UNIVERSITY OF MINNESOTA
CENTER FOR ALLIED HEALTH PROGRAMS

CONSTITUTION AND BYLAWS*
As ratified by the Voting Faculty
July 28, 2010

*These Constitution and Bylaws are provisional, pending review and approval by the appropriate administrative authorities.
PREAMBLE

1. **Vision:** The Center for Allied Health Programs (the Center) was created to respond to workforce shortages of allied health professionals in Minnesota. Its vision is to create an integrative “hybrid” model of education using a combination of distance learning, classroom experiences and experiential education at performance sites throughout the state of Minnesota. This vision includes establishing collaboration with schools and departments outside of the Center, with educational institutions outside of the University of Minnesota, and with private health systems and other private organizations, in order to supply a workforce in a financially sustainable model by avoiding duplication and more efficiently deploying resources, while providing education in current and specialized skills.

2. **Mission:** The mission of each of the various academic programs within the Center is one of teaching, research, and service. The primary mission of the programs is, consistent with the mission of the Center to 1) coordinate the development of the next generation of allied health professionals, researchers, and faculty to meet the healthcare needs of society, with special attention to the needs of the State of Minnesota; 2) enhance health through the pursuit and dissemination of new knowledge with original and creative research; 3) provide engaged leadership in healthcare education to academic institutions, allied health professions and the public; and 4) provide outreach and public service to enhance the health of the community, the nation and the world.

3. It is the purpose of this Constitution to foster an active, informed faculty, and to promote open communication among the faculty, academic professional and administrative staff, students, staff, and the administration of the Center. Toward this end, the Constitution provides a democratic framework in which are defined the roles of the faculty, academic professional and administrative staff, students, other staff, and administration in initiating recommendations, formulating decisions, and communicating the basis for decisions to those affected.

4. This Constitution is not part of the employment contract between the University and its employees. It does not establish terms and conditions of employment.
Article I

GENERAL POWERS

1.1. All powers relating to the educational and administrative affairs of the Center for Allied Health Programs are delegated by the Board of Regents and in accord with the constitution of the University Senate, and consistent with actions of these bodies heretofore or hereafter taken, to the Center Director, the faculty, the academic professional and administrative staff, the student body, and the staff as herein provided for the purpose of governing the Center. These powers may be modified at the discretion of the Board of Regents.

1.2. The procedures for operating under this Constitution shall be specified in the Bylaws.
Article II

CENTER DIRECTOR/CHIEF EXECUTIVE OFFICER

Section 1. Definition

1.1 The chief executive officer of the Center shall be the Center Director who shall hold a tenured position within the Center and shall have general administrative authority over Center affairs in the areas of policies, procedures, finances, and human resources according to the procedures established by the University, the Center Constitution, and Bylaws. The Director, in consultation with Center governance bodies, shall have general administrative authority for implementation of the Center’s strategic plans. The Director shall be responsible and accountable for all activities and programs within the Center.

Section 2. Responsibilities

2.1 The Center Director shall provide leadership in formulating policies and procedures and supporting efforts toward continued improvement of the Center’s programs.

2.2 The Center Director shall be responsible for the development and periodic review of programs and appropriate personnel in accordance with University policies that should include the development and management of hybrid technology-enhanced learning models.

2.3 The Center Director shall be responsible for representing the Center’s programs to the Academic Health Center, University, alumni, and community.

2.4 The Center Director shall be responsible for communicating official business of the Center to other University authorities.

2.5 The Center Director may assign specific administrative duties to members of the faculty and administrative staff of the Center and may delegate executive authority to these individuals in a manner consistent with University policy regarding delegation of authority.

2.6 Where action of the Board of Regents is requested or required, the Center Director shall make such recommendations as are necessary to the appropriate University authorities. Such recommendations shall include, but shall not be limited to, appointment, promotion, tenure, and
salary increases. The Center Director shall report such decisions to the individual faculty members directly and/or through programmatic leadership.

2.7 The Center Director is responsible for the fiscal management of the Center, as defined in the Bylaws.

2.8 The Center Director shall be the official spokesperson of the Center.

2.9 The Center Director shall lead the development of the Center’s strategic plan.

2.10 The Center Director shall establish effective mechanisms for faculty input and consultation on policy development, strategic planning, and implementation of plans.

