

COLLEGE OF HEALTH PROFESSIONS BY-LAWS OF THE COLLEGE COUNCIL

The By-Laws of the College of Health Professions (CHP) College Council are derived from and support the CHP Constitution, serving as a guide for the operations of the College Council and its committees. The structure of the Council of the College, its governing committees, and associate committees are based on: 1) the guiding principles of shared governance; 2) the need for a committee structure that provides efficiency and established clear lines of authority and responsibility; and 3) the committees' responsibility as agents of the Council.

1) Composition of Members of the Council

a) Faculty Membership

- i) Two elected full-time faculty representatives from each department will serve on College Council.
- ii) In departments with tenured and tenure track faculty, at least one representative from each department must be a tenured/tenure-track faculty member.
- iii) In departments with no tenure track faculty, at least one representative must be at the rank of associate or higher.
- iv) All College Council members are expected to attend all College Council meetings.
- v) All College Council members will serve on an Associate Committee and/or ad-hoc committee of the College Council.
(1) Faculty are allowed to sit on one standing and one Ad Hoc committees as necessary.

b) Staff Membership

- i) Having served within the College at least one year prior to being elected, two elected full-time staff representatives from across the College will serve on College Council.
- ii) One elected staff member must be from the Institute for Well-Being.
- iii) Staff representatives may not come from the same department or unit.

c) Election of members of the Council

- i) By March 1st the Vice Chairperson reviews with the Dean the list of current College Council members and determines open positions for the next academic year.
- ii) The Vice Chairperson will notify the Chairperson of each department of the need for elections for College Council members to fill the upcoming vacancies.
- iii) It is the responsibility of the department to hold faculty elections and the Dean's Office to hold staff elections. These units will notify the Vice Chairperson of the results of the elections by May 1 so new members of the College Council may attend the last meeting for the academic year of the College Council.

d) Student Membership

- i) As needed, the Chair of the College Council may appoint students for temporary, ad-hoc positions on the College Council or associated committees via nominations from college departments.

2) Officers of the Council

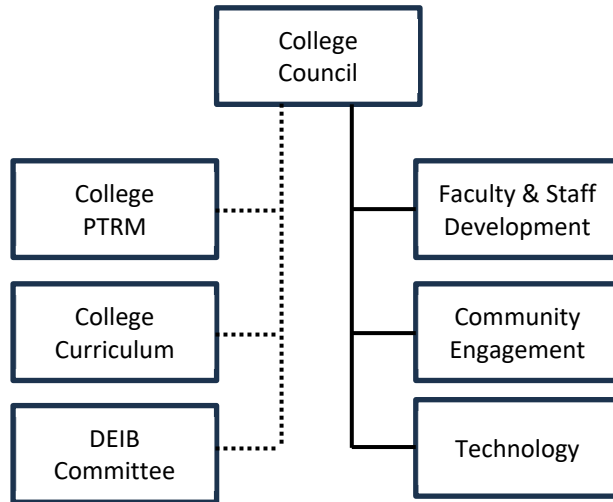
Information specific to the election and roles of the officers are delineated in the CHP College Council Constitution.

3) College Committees and Associate Committees of the Council

- a) College Committees are: 1) Promotion, Tenure, Reappointment and Merit (PTRM); 2) Curriculum; and 3) Diversity, Equity, Inclusion & Belonging (DEIB).

**COLLEGE OF HEALTH PROFESSIONS
BY-LAWS OF THE COLLEGE COUNCIL**

- i) These committees support and use the governing rules of the associated University-wide committees, policies and procedures.
- b) Associate Committees, comprised of the elected College Council members, are: 1) Faculty and Staff Development; 2) Community Engagement; and 3) Technology.
- c) The structure and formation of the College Governing and Associate committees are depicted in the following diagram:



- 4) General Policies and Procedures of College and Associate Committees (see information under each committee for specific committee charge/policies/procedures.)
 - a) The College Committees (PTRM, Curriculum & DEIB) shall establish a meeting time at the first meeting, which should be held in September of each academic year.
 - b) The Associate Committees (Faculty & Staff Development, Community Engagement & Technology) shall meet in conjunction with the College Council schedule.
 - c) Each Committee shall elect a Chairperson and a Secretary from its voting faculty membership at its September meeting.
 - i) The secretary shall notify the Vice Chairperson of the Council of the election results.
 - ii) The term of office shall be the full academic year.
 - d) A quorum shall be 2/3 of the voting membership of a committee.
 - e) Non-binding committee action may be discussed without the presence of a quorum, but committee action cannot be approved without a quorum.
 - f) The Committees (with the exception of PTRM) are open to all members of the College community. The PTRM committee is a closed committee with only elected members allowed to attend.
 - i) Duly-elected or appointed members of the committees shall have the right to speak and to vote. Ex-officio members have the right to speak only.
 - ii) Non-members may speak at the committee meetings with the permission of the committee.
 - iii) Executive sessions of the committees, at which non-members are excluded, are permitted, but each time an executive session is held, the Chairperson must file a statement of reasons for such action with the Vice Chairperson of the Council.

