



**GRAND VALLEY  
STATE UNIVERSITY®**

**COLLEGE OF  
HEALTH PROFESSIONS**

## **BYLAWS**

*September 4, 2018*

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## **INTRODUCTION**

These Bylaws delineate the structure and functions of the College of Health Professions within the context of the Mission and Vision of the College. They explain the relationship of the College to Grand Valley State University and provide procedures for governance of the College, its functions, and its faculty.

### **ARTICLE I: Name**

#### **1.01 College of Health Professions**

The name of this organization shall be the College of Health Professions (hereafter referred to as “College”).

### **ARTICLE II: Mission, Vision, and Core Values**

#### **2.01 Mission**

We prepare exceptional professionals who will impact the health and well-being of the larger community.

#### **2.02 Vision**

Our vision is to create an environment that is recognized for excellence in teaching, scholarship and service to the community, our professions, and the constituents we serve.

We will be recognized for our collegiality, collaboration, evidenced-based practice, and development of life-long learners.

#### **2.03 Core Values**

We are educators in the health professions with a common set of core values.

- Professional and ethical behavior
- Respect and appreciation of differences
- Life-long learning
- Excellence in teaching, scholarship, and practice
- Appreciation of personal well-being
- Collegiality/collaboration and social responsibility

### **ARTICLE III: Relationship of the College to Grand Valley State University**

#### **3.01 Organization**

The College is a duly organized unit of Grand Valley State University.

#### **3.02 College and University Policies**

Nothing in these Bylaws is intended to be inconsistent with present or future Trustees Statutes, Executive Orders, other University Policies or regulations that have been duly issued, or the policies and procedures of the College as written in the College Faculty

Manual. Where there may be an inconsistency between these Bylaws and present or future Board of Trustees Statutes, other University policies or regulations, College policies or policies in the College Faculty Manual, the latter shall prevail.

## **ARTICLE IV: Administration of the College of Health Professions**

### **4.01 Office of the Dean**

The Chief Executive Officer of the College shall be the Dean. Consistent with the College Faculty Manual and University Policies, the Dean shall make personnel appointments as necessary to facilitate administration of College's activities and programs, and shall inform the faculty.

#### **4.1.1 Selection of the Dean**

Selection will follow the College Faculty Manual and [University Policies \(Chapter 4, Section 2.10\)](#).

#### **4.1.2 Faculty Evaluation of the Dean**

Faculty evaluation of the Dean will follow the College Faculty Manual and [University Policies \(Chapter 4, Section 2.9\)](#).

#### **4.1.3 Interim Acting Dean**

An Interim Dean shall be appointed in accordance with established University Policies to ensure that the Office of the Dean is not left vacant.

#### **4.1.4 Responsibilities and Duties of the Office of the Dean**

Responsibilities and duties of the Office of the Dean will follow the College Faculty Manual and job description in the College Faculty Manual. The Dean or the Dean's designee will facilitate periodic elections of faculty to the College's Standing Committees.

### **4.02 College Departments**

#### **4.2.1 Department Administration**

Department Chairs shall report to the Dean or the Dean's designee. Each Department Chair shall be a member of the Executive Council.

#### **4.2.2 Department Chair Selection, Responsibilities, and Review**

Department Chair selection, responsibilities and review will be in accordance with the College Faculty Manual and [University Policies \(Chapter 4, Section 2.9\)](#) and [\(Chapter 4, Section 2.10\)](#). Responsibility of the Department Chair is defined in the College Faculty Manual.

#### **4.03 College Programs**

##### **4.3.1 Program Administration**

Program Coordinators shall report to the Department Chair. Each Program Coordinator shall be a member of the Executive Council.

##### **4.3.2 Program Coordinators Selection, Responsibilities, and Review**

Program Coordinator selection, responsibilities and review will be in accordance with the College Faculty Manual and [University Policies \(Chapter 4, Section 2.9\)](#) and [\(Chapter 4, Section 2.10\)](#). Responsibility of the Program Coordinators is defined in the College Faculty Manual (Section 1.1.06.C).