2.11 The Center Director shall establish effective mechanisms for staff input and consultation.

2.12 The Center Director shall establish effective mechanisms for student input and consultation.

2.13 The Center Director shall execute other responsibilities as defined by the Bylaws.

Section 3. Appointment & Review

3.1 The Director of the Center shall, in consultation with the Faculty of the Center, be appointed by the Senior Vice President for Health Sciences, or the appropriate administrative authority, upon recommendation of a committee for an initial fixed term consistent with University policy (J appointment) during which time the Center Director will undergo Annual Performance Reviews as required by University policy. Consultation with Faculty necessarily excludes individuals qualified and interested in application for the position.

3.1.1. The Center’s Faculty Consultative Committee (FCC, as defined in Article V, Section 5.2 of the Bylaws) is designated as the representative body of the Faculty (as described in Article III, Section 1 of this Constitution) for consultation in the selection and appointment of the Center Director.

3.1.2. The process and criteria for determining acceptability of candidates will be established, in consultation with the Center Faculty, by a two-thirds majority of the Voting Faculty (as described in Article III, Section 1 of this Constitution) in the Center.

3.2 In the final year of the initial appointment, the appropriate University authority shall conduct a Review and Developmental Assessment of the Center Director as a Senior Administrator per the University Administrative policy entitled “Performance Reviews for Academic Professional and
Administrative Employees”
(http://www.policy.umn.edu/Policies/hr/Performance/PAPERFORMANCE.html) or policies
adopted to supersede said policy. This review shall be undertaken every three years thereafter.

3.3 Subsequent appointments for the incumbent Center Director shall be annual and renewable (K),
based each year on a performance evaluation carried out in accordance with University policy.

3.4 In addition to the required three year Review and Developmental Assessment, every five years
the annual review shall take the form of a Comprehensive Review (described in “Performance
Reviews for Academic Professional and Administrative Employees”) to be carried out by the
appropriate University authority according to University of Minnesota recommended
procedures.

3.5 Optional Developmental Reviews may be undertaken at the discretion of the responsible
administrator.

3.6 The Center’s Faculty Consultative Committee (FCC) is designated as the representative body of
the faculty for consultation in the three and five year reviews of the Center Director described in
Article II, Sections 3.1 and 3.3 of this Constitution.

3.7 The representative body defined by the respective constituencies, as described in Article V,
Section 3.2 of the Bylaws established for the governance of these constituencies, is designated
for consultation in the three and five year reviews of the Center Director described in Article II,
Sections 3.1 and 3.3 of this Constitution for these constituencies.
Article III

CONSTITUENCIES

Section 1. Faculty

1.1 The Faculty of the Center shall be composed of all faculty personnel, as defined by the University, without regard to tenure home, holding tenured, tenure-track or annually renewable term appointments in the Center as Instructor, Assistant Professor, Associate Professor, Professor, or Regents Professor, including members on leave, the Center Director, and Associate and/or Assistant Directors of the Center only if they hold faculty rank. In the following areas, only tenured or tenure track Faculty shall have voting rights as provided in these Constitutions and Bylaws: 1) Interpretation of the Constitution and Bylaws; 2) Amendments to the Constitution and Bylaws; 3) Dissolution, creation or merger of Academic Programs. In addition, only tenured Faculty shall have voting rights in decisions of Promotion and Tenure of Faculty.

1.2 Voting Faculty shall be composed of all faculty personnel holding primary, full time appointments, as defined in Article III, Section 1.1 of the Bylaws, as regular tenured, tenure-track, and annually renewable term faculty. Voting Faculty also include academic professional and administrative (P&A) appointments holding full time appointments, as defined in Article III, Section 1.1 of the Bylaws.

1.2.1. Eligible tenured, tenure-track and term (annually renewable, non-tenure track) faculty ranks include Instructor, Assistant Professor, Associate Professor, Professor and Regents Professor.

1.2.2. Eligible Academic Professional (P&A) appointments are those of Teaching Specialist, Senior Teaching Specialist, Lecturer, and Senior Lecturer.