**COLLEGE OF HEALTH PROFESSIONS
BY-LAWS OF THE COLLEGE COUNCIL**

- g) Conduct of Business
 - i) All recommendations for policy decisions must be agreed on by quorum (2/3 of members).
 - ii) Representatives from the College Committees and the Academic Senate shall submit relevant information, activities, and announcements to the Vice Chairperson at least one week prior to scheduled monthly meetings.
 - iii) Each committee shall submit the committee's recommendations for any policy changes in the form of a written motion to the Vice-Chairperson of the Council.
 - (1) The Vice Chairperson shall include the recommendation as an agenda item for the next regularly scheduled Council meeting;
 - (2) The Council has the responsibility to review and act on Committee recommendations at any time. Council review should occur as promptly as possible following the Chairperson and Vice Chairperson's receipt of the committee's minutes, special reports, or annual reports.
 - iv) By May 31st, each College, Associate and Ad Hoc committee shall send to the Vice Chairperson an annual report that includes:
 - (1) a summary of the year's activities;
 - (2) a statement of all changes in the committee's area of responsibility, including those made by the Council at the committee's request;
 - (3) a statement of pending work, matters that are in progress and that will receive attention in the forthcoming year;
 - (4) a statement of problems, matters that should receive attention by the committee or through appropriate referral;
 - (5) recommendations for the improvement of the committee and the committee structure;
 - (6) attendance records of all committee members.
 - v) All documentation is expected to be posted by the College Council secretary to the CHP SharePoint site for sharing and storage.

5) College Committees

- a) Elected Committee: PTRM
 - i) Membership shall be composed of one tenured and one clinical faculty (at the rank of Clinical Associate or higher) member from each department and one alternate tenured faculty member representing each department.
 - (1) Members shall be elected at the second to last meeting of the academic year, for a term of three (3) years.
 - (a) Department Chairpersons are not eligible for membership.
 - (b) Clinical faculty attend College PTRM meetings when their department has a clinical faculty undergoing review for promotion, review of clinical faculty documents, workshops and/or other relevant work at the request of the College PTRM chair or Dean.
 - (c) If no clinical faculty holds the rank of associate or higher, a clinical assistant professor having completed successfully a minimum of 3 years may be elected and serve.
 - (2) The alternate shall serve for: 1) periods of regular member's extended absence; 2) the academic year that an elected member is considered for promotion; and 3) any remaining portion of a vacated three-year term.
 - ii) Purpose:

**COLLEGE OF HEALTH PROFESSIONS
BY-LAWS OF THE COLLEGE COUNCIL**

- (1) To serve as representatives of the University and not as delegates or advocates from a particular department.
 - (2) To evaluate candidates recommended for promotion and tenure consideration by the departments and to make college-level recommendations for promotion and tenure.
 - (3) To review and render a recommendation in response to appeals as indicated by TU PTRM policy.
 - (4) To offer an informational college-wide meeting regarding the promotion and tenure process.
- iii) The committee shall follow the policies and procedures as outlined in the College and University PTRM documents.
- b) Appointed Committee: Curriculum Committee
- i) Shall be composed of one faculty member from each department in the College, appointed by the Dean of the College based on the recommendation of the Department Chair with input from the department faculty.
 - (1) Term of office shall be 3 years, subject to reappointment unless otherwise specified by the By-Laws.
 - ii) Graduate program directors in departments with graduate programs will serve in an ex-officio, non-voting capacity and will be expected to participate in deliberations that focus on their graduate program in the College.
 - iii) Purpose:
 - (1) To review for approval all proposals submitted by the Departments of the College for new graduate and undergraduate programs, courses, interdisciplinary programs, and all new and revised courses for compliance with University curriculum policies.
 - (2) To establish procedures for carrying out the functions of the committee and distribute to the faculty and Dean of the College.
 - (3) To disseminate guidelines to departments for submission of curriculum materials.
 - (4) To forward all approved proposals for new courses or programs and changes in existing courses or programs to the University Curriculum Committee or University Graduate Studies Committee.
- c) Appointed Committee: Diversity, Equity, Inclusion & Belonging (DEIB) Committee
- i) Shall be composed of one faculty or staff member from each department and unit in the College, appointed by the Dean of the College based on the recommendation of the Department Chair with input from the department faculty.
 - ii) The Dean may appoint two at-large members from within the College.
 - iii) The Dean and Associate Dean serve as ex-officio members.
 - iv) University constituents may serve in an ex-officio capacity on the Committee at the invitation of the Dean.
 - v) Purpose:
 - (1) To identify, assess, and address CHP faculty/staff and students' needs with regard to diversity in the learning and college environments.
 - (2) To establish a CHP-wide agenda to enhance diversity, equity, inclusion and belonging in the learning environments at or sponsored by the University
 - (3) To plan and implement an agenda of meetings and/or an annual event promoting inclusion and/or contribute to an analogous event led by the College via another mechanism.
 - (4) To advocate for faculty, staff, and students' DEIB related needs.