#### **4.04 Organizational Changes**

Proposals from any source to re-organize, create or eliminate the College, or any of its Departments or Programs shall be presented to the faculty by the Dean or Dean's designee at a duly convened College Faculty meeting as soon as practicable before being implemented. While faculty approval of any proposed changes may not be required, such proposals shall be submitted to the Faculty Council for vote with the results reported in the minutes of the meeting.

### **ARTICLE V: Members**

Members of the College include the following:

#### **5.01 Faculty**

Faculty is defined in the [University Policies \(Chapter 4, Section 2.1\)](#) as the following:

- 5.1.1 A person in a regular teaching, research, or professional library position; a regular appointment may be for less than full time, if at least half-time, with the agreement of the appointing unit, the appointing officer, and the faculty member.
- 5.1.2 Faculty members who are also academic unit heads (department chairs and school directors).
- 5.1.3 Academic administrators who also hold faculty rank [University Policies \(Chapter 4, Section 2.11\)](#).
- 5.1.4 The term "faculty member" as used in this document includes primary investigators without teaching duties.

Academic unit heads and academic administrators, who also hold faculty rank, are also considered to be faculty. This designation includes those of any rank or title.

#### **5.02 Adjunct Faculty**

As stated in the [University Policies \(Chapter 4, Section 3\)](#): Adjunct Faculty are any Faculty appointed to full time or part time positions created for purposes such as working on grants or contracts, filling in for Regular Faculty who may be absent, completing specific projects, augmenting the Regular Faculty, teaching a single semester's course

offering enhancing the programs of the university with distinguished Visiting persons, and for other purposes. Adjunct Faculty include visiting faculty, affiliate faculty, and adjunct instructors (at any rank) as defined below. Adjunct Faculty are not eligible for nor do they accrue any credit toward academic tenure. There are no employment rights beyond the appointment terms stated below. Each appointing unit shall be responsible for carrying out an annual evaluation of Adjunct Faculty for the purpose of contract renewal.

**Affiliate Faculty:** Affiliate Faculty serve in a specialized role such as a clinical coordinator, field supervisor, or may be selected to teach a limited range of courses. Those individuals who are selected to teach full time normally maintain twelve (12) to eighteen (18) credit hours per semester. Those individuals selected to teach part time normally maintain six (6) to eleven (11) credit hours per semester. Such individuals are normally not terminally qualified in their respective discipline. Initially, upon hire, individuals will be appointed for one academic year, or fiscal year if appropriate, on a full time or part time basis. This may be renewed once for an additional academic or fiscal year. Thereafter, such individuals may be appointed for three (3) consecutive academic or fiscal years. Employment contracts are renewable. If no notification of renewal is given by May 1 of the second year of the contract, it will not be renewed. Appointment exceptions must be approved in advance by the Provost. The terms and conditions of appointment will be covered in the employment contract.

**Visiting Faculty:** Appointments will be made on full time or part time basis for one (1) academic or fiscal year. Such appointments are normally not renewable beyond three (3) one-year appointments.

**Senior Adjunct Instructor:** Adjunct Instructors who have taught for GVSU for a minimum of a five-year time span including within that time at least eight semesters of teaching and there is a continuing need, are eligible for appointment as Senior Adjunct Instructor. Senior Adjunct Instructors may be appointed to one-year contracts when a Unit Head determines there is a sufficient demand for the courses offered.

**Adjunct Instructor:** Appointments to teach one or more classes for a single academic semester.

The university may terminate any Adjunct Faculty appointment at any time, upon seven (7) calendar days-written notice, for the following reasons:

1. Financial reasons as determined by the Office of the Provost.
2. Course and/or program elimination.
3. Committing an act of professional incompetence, moral turpitude, neglect of professional responsibilities, or conviction of a felony.
4. Failure to follow instructions and directions of the unit head and/or appointing officer.
5. Violation of University Policies.

### **5.03 EAP Staff**

EAP Staff is defined as the following in the [University Policies \(Chapter 4, Section 4\)](#):

The Executive, Administrative, and Professional (EAP) Staff is defined as staff appointed to non-teaching positions although some EAP staff may have regular teaching assignments as a portion of their regular work load. Most EAP staff are exempt from federal and state overtime provisions.