1.2.3. The Faculty may extend voting privileges as described in Article III, Section 1.2 - 1.3 of the Bylaws, to individuals not otherwise eligible. Individuals considered for Voting Faculty privileges include those performing activities integral to the instruction of students. These activities include, but are not limited to, development of course objectives, determining the content of course teachings, or determining and issuing
grades.

1.3 Academic Freedom, Faculty Rights, Privileges, and Responsibilities

1.3.1. The Center faculty shall be governed by the policies of the Regents, the University Senate, the Campus Assemblies, the University’s central administration, and by the University’s Regulations Concerning Faculty Tenure, in all matters addressed by these policies which are in effect at the time of adoption or amendment of this Constitution or as such policies may be subsequently amended, including, but not limited to, policies and procedures on academic freedom and responsibility, on sexual harassment, and on promotion and tenure.

1.3.2. Faculty have the right to pursue research freely, on topics at their discretion, in a manner consistent with their appointment and the policies of the University.

1.3.3. The Faculty of each Program have responsibility for and purview over the curriculum of their Program’s offerings.

1.3.4. Faculty have the individual right to select the knowledge conveyed in their teachings, consistent with University policies regarding academic freedom.

1.3.5. Faculty have the individual right to determine the method by which their teachings will be conveyed to the student, consistent with University policies regarding academic freedom.

1.3.6. Faculty have the individual responsibility to honor the needs of the students, the Center and the University in the following ways: 1) By providing coursework relevant to the Program with which they are affiliated, 2) By providing coursework in a manner that allows all students admitted into Programs within the Center the full opportunities and instructional resources necessary for successful completion of their course(s), 3) By fulfilling the obligations of the respective Programs, the Center, and the University with regard to internal and external review and accreditation bodies.

1.3.7. The Faculty is responsible for the academic affairs and internal policies of the Center, as defined in the Bylaws, and may delegate its authority according to the procedures defined in Article III, Sections 1.4-1.5 of the Bylaws.

Section 2. Academic Professional and Administrative (P&A) Staff

2.1 Academic Professional and Administrative (P&A) staff shall consist of professional personnel
who are assigned to duties enhancing the research, teaching, and service functions of the Center and administrative personnel who are involved in policy development or execution, or in directing, coordinating, or supervising activities in the Center.

2.2 The Center P&A staff shall be governed by the University’s policies and procedures which are in effect at the time of adoption or amendment of this Constitution or as said policies and procedures are subsequently amended, including, but not limited to, policies on appointment, evaluation, termination, grievance procedures, and salaries and benefits.

Section 3. Staff

3.1 Staff are Civil Service (CS) and Bargaining Unit (BU) staff hired through the University’s Office of Human Resources, and affiliated with units administratively within the Center.

3.2 The Center staff shall be governed by the University’s policies and procedures in effect at the time of adoption or amendment of this Constitution or as said policies and procedures may be subsequently amended, including, but not limited to, policies and procedures on position classification, compensation, probationary period, performance rating, dismissal, and grievance procedures.

Section 4. Students

4.1 Baccalaureate students are those admitted and currently enrolled in a baccalaureate program that is housed within the Center.

4.2 Masters students are those admitted and currently enrolled in a masters program housed within the Center.

4.3 Doctoral students are those admitted and currently enrolled in a doctoral program housed within the Center.

Section 5. Responsibilities, Rights, and Privileges

5.1 Members of the constituencies described herein are expected to participate in the affairs of the Center, including governance, committee structure, grievance procedures, and the review of the Center Constitution as specified in the Bylaws. Each constituency may be governed by its own
Bylaws, consistent with this document and University policies.

5.2 Representatives on Center committees shall be chosen according to procedures specified in the Bylaws.

5.3 The Center shall follow the University-wide Grievance Rules or other applicable University grievance policies in effect at the time the grievance is brought forward.
Article IV

GOVERNANCE/ADMINISTRATIVE STRUCTURE

Section 1. Governance

1.1 The governance structure of the Center is the organization of the constituencies described herein for the purpose of reaching decisions concerning the academic affairs and internal policies of the Center.

1.2 The governance shall be established by the Voting Faculty of the Center.

Section 2. Administrative Structure

2.1 The administrative structure of the Center shall consist of the Center Director, the Center Director’s administrative staff, Program Directors, and Center committees.

