- tenured/tenure track
        - ii. 1- non-tenure track
      - f) Two student representatives: one undergraduate and one graduate student. Student representatives shall be nominated by the college faculty and selected by the Chair of the CSI.
    - b. The Director of CHHS Research and Scholarship will serve as Chair and be a non-voting member.
    - c. Faculty and students on the Committee will be full voting members.
  - 3. Duties/Functions
    - a. Advise the Dean with sections of the CHHS Strategic Plan and implement, update, and report on assigned initiatives.
    - b. Determine, establish, and evaluate methods and strategies to support faculty research and scholarly activities.
    - c. Plan and deliver an annual College Scholarship Showcase event that engages faculty, staff, and students.
    - d. Represent the college on campus-level committees if needed.
  - 4. Meetings
    - a. Meetings will be scheduled a minimum of twice each semester during the fall and spring semesters.
    - b. Additional meetings may be called at the request of the Committee Chair.
    - c. Sub-committee meetings may be necessary to complete committee work.
    - d. Committee members will have a week to review requests before a meeting.
    - e. In consultation with Committee members and CHHS faculty, staff, and students, the Committee Chair will set the agenda of the meetings.
  - 5. Term
    - a. Terms will be staggered as determined by the Chair so that approximately half of the Committee membership continues serving on the Committee the following year. After the initial staggered terms, the terms of each member shall be three years.
    - b. Committee members elected are eligible to serve two consecutive terms.
- G. CHHS Community Engagement Committee (CEC)
- 1. Purpose
    - a. The CHHS Community Engagement Committee shall be charged with advancing community engagement endeavors across the college.
  - 2. Membership

- a. The Committee shall be comprised of the following:
    - 1) Faculty members selected by the respective CHHS Department Head/School Director as follows:
      - a) One faculty member from the Department of Communication Sciences and Disorders
      - b) One faculty member from the Department of Physical Therapy
      - c) One faculty member from the Department of Social Work
      - d) Two faculty members from the School of Health Sciences
      - e) Two faculty members from the School of Nursing
    - 2) One at-large CHHS staff member employed in the College and elected at-large by the college membership.
    - 3) Two student representatives: one undergraduate and one graduate student. Student representatives shall be nominated by the college faculty and selected by the Chair of the CEC.
    - 4) CHHS Associate Dean, non-voting member
  - b. The CHHS Dean's Office Administrative Assistant will serve as the secretary/recorder.
  - c. The Dean of the College will serve as Chair and a non-voting member.
  - d. Faculty, staff, and students on the Committee will be full voting members.
3. Duties/Functions
- a. Advise the Dean with the Regional Development and Engagement Section of the CHHS Strategic Plan and implement, update, and report on the initiatives.
  - b. Review current community partnerships and discuss the adequacy of the opportunity as it relates to the goals and objectives of the programs and college.
  - c. Develop, implement, and promote a college plan that enhances communication and identifies strategies to foster community outreach and service-learning activities.
  - d. Develop and promote strategies and best practices concerning faculty practice to incorporate student learning experiences.
  - e. Represent the college at campus-level committees if needed.
4. Meetings
- a. Meetings will be scheduled a minimum of twice each semester during the fall and spring semesters.
  - b. Additional meetings may be called at the request of the Committee Chair.
  - c. Sub-committee meetings may be necessary to complete committee work.
  - d. Committee members will have a week to review requests and materials before a meeting.
  - e. In consultation with Committee members and CHHS faculty, staff, and students, the Committee Chair will set the agenda of the meetings.
5. Term
- a. Terms will be staggered as determined by the Chair so that approximately half of the Committee membership continues serving on the Committee the following year. After the initial staggered terms, the term for each member shall be three years, except for students who will serve one year.
  - b. Committee members are eligible to serve a maximum of two consecutive terms.
- H. CHHS Collegial Review Committee (CCRC)
- 1. Purpose
    - a. The CHHS Collegial Review Committee shall be charged with reviewing and making recommendations to the Dean on all candidates for tenure, promotion, reappointment, post-tenure review, and Emeritus status within the College, following the procedures

outlined in the [WCU Faculty Handbook](#). [All procedures for faculty evaluation should reflect the University standards as stated in Section 4.04C].