## **ARTICLE VI: Responsibilities of the Faculty**

### **6.01 Faculty Participation**

*Faculty participates in all of the following activities:*

- 6.1.1 Teaching and curriculum development.
- 6.1.2 Student advisement, recruitment and retention initiatives.
- 6.1.3 Scholarly and professional activity including research, publication, participation in professional associations and meetings, continuing education, and clinical practice.
- 6.1.4 Service to the unit and university by participating in program development and on standing or ad hoc committees and task forces.
- 6.1.5 Service in your community that reflects one's professional expertise.

## **ARTICLE VII: Meetings**

### **7.01 College Faculty and Academic Staff Meetings, Voting, and Quorum**

#### **7.1.1 Meetings**

The Dean or Dean's designee shall schedule and chair not less than two meetings of the College faculty per academic year. At the Dean's discretion, or upon the petition of a majority of full-time College faculty members, additional meetings may be called with a minimum five (5) working days advance notice to members. College meetings shall be scheduled during normal University hours between Monday and Friday and shall be scheduled on a day and at a time when the greatest number of faculty and EAP staff are available to attend.

#### **7.1.2 Voting Rights**

*Adjunct Faculty, Affiliate Faculty and EAP Staff:*

- All adjunct faculty, affiliate faculty and EAP Staff are encouraged to participate, discuss, and deliberate in all College faculty meeting discussions including bylaw changes, committees, and Personnel issues.
- Voting privileges are limited to Personnel issues only.

*Tenured or tenure-track faculty who holds a faculty appointment in the College of Health Sciences Professions:*

- All tenured or tenure-track faculty are encouraged to participate, discuss, and deliberate in all College faculty meeting discussions including Bylaw changes, committees, and Personnel issues.
- Voting privileges are inclusive of Bylaw changes, committees, and Personnel issues.

### 7.1.3 Quorum

A quorum consists of a majority of the eligible voting members of the College.

### 7.1.4 Voting Process

- If a quorum is present, an affirmative vote at College meetings shall constitute action on College business.
- Faculty who are unable to attend but desire to have their voice heard and their vote count shall fill out an absentee ballot that is attached to the notification of the meeting along with their reason for not attending.
  - The absentee ballot may be given to their department chair or brought to the Dean's office no later than 24 hours after the faculty meeting in order for the vote to count.
- Mail-in ballots, including e-mail transmitted votes are accepted for appointment to College and University committees.

## 7.02 Department Faculty and Academic Staff Meetings, Voting, and Quorum

### 7.2.1 Meetings

Departmental Chairpersons shall schedule and chair not less than two meetings of the Program faculty members per academic year. At the Chair's discretion, or upon the petition of a majority of voting Departmental faculty members, additional meetings may be called. A minimum of five (5) working days-notice is to be provided to the members. All Department meeting notices shall be in writing and accompanied by an agenda. Minutes shall be recorded for all Departmental meetings.

### 7.2.2 Voting Rights

Departments may, by written policy approved by a majority of the Department, establish voting rights for faculty and/or EAP staff members.

### 7.2.3 Quorum in Program Meetings and Voting

A quorum shall consist of one more than half of the eligible voting members of the Department. Voting on business requiring a vote of the faculty and EAP staff of the Program shall be conducted during a Department meeting. Voting by proxy and voting by mailed in ballots are **not** permitted.

### **7.03 Executive Council Meetings**

The Office of the Dean shall be advised by an Executive Council of the College. The Dean, or in the absence of the Dean, the Dean's designee, shall chair the Executive Council. The Executive Council shall meet monthly, or as often as necessary, to advise the Dean and vote on matters affecting the College. A meeting of the Executive Council may be called by a simple majority of its members requesting a meeting. A minimum of five (5) working days-notice shall be given to members of the Council. Minutes of Executive Council meetings shall be recorded, transcribed, and made available upon request to members of the College faculty within ten (10) working days after a meeting.

### **7.04 Open Meetings**

All meetings conducted by and for the College shall be open to other interested parties. However, this provision shall not apply to portions of meetings devoted to deliberation and decisions involving faculty personnel decisions, individual students, or other confidential matters.