2.2 As the chief executive officer, the Director of the Center shall be responsible for establishing administrative structure to support and facilitate the teaching, research, and service functions of the Center’s Programs as well as to support and facilitate the allocation and expenditure of resources available to the Center.

Section 3. The Academic Programs

3.1 The faculty of the Center shall be organized into Academic Programs as described in the Bylaws.

Section 4. Program Director

4.1 The appointment of a Program Director is by recommendation to the Center Director following the procedures described in the Bylaws.

4.2 A Program Director’s qualifications must fulfill all requirements of external accreditation agencies of the Program for which they are responsible.

4.3 The Program Director must be a Faculty member of the Program for which they are responsible.
4.4 The Center Director is responsible for conducting a periodic review of the Center’s Program Directors, which shall include consultation with Program Faculty as determined by Faculty within individual programs.

4.5 The Program Directors’ responsibilities shall be as described in the Bylaws.

Section 5. Committees

5.1 The Center standing committees are as defined in the Bylaws.

5.2 Ad hoc committees may be established by the Center Director as described in Article II, Section 1.9 of the Bylaws.

5.3 Ad hoc committees may be established by the Center Assembly as described in Article V, Section 1.17 of the Bylaws

5.4 Ad hoc committees may be established by the Faculty as described in Article III, Section 1.5 – 1.6 of the Bylaws.

5.5 Ad hoc committees may be established by the Faculty Assembly as described in Article V, Section 2.7 of the Bylaws

5.6 Standing and ad hoc committees shall make minutes of meetings available to all constituencies of the Center.
Article V

RATIFICATION AND AMENDMENTS

Section 1. Ratification of the Constitution

1.1 All members of the Voting Faculty holding voting privileges prior to the effective date of this Constitution shall be eligible to vote on the ratification of the articles contained herein.

1.2 The articles of this Constitution shall be submitted to vote by the Voting Faculty, at a special meeting called for that purpose. Voting Faculty shall be notified of this meeting at least 30 days prior to its occurrence. The proposed Constitution shall be distributed to all Voting Faculty at least 10 days prior to the meeting.

1.3 Each article shall be submitted to a vote separately and shall be ratified upon a two-thirds majority of those able to synchronously participate and voting or by written ballot of those unable to attend.

1.4 Upon ratification of these articles by the Voting Faculty, the Center shall operate under the guidance of these articles as a provisional Constitution.

1.5 These articles shall be deemed effective upon their acceptance and approval by the Board of Regents of the University of Minnesota.

Section 2. Amendments

2.1 Amendments to this Constitution shall be submitted by proposal from the committee responsible for the Constitution and Bylaws or by a petition signed by a simple majority of the members of the Voting Faculty. All amendments shall be reviewed by the committee responsible for the Constitution and Bylaws and their recommendation presented to the Faculty.

2.2 Notice of proposed amendments, together with the recommendation of the committee responsible for Constitution and Bylaws, shall be given in writing to all constituencies at least 30 calendar days before the Faculty is called upon to act on them. The amendment(s) to the Constitution will become effective when approved by the appropriate University authorities.

2.3 Amendments will require approval by a two-thirds majority of the Faculty who are eligible to
vote on such matters.

2.4 A simple majority of Faculty able to synchronously participate at an official Center Assembly meeting may recommend modification of proposed amendments to the Constitution. These modified amendments to the Constitution shall be subject to the process indicated in Article V, Sections 2.2-2.4.

Section 3. Implementation

3.1 This Constitution and its amendments shall become effective immediately after adoption by the Faculty and approval by the appropriate University authorities.

Section 4. Interpretation

4.1 Final authority to interpret this Constitution and its amendments shall reside with the Faculty.
BYLAWS

Article I. GENERAL POWERS

These Bylaws shall be compatible with this Constitution and with the policies and procedures of the University.

1. Unless otherwise defined for a specific governance or administrative body within the Center, a quorum consisting of a simple majority of the voting members of said body must be available to synchronously participate for any action to be taken, unless absentee voting has been previously approved.