2. Membership
  - a. The Committee shall consist of 12 faculty members as follows:
    - 1) Two tenured representatives from the Department of Communication Sciences and Disorders
    - 2) Two tenured representatives from the Department of Physical Therapy
    - 3) Two tenured representatives from the Department of Social Work
    - 4) Two tenured representatives from the School of Health Sciences
    - 5) Two tenured representatives from the School of Nursing
    - 6) Two at-large, non-tenure-track representatives from the College
  - b. Tenured representatives will be elected by the full-time tenured or tenure track faculty members in the College.
  - c. Non-tenure track representatives will be elected by the full-time tenured or tenure track and non-tenure-track faculty members in the College.
  - d. The Dean's Office shall maintain votes for all faculty nominated to the CHHS Collegial Review Committee elections to determine potential alternates if the need arises within a department/school. If an elected committee member cannot serve, the nominee with the following number of highest votes from the same department/school will be asked to serve on the Collegial Review Committee. If the vacancy is long-term (e.g., the original elected committee member leaves their position), the alternate will serve for the term. Otherwise, alternate service will be for one year.
  - e. A special election to fill a vacancy will be called for if another nominee from the respective department/school was not included on the CHHS election ballot or the department/school with the committee vacancy does not have additional tenured faculty members.
    - 1) A special election will be held to fill the vacancy from the same department/school or another CHHS department/school when the original department/school lacks tenured faculty members to serve.
    - 2) When an alternate must be selected from another department/school, the department head/school director, in consultation with the dean, will determine which department/school's candidates may be elected for equitable committee representation across CHHS units.
    - 3) A CHHS special election, as detailed above, will be utilized to fill vacancies that occur up to four weeks before the Collegial Review Committee meeting. Vacancies that occur less than four weeks before the Collegial Review Committee will be filled by appointment by the Dean in consultation with the respective Department Head/School Director. Committee members elected through a special election or who are appointed will serve for one year.
  - f. In departments/schools with less than two tenured faculty members, the department head and faculty in this department, in consultation with the Dean, will nominate tenured faculty from other departments/schools within the College of University to be elected to serve as a representative(s) for that department/school. All attempts to ensure equity across departments/schools will be made throughout this process.
  - g. The Dean of the College will serve as Chair and be a non-voting member.
3. Duties/Functions
  - a. Follow the collegial review policy and procedure outlined in the [WCU Faculty Handbook](#).
  - b. Voting

- 1) Two-thirds of the committee members constitute a quorum. A quorum must be present for discussion and voting when it occurs.
- 2) Proxy voting or absentia voting are not permitted.
- c. Represent the college on campus-level committees if needed.
4. Meetings
  - a. Will be determined by the needs of the Committee and the number of candidates to be reviewed and discussed.
  - b. Calendar invitations for dates and times of Collegial Review Committee meetings will be sent each year to ensure committee members are available and to make it known if a member will not be present.
  - c. Meeting dates will align with the University tenure and promotion calendar to ensure Collegial Review Committee members (and department heads or school directors) are aptly informed and enhance attendance.
    - 1) Tenure-track faculty review processes will occur each fall semester.
    - 2) Non-tenure-track faculty review processes will occur each spring semester.
  - d. If scheduling conflicts occur among several Collegial Review Committee members, dates and times may be changed at the discretion of the Dean.
  - e. The committee members will elect a Collegial Review Committee secretary at the opening of the meeting.
5. Procedures and Protocols
  - a. Refer to the [WCU Faculty Handbook](#) and the section on Collegial Review and procedures for reappointment, promotion, and tenure considerations of tenure-track faculty.
  - b. Refer to the CHHS Guidelines for Non-Tenure-Track Promotion Considerations (found on the college's share/H drive in the Policy folder).
6. Term
  - a. All terms shall be for three years.
  - b. Each Department/School will select its representatives for the Committee.
  - c. Elections for at-large positions will be college-wide.
  - d. Terms will be staggered so that approximately half of the Committee membership continues serving on the Committee the following year.
  - e. Committee members elected are eligible to serve consecutive terms if re-elected.
- I. CHHS Special Interest Groups
  1. Purpose
    - a. Special Interest Groups shall provide advice and counsel to the Dean on matters for which external advice is critical.
    - b. Special Interest Groups will serve as an advocacy network and ambassadors for the College.
    - c. Special Interest Groups will provide a mechanism to increase awareness of the College across the region and beyond.
  2. Membership
    - a. Will be determined by the scope and purpose of the Special Interest Group established.
  3. Duties/Functions/Term
    - a. Special Interest Groups formed will formulate guidelines that they will abide by and outline the group's functions, duties, and terms.
- J. Ad Hoc Committees and Task Forces
  1. Purpose
    - a. Ad Hoc Committees and Task Forces may be utilized to address a specific and time-limited need for the college.

2. Membership
  - a. Will be determined by the scope and purpose of the work and need to be addressed.
3. Duties/Functions/Term
  - a. The group will be charged with the work by a charter.

**Article VII. Parliamentary Authority**

- A. The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the College in all cases to which they are applicable in which they are not inconsistent with these Bylaws and any special rules of order the College may adopt.

**Article VIII. Amendment of Bylaws**

- A. These Bylaws can be amended at any regular meeting of the College by a two-thirds majority of those present and voting, provided that the amendment has been submitted in writing to each faculty member of the College at least two weeks in advance of the meeting or at the previous regular meeting.