### **7.05 Minutes**

The results of the deliberations of all meetings, conducted by and for the College and its Departments, including all committees thereof, shall be recorded as minutes, transcribed and made available to faculty members upon request with the exception of the Personnel Committee. The minutes of the Personnel Committee shall be taken as prescribed in the [University Policies \(Chapter 4, Section 2.10.2B\)](#):

Electronic or Mechanical recording is not permitted at any time during Personnel Committee meetings. However, minutes shall be taken and include: any vote taken, the numerical results of all votes, date, time, place of the meeting, and names of who were in attendance. The following must be present and vote on the personnel action in order to constitute a recommendation of the Personnel Committee: four when there are five members, four when there are six members, and five when there are seven members, or if more than seven members, then two-thirds (2/3) of the size of the Personnel Committee rounded up to the nearest whole number. (See [Section 4.2.10.2A](#) for composition of a Personnel Committee.) The Dean shall not be present during a vote of the Personnel Committee. While proxy and absentee votes are not allowed, absent committee members may send their evaluations to all committee members. If the Personnel Committee is unable to carry out its responsibilities due to the absence of one committee member who misses three consecutive meetings, the Dean will be notified for the purpose of facilitating the designation of an appropriate replacement.

### **7.06 Notice of Meetings**

Unless individual faculty or staff members make other arrangements as provided under this subsection with both the Dean's office and the office of the faculty or member's Departmental Chairperson, the notice for all meetings conducted by the College or its Departments shall be e-mailed to each faculty and staff in the College, accompanied by

an agenda and minutes of the preceding meeting if not previously distributed, and provide at least five (5) working days advance notice of the time and place of the meeting. The advance notice and minutes distribution requirement of this subsection may be waived if approved by a two-thirds (2/3) majority vote of the attendees at scheduled faculty meetings. Faculty and staff who request that notice be transmitted by means other than their College e-mail shall annually deliver a written hardcopy of such request to both the offices of the Dean and the respective Departmental Chair and Program Coordinator.

## **ARTICLE VIII: College Governance Councils**

*College of Health Professions Preamble:* The College Faculty Governance is a deliberative and broadly representative forum that exists to consider the activities of the College of Health Professions in all of its facets, with particular attention to educational objectives and those matters that affect the common interests of faculty, staff, and students. Any standing committee may recommend general policies and otherwise advise the Dean of the College. All standing committees are authorized to initiate policy proposals as well as to express their judgment on policies submitted to it by the administrative officers of the University and its various academic divisions. The College Faculty Governance is also empowered to request information through appropriate channels from the University administration. *(Approved in the reorganization of the CHP, January 2013).*

### **8.01 Faculty Council**

*(Approved in the reorganization of CHP, January 2013)*

- 8.1.1 **Charge:** To serve as the chief faculty organization of the College; to assist in carrying out the College mission; to review standing committee reports; to represent faculty interests and concerns to the Dean; to make recommendations to the Dean; and to make minutes of the meetings available to College faculty.
- 8.1.2 **Membership:** To be comprised of one faculty member elected from each Unit of CHP to serve a term not to exceed three (3) years. These terms will be staggered. Each year, the membership of the Council shall elect, by a simple majority, a Chair to serve a one-year term. The Dean or Dean's designee serves as an ex-officio, non-voting, member.

### **8.02 Executive Council**

*(Approved in the reorganization of CHP, January 2013)*

- 8.2.1 **Charge:** To advise the Dean on matters of academic planning, leadership, instruction, administration, and matters of concern to the faculty; to serve as a forum for policy debate and discussion; to make recommendations to the Dean relevant to financial matters, strategic planning, personnel evaluation, and overall administration; and to make minutes of the meetings available to the College faculty.

- 8.2.2 **Membership:** To be chaired by the Dean and comprised of the Dean, Associate Deans, Unit Heads, the Chair of the Faculty Council (ex-officio), and others as identified by the Dean.

## **ARTICLE IX: College Faculty Governance Standing Committees**

### **9.01 College Standing Committees**

The Standing Committees of the College are the Curriculum Committee, the Personnel Committee, The Governance Policies Committee, the Research and Grants Committee, and the Continuing Education Committee. All Committees shall elect a chair annually by simple majority. A Chair can serve no more than two (2) consecutive terms, and cannot be re-elected before a lapse of a year.