2. Meetings shall be called to order only if a quorum is achieved.

3. Business must be suspended if a quorum ceases to exist during the conduct of business.

Article II. CENTER DIRECTOR/CHIEF EXECUTIVE OFFICER

1.1 The Center Director shall report to the Center Assembly at least annually on the state of the Center.

1.2 The Center Director’s responsibilities with regard to the fiscal management of the Center include to:

   1.2.1 Develop a financial plan and budget for the Center in consultation with the Program Directors and consistent with the Center’s strategic plan.

   1.2.2 Exercise budget authority and accountability for all funds of the Center from all internal and external sources.

   1.2.3 Manage the allocation of resources, oversight, and monitoring of financial performance.

   1.2.4 Guide the Center’s development and fund raising programs.

   1.2.5 Report on the Center’s budget to the Center Assembly: the proposed budget submitted to the appropriate University authorities, the budget approved by the appropriate University authorities, any changes to the approved budget, and expenditures against the budget.

1.3 The Center Director shall be responsible for the allocation of the Center space resources and equipment in accordance with established University and Center policies and after consultation with the Center Consultative Council.

1.4 The Center Director shall nominate representatives to organizations external to the Center in consultation with the Center Consultative Council.
1.5 The Center Director shall be responsible for the management of the Center’s human resources in accordance with established University and Center policies and the Center’s strategic plan, and in consultation with the Center Consultative Council.

1.6 The Center Director shall represent the Center in the development and implementation of Academic Health Center policies, procedures, interscholastic programs, and operations.

1.7 The Center Director shall provide support for educational, research, and service programs within the Center, and shall provide for their quality.

1.8 The Center Director shall develop and manage the administrative support system for the Center.

1.9 The Center Director may bring forward requests for consideration of issues to standing or ad hoc governance bodies within the Center.

1.10 The Center Director may establish ad hoc committees to accomplish Center goals. Ad hoc committees shall be given defined charge(s) and finite terms of service not to exceed two years. Charges to ad hoc committees shall not be in conflict with the rights, responsibilities or privileges of groups or individuals as described elsewhere in these Constitution and Bylaws.

Article III. FACULTY

1.1 Full time appointments shall be considered those equal to or greater than seventy five (75) percent time.

1.2 The Faculty may extend Faculty voting privileges to individuals holding term faculty appointments on an ad hoc basis by a two-thirds majority vote of the Faculty. Term faculty considered for Faculty voting privileges must be nominated by any Faculty member holding a tenured or tenure track appointment. Term faculty with Faculty voting privileges cannot vote on issues of Promotion or Tenure of tenured or tenure track faculty.

1.3 The Faculty may extend Voting Faculty privileges to individuals without academic appointments by a two-thirds majority vote. Individuals considered for Voting Faculty privileges must be nominated for Voting Faculty privileges by any Faculty member holding a tenured or tenure track appointment.

1.4 The Center faculty shall elect representatives to the University Senate and to Campus Assemblies in accordance with the Constitution and Bylaws of those organizations. Anyone eligible to serve as an elected representative to these organizations can serve as an alternate representative.
1.5 The Faculty may delegate its authority to standing committees or ad hoc committees by a simple majority vote of the Faculty.

1.6 The Faculty may establish ad hoc committees by simple majority vote of the Faculty. Creation of a committee shall be accompanied by a statement of the committee’s charge and a finite term of service not to exceed two years. The charge(s) of an ad hoc committee shall not be in conflict with the rights, responsibilities or privileges of any group or individual described elsewhere in these Constitution and Bylaws.

Article IV. OTHER CONSTITUENCIES

1.1 Academic Professional and Administrative (P&A), Civil Service and Bargaining Unit staff shall make written and verbal recommendations on matters of concern to the Center Director, administration, faculty and other staff via participation on the Center Consultative Council or as otherwise defined by the respective constituencies as described in Article V, Section 5 of these Bylaws. Written recommendations shall become part of the official records of the standing committees.

2.1 Students shall make written and verbal recommendations on matters of concern to the Center Director, administration, faculty and other staff via participation on the Center Consultative Council or as otherwise defined by the respective constituencies as described in Article V, Section 4 of these Bylaws. Written recommendations shall become part of the official records of the standing committees.