**COLLEGE OF HEALTH PROFESSIONS
BY-LAWS OF THE COLLEGE COUNCIL**

(5) To liaison with other diversity-related University committees as needed.

6) Associate Committees of the College Council

a) Faculty and Staff Development Committee :

i) Shall be composed of a minimum of three College Council faculty members (tenure/tenure track, clinical or lecturer).

(1) The chairperson of the Faculty and Staff Development Committee should be a tenure/tenure track or clinical faculty member

(2) The secretary of the Faculty and Staff Development Committee may be a tenure/tenure track, clinical, or lecturer faculty member

(3) Other participant members of the Faculty and Staff Development Committee will be composed of College Council members who will serve during the academic term based on the work needs of the College and other Associate Committees.

(4) University constituents may serve in an ex-officio capacity when invited.

ii) Purpose:

(1) To assess CHP faculty/staff interests and needs for professional development.

(2) To establish a CHP-wide agenda of projects and activities for the current academic year and make recommendations for the upcoming academic year.

(3) To plan, implement, and assess professional development activities.

(4) To collaborate with the Faculty Academic Center of Excellence (FACET) and Human Resources on programs, college-level needs assessment, and other activities related to faculty and staff development as appropriate.

(5) To disseminate information to CHP Departments related to professional development from other University units as appropriate.

b) Community Engagement Committee

i) Shall be composed of a minimum of three College Council faculty members (tenure/tenure track, clinical or lecturer).

(1) The chairperson of the Community Engagement Committee should be a tenure/tenure track or clinical faculty member.

(2) The secretary of the Community Engagement Committee may be a tenure/tenure track, clinical or lecturer faculty member.

(3) Other participant members of the Community Engagement Committee will be composed of College Council members who will serve during the academic term based on the work needs of the College and other Associate Committees.

(4) University constituents may serve in an ex-officio capacity on the Community Engagement Committee.

ii) Purpose:

(1) To identify and address CHP needs with regard to community engagement and service in the College and the University.

(2) To establish a CHP-wide agenda to enhance community engagement by strengthening community partnerships that support student success and faculty scholarship.

(3) Plan and implement at least one community outreach initiative or activity.

(4) To share with CHP Departments on community partnerships within the Baltimore-Towson University Initiative [BTU] database.

(5) To liaison with BTU and other University committees as needed.

**COLLEGE OF HEALTH PROFESSIONS
BY-LAWS OF THE COLLEGE COUNCIL**

- c) Technology Committee
 - i) Shall be composed of a minimum of three College Council faculty members (tenure/tenure track, clinical or lecturer).
 - ii) The Associate Dean and the Director of Simulation and Clinical Education Technologies will serve as ex-officio.
 - (1) The chairperson of the Technology Committee should be a tenure/tenure track or clinical faculty member.
 - (2) The secretary of the Technology Committee may be a tenure/tenure track, clinical or lecturer faculty member.
 - (3) Other participant members of the Technology Committee will be composed of College Council members who will serve during the academic term based on the work needs of the College and other Associate Committees.
 - (4) University constituents may serve in an ex-officio capacity on the Community Engagement Committee.
 - iii) Purpose
 - (1) To identify and address CHP technology needs across the College, addressing all aspects of technology use in education, scholarship, research and practice.
 - (2) To propose strategies for the enhancement of technology use across the College.
 - (3) To disseminate information to CHP Departments on technology updates from the University Office of Technology Services and other University technology committees as appropriate.
 - (4) To liaison with and ensure OTS staff are scheduled to meet with College Council every semester.

- 7) Ad-Hoc Committees
 - a) Ad-hoc committees may be formed by the Council and serve for as long as needed.
 - b) The members of such committees shall be appointed by the Council.
 - c) The Department Chairpersons and/or Dean may make recommendations for Ad-hoc committee membership.
 - d) University constituents may serve in an ex-officio capacity on Ad-hoc committees.

- 8) Changes to the By-Laws
 - a) A proposed change to the By-Laws must appear in writing to the Chairperson of the Council.
 - b) After receiving the proposed change in writing, the Chairperson will include the proposed change to the By-Laws on the next agenda of the College Council for consideration, discussion, and action.

 - c) Changes to the By-Laws will require a majority vote of the full Council membership.
 - d) The abolition or establishment of standing committees of the Council will be considered changes to the By-Laws and not to the Constitution.

REVISED: April 12, 2024

APPROVED: May 10, 2024

SENATE APPROVED: November 4, 2024