#### **9.1.1 Curriculum Committee** *(Approved in the reorganization of CHP, January 2013)*

1. **Charge:** To review and recommend new courses, course changes, program changes, and general education courses, as well as new programs and program self-evaluations; to identify common educational objectives of the Programs and to facilitate interdisciplinary education among the various Units of the College and University. Formal approval by the Curriculum Committee with the signature of the Chair is required before curriculum proposals can be forwarded to the Dean.
2. **Membership:** To be comprised of one faculty member elected from each Unit of the College to serve a term not to exceed three (3) years. These terms will be staggered. Each year, the membership of the Committee shall elect, by a simple majority, a Chair to serve a one-year term. At the Dean's discretion, additional members may be appointed to assist in the timely review of all curricular proposals.

#### **9.1.2 Personnel Committee**

1. **Charge:** To review all recommendations from the Units for promotion, tenure, contract renewal, sabbatical leaves, and the process of faculty evaluation; to make recommendations to the Dean; to carry-out additional duties as prescribed in the College Faculty Manual and the [University Policies \(Chapter 4, Section 2.9\)](#) and [\(Chapter 4, Section 2.10\)](#).
  - a. The GVSU University Policies identify the procedure for personnel items in [\(Section 2.10\)](#).
  - b. In addition, the College has established its own guidelines for contract renewal, tenure, and promotion as charged by the [University Policies \(Section 2.9.1C\)](#).
  - c. Each college must establish its own standards and criteria for evaluation at each rank and tenure. College standards and criteria may

be more specific than University standards and criteria, but may not contradict or conflict with them. After approval by the Dean, these standards and criteria must be submitted to the Provost for approval.

d. In response to this charge, the College has established a system where points are given in the areas of teaching, scholarship, and service. The College approved documents can be found in the Faculty Manual regarding guidelines for annual review, contract renewal, tenure, promotion, and administrative reassignment.

e. As approved by the College faculty, Affiliate Faculty members will have their annual reviews completed with 100% weighting on the teaching document.

2. **Membership:** To be comprised of one tenured faculty member elected from each Unit of the College to serve a term not to exceed three (3) years. These terms will be staggered. No member shall serve more than two (2) consecutive three-year terms (6 years). Each year, the membership of the Committee shall elect, by a simple majority, a Chair to serve a one-year term. Faculty Council of the College, in consultation with the Dean, may select an additional faculty member to serve as a diversity advocate, who serves ex-officio and without the right to vote. The voting members for any personnel action are the members who are not from the department of the faculty member being considered, and also exclude the members who have a conflict of interest, as defined in the university handbook. If a Unit does not have a faculty member meeting the qualifications for the College Personnel Committee, eligible faculty will be determined by the provost in consultation with the Dean of the College and then elected by a College vote.

#### 9.1.3 Governance Policies Committee

*(Approved in the reorganization of CHP, January 2013)*

1. **Charge:** To review proposed changes to the College Governance Policies; to submit changes to the faculty for amendment and vote; to take faculty recommended changes to the University Counsel for review; to make recommendations to the Dean; with the Dean's approval, to incorporate changes into the current College Governance Policies and distribute.
2. **Membership:** The committee will be comprised of one member per academic unit with three-year staggered appointments. The representative from each academic unit will be elected by the academic unit. *(Amended and approved at CHP Faculty Meeting 12/5/2012)*

#### 9.1.4 Research and Grants Committee

1. **Membership:** Five members of the College faculty shall be appointed by the Dean on the recommendation of Program Directors to serve two year staggered terms on the Research and Grants Committee. At the Dean's discretion, additional Committee members may be appointed to assist in the timely completion of the Committee's duties.
2. **Duties:**
  - i. To identify research, grant, and funding opportunities related to the activities of each discipline represented in the College.
  - ii. To provide assistance in developing research skills to members of the College faculty.
  - iii. To assist in the writing of grant proposals as needed by College faculty.
  - iv. To approve all College faculty grant and contract proposals in a timely fashion that does not exceed the deadline for submission to a state, federal or foundation agency.

#### 9.1.5 Continuing Professional Education Committee

1. **Membership:** Five members shall be elected to serve two year staggered terms on the Committee.
2. **Duties:**
  - i. To facilitate continuing education programs necessary to meet the common needs of the Departments of the College and their constituencies outside the University.
  - ii. To develop and implement needs assessment to meet the continuing professional education requirements of individual disciplines in the College and their external constituents.
  - iii. To assess and address the interdisciplinary continuing education needs of the College.
  - iv. To coordinate continuing education programming within the College.
  - v. To identify issues related to continuing education as needed by Departments.