Article V. GOVERNANCE/ADMINISTRATIVE STRUCTURE

Section 1. Center Assembly: The Center Assembly shall have general legislative authority over matters concerning more than one constituency within the Center, but not over the internal affairs of a single constituency, except when these materially affect the interests of the Center as a whole.

1.1 The Center Assembly’s responsibilities include, but are not limited to the following: approve committee reports; act on committee recommendations; approve new academic programs and discontinuance of programs upon recommendation of the Faculty; approve the Center’s strategic plan; approve memberships and charges of committees created by the Center Assembly; approve Center wide policies and procedures; provide input to the Center Director, administrative officers,
and committees; and serve as the primary vehicle for communication among all members of the Center.

1.2 The Center Assembly shall consist of all individuals with floor privileges at Center Assembly meetings as defined in Article V, Sections 1.15 - 1.17.

1.3 A quorum of the Center Assembly shall be defined as a simple majority of voting members able to synchronously participate provided the quorum includes a simple majority of the elected membership of both the Faculty Consultative Committee and the Educational Policy Committee.

1.3.1 For the purposes of establishing a quorum, individuals serving concurrently on the Faculty Consultative Committee and the Educational Policy Committee must declare which committee they represent prior to the Center Assembly call to order.

1.4 The Center Assembly voting membership shall include the following: Voting Faculty, one (1) elected student representative from each Program within the Center, and two (2) elected Staff representatives or a number of Staff representatives not to exceed one sixth (1/6) of the number of Voting Faculty in the Center, whichever is greater.

1.4.1 Student representatives shall serve one year terms.

1.4.2 Staff representatives shall serve three year terms which shall be staggered such that no fewer than one third (1/3) of the representatives are elected each year.

1.5 Other individuals to whom the Faculty have extended Voting Faculty privileges shall have voting privileges at all Center Assembly meetings.

1.6 The Center Assembly shall hold regular meetings at least two (2) times each year at the call of the Director. Such meetings shall not be held except upon written notice to the Assembly voting members thirty (30) working days prior to the scheduled meeting.

1.7 Matters to be considered at a Center Assembly meeting shall be submitted to the Director at least ten (10) working days prior to the scheduled meeting and placed on the agenda.

1.8 The Center Director shall provide a written agenda and supporting documentation to all voting Assembly members within eight (8) working days prior to all regular or special meetings to allow adequate consideration of all matters.

1.9 Special Center Assembly meetings may be called at the Center Director’s discretion, or upon petition by ten percent (10%) or more of the Center Assembly voting members as defined in Article V, Sections 1.16 and 1.17 of these Bylaws, with fourteen (14) working days notice prior to the
1.10 The Center Director shall chair all Center Assembly meetings. In the Center Director’s absence, said meetings shall be chaired by the Center Director’s appointed representative who shall be a voting member of the Faculty.

1.11 The presiding officer of any Center Assembly meeting shall vote only in cases of a tie.

1.12 All Center Assembly meetings shall proceed according to Robert’s Rules of Order to the extent that such rules do not conflict with this Constitution or Bylaws.

1.13 All items of business voted upon shall be deemed passed upon a simple majority of those able to synchronously participate and voting, unless otherwise provided in the Bylaws. Absentee voting will only be allowed for those items reserved for Faculty. Notification of the process for absentee voting must be provided, in writing, to all Faculty at least five working days before the meeting at which the vote will be taken.

1.14 Any Voting Faculty member, the Center’s financial officer, and elected student and staff representatives shall have floor privileges on all matters in the Center Assembly meetings. The Center Director, as chair of the Center Assembly meetings, will recognize individuals as having the floor.

1.15 Floor privileges may be extended to others by a simple majority vote of the Center Assembly.

1.16 All members of standing committees have floor privileges for issues brought by that committee.

1.17 The Center Assembly may establish ad hoc committees by simple majority vote. Creation of a committee shall be accompanied by a statement of the committee’s charge and a finite term of service not to exceed two years. The charge(s) of an ad hoc committee shall not be in conflict with the rights, responsibilities or privileges of any group or individual described elsewhere in these Constitution and Bylaws.

1.18 Upon adoption of these Constitution and Bylaws, election of standing committee members shall be performed in person. An electronic ballot may be used for subsequent elections of committee members and other representatives.

1.19 Items that have been discussed at a Center Assembly meeting can be approved for an electronic ballot by a simple majority vote of those present and voting.

Section 2: Faculty Assembly: A Faculty Assembly shall have general legislative authority over academic matters concerning more than one Program within the Center, but not over the internal affairs
of a Program, except where these materially affect the interests of faculty in the Center as a whole. In general, functions allocated to the Faculty Assembly shall include but not be limited to, establishment and maintenance of academic standards, policies concerning faculty appointment and tenure, approval of professional curricular issues, election of committee representatives, and assessment of student learning.

2.1. The members of the Faculty Assembly shall be the Voting Faculty, excluding Center Directors and Program Directors.

2.2. The Faculty Assembly will meet as needed. Meetings can be called by the Faculty Consultative Committee, described in Article V, Section 5.2, or by petition of at least ten per cent of Faculty at least ten (10) working days prior to the meeting.

2.3. Those faculty calling a meeting may invite other participants.

2.4. The Faculty Consultative Committee Chair also chairs the Faculty Assembly meetings.

2.5. The Faculty Assembly may elect additional officers, as it deems necessary.

2.6. Additional officers shall serve one year terms congruent with the term of the chair as described in Article V, Sections 5.2.6 - 5.2.8.

2.7. The Faculty Assembly may establish ad hoc committees by simple majority vote. Creation of a committee shall be accompanied by a statement of the committee’s charge and a finite term of service not to exceed two years. The charge(s) of an ad hoc committee shall not be in conflict with the rights, responsibilities or privileges of any group or individual described elsewhere in these Constitution and Bylaws.

Section 3. Staff Assembly: The Staff Assembly will make recommendations on any matters of Center policy relevant to P&A, Bargaining Unit and Civil Service staff for which the Center has jurisdiction.

3.1. Membership of the Staff Assembly shall consist of all Civil Service, Bargaining Unit or Academic Administrative staff (Staff).

3.2. The Staff shall establish their own governance structure and Bylaws and elect representatives for participation on Center committees by separately established procedures.

3.3. Staff with Voting Faculty privileges, as described in Article V, Section 1.16-1.17 of these Bylaws, may not represent Staff on Center committees or councils and are non-voting members of the Staff Assembly.

Section 4. Student Assembly: The Student Assembly shall exist to make recommendations on any
matters of Center policy relevant to students within the Center.

4.1. Membership of the Student Assembly shall consist of all degree seeking-students enrolled in Programs within the Center.

4.2. Students shall establish their own governance structure and Bylaws and elect representatives for participation on Center committees by separately established procedures.

Section 5: Standing Committees

5.1 Center Consultative Council: The purpose of the Center Consultative Council (CCC) is to facilitate participation in the shared responsibility and cooperative action between the Faculty, Administration, and Students in order to promote and maintain the general welfare of the Center. Within this general concern, the faculty's role in the development, understanding, and dissemination of knowledge is primary. The CCC shall function primarily in a consultative role to the Center Director, but may also recommend issues for consideration to standing or ad hoc governance bodies within the Center.

5.1.1. The committee shall be composed of the Program Directors, the Chair of the Faculty Consultative Committee, one Voting Faculty member, two Staff representatives and one student from each Program housed within the Center.

5.1.2. Members, excluding students, shall serve three-year terms. Terms shall be staggered to provide for election of one third of the membership each year.

5.1.3. Students will serve a one-year term.

5.1.4. In the event of a vacancy, a special election shall be held to fill the remainder of the vacant term.

5.1.4.1. Vacancies may be filled through appointment by the Center Director for the remainder of the vacant term if no candidates are nominated for election.

5.1.5. A chair shall be elected by simple majority vote of the committee membership. A vote of no-confidence of two thirds of the membership may remove the Chair at any time.

5.1.6. The Chair shall vote only when the vote will affect the result.

5.1.7. Election of the chair shall take place at the last meeting of the academic year, no later than June of the academic year, with term responsibilities beginning in September of the subsequent academic year.
5.1.8. The CCC may elect additional officers as it deems necessary.