### 9.02 Ad Hoc Committees

- 9.2.1 **Charge:** To carry out specific, short-range assignments; such committees shall report recommendations and/or findings to the Dean and Faculty Council, and upon request, to interested parties. Additional duties will be determined by the established Ad Hoc Committee or Dean.

9.2.2 **Membership:** The Dean shall appoint members to the College's Ad Hoc Committees. Tenure of the ad hoc committees will be limited to six (6) months and will be subject to renewal, if the Dean wishes to extend the ad hoc committees' deadlines for completion of their business. The Dean or Dean's designee shall be an ex-officio member of all of the College's Ad Hoc Committees.

### **9.03 Standing Department Committees**

#### **9.3.1 Department Committees**

Each Department/Program of the College may establish such committees and procedures for appointing members as necessary to effectuate the purpose and mission of individual Programs as well as to administer curricular and educational programs offered by the Program.

#### **9.3.2 Program Advisory Committees**

Each Department/Program within the College may create Advisory Council consisting of individual representative of the needs of the Department/Program. Each Department/Program advisory council may have one or two public members and one student representative. The Department Chair/Program Coordinator shall be an ex-officio member. The Dean shall approve the recommendations of the Department Chair/Program Coordinator for membership on the Committee. The purpose of the Committee is to advise and advocate for the Program. A copy of meeting minutes will be given to the Dean.

### **9.04 Student Representation on College Departmental and Program Committees**

Students may **not** serve on the College Personnel Committee, the Bylaws Committee, or the Curriculum Committee. Students may be appointed to other College Departmental and Program Committees by a majority vote of the Committee members. Students shall be non-voting members of College Departmental and Program Committees.

## **ARTICLE X: Compensation Review**

### **10.01 Portfolio**

Each faculty member will turn in a portfolio for review to the Department Chair. The Department Chair will review the portfolio and write an evaluation based on University and College criteria. The Chair will forward the portfolio and the evaluation to the Dean for review for compensation adjustment. The Dean will review the salary adjustment with the faculty member. Department Chairs will submit their portfolios directly to the Dean for review.

## **ARTICLE XI: Parliamentary Authority**

### **11.01 Voting**

College meetings will be conducted according to the current Bylaws. A two-thirds (2/3) majority vote of members present can vote to “set aside” the Bylaws and conduct meetings according to the current edition of *Robert’s Rules of Order*. If the Bylaws are silent regarding meeting rules, *Roberts Rules of Order* can be used by a two-thirds (2/3) majority vote of present members.

### **11.02 Appointment**

Each year, the Dean shall appoint a full-time member of the College faculty to be College Parliamentarian at all College faculty meetings.

## **ARTICLE XII: Expiration, Review, and Re-adoption of these Bylaws**

### **12.01 Expiration**

Unless otherwise directed by the University President or the President’s designee, these Bylaws shall expire on the first day of July every five years after the year of adoption. The Bylaws Committee of the College shall review the Bylaws and submit a recommendation to re-adopt, revise, or amend at the April meeting (preceding the July expiration date) of the College faculty.

## **ARTICLE XIII: Amendments to these Bylaws**

### **13.01 Amendment Procedures**

Any article or subsection of an article in these Bylaws may be amended at a meeting of the College faculty and staff. The following procedures must be followed:

13.1.1 **Adequate Notice.** Any proposal to amend these Bylaws must be in writing. The proposed amendment must use the current wording of the article or subsection of an article and the proposed new wording of the article or subsection. The proposed amendment must be received by the Chair of the Governance Policies Committee at least 15 working days before the faculty meeting date when it is to be voted on by the membership. A proposal may not be submitted between May 1 and September 1 of each academic year.

13.1.2 **Voting on Bylaws Revisions.** At a College faculty meeting, a quorum shall be present to amend the Bylaws. All amendments must be given to voting members no less than ten (10) working days before the next designated College meeting. To be adopted, amendments must be passed by not less than a two-thirds (2/3) affirmative vote of the Faculty present and voting.