5.1.9. Election of any additional officers shall occur in conjunction with election of the chair as described in Article V, Section 5.1.5. Any additional officers shall serve one year terms.

5.1.10. The chair shall be responsible for communication with the Center Director or designee.

5.1.11. The chair is responsible for setting the agenda for meetings, organizing and maintaining records of the meetings and providing consultation to the Center Director on behalf of the CCC.

5.1.12. The CCC shall meet regularly, with or without participation of the Center Director, but is expected to meet with the Center Director at regular intervals.

5.1.13. All regular meetings of the CCC shall require at least ten calendar days prior notice to the membership.

5.1.14. Regular meetings shall be called and chaired by the chair.

5.1.15. Special meetings may be called at the discretion of the chair or by request of CCC members to address urgent matters.

5.1.16. Special meetings may be called with two calendar days prior notice.

5.2 Faculty Consultative Committee: The Faculty Consultative Committee (FCC) shall function in a consultative role to the Center Director, as well as to the Voting Faculty of the Center. Responsibilities of the FCC include: faculty and alumni awards; faculty development; faculty leaves and sabbaticals; Constitution and Bylaws; calling Faculty Assembly meetings; identifying faculty-based issues; consultation during review or selection of the Center Director and serving FCC roles as requested/defined by the University.

5.2.1. Membership shall include two elected Faculty members from each Program, excluding the Director and Program Directors. The additional members shall compose one third of the FCC membership and will be elected from the Voting Faculty. Members shall serve three-year terms. Terms shall be staggered to provide for election of one third of the membership each year.

5.2.2. In the event of a vacancy, a special election shall be held to fill the remainder of the vacant term.

5.2.2.1. Vacancies may be filled through appointment by the Center Director for the
remainder of the vacant term if no candidates are nominated for election.

5.2.3. The FCC shall hold meetings as required during the academic year.

5.2.4. A chair shall be elected from the Faculty membership of the committee by simple majority vote of the committee membership. A vote of no-confidence of two thirds of the FCC membership may remove the Chair at any time.

5.2.5. The Chair shall vote only when the vote will affect the result.

5.2.6. Election of the chair shall take place at the last meeting of the academic year, no later than June of the academic year, with term responsibilities beginning in September of the subsequent academic year.

5.2.7. The FCC may elect additional officers as it deems necessary.

5.2.8. Election of any additional officers shall occur in conjunction with election of the chair as described in Article V, Section 5.2.6. Any additional officers shall serve one year terms.

5.2.9. The chair shall be responsible for communication with the Center Director or designee.

5.2.10. The chair is responsible for setting the agenda for meetings, organizing and maintaining records of the meetings and providing consultation to the Center Director on behalf of the FCC.

5.2.11. All regular meetings of the FCC shall require at least ten calendar days prior notice to the membership.

5.2.12. Regular meetings shall be called and chaired by the chair.

5.2.13. When Constitution and Bylaws issues are on the agenda, the Center Director will be ex-officio and student and staff representatives will be invited.

5.2.14. The FCC reports to the Faculty Assembly.

5.3 Educational Policy Committee: The Educational Policy Committee (EPC) is responsible, within the bounds of academic freedom as described in Article III, Section 1.3 of the Constitution, for studying and making recommendations to the Faculty Assembly regarding modification of or additions to the Center and education issues of Center-wide importance, including but not limited to oversight of the periodic review by Accreditation agencies per the educational requirements of the Center, approval of proposed courses, review of existing courses, quality assessment of new and existing courses, review of proposed degree programs, review of incoming degree programs and providing a forum for negotiating shared course requirement issues.
5.3.1. Membership of the EPC includes one elected Faculty member from each Program. Additional members shall compose one third of the elected EPC membership elected from the Voting Faculty, along with designated students per Article V, Section 5.3.8.

5.3.2. The Student Services Coordinator for the Center shall sit as a non-voting member.

5.3.3. Members shall be elected by the Voting Faculty and shall serve three year terms.

5.3.4. Terms shall be staggered so that no more than one third of the Faculty membership is elected annually.

5.3.5. In the event of a vacancy, a special election shall be held to fill the remainder of the vacant term.

5.3.5.1. Vacancies will be filled through appointment for the remainder of a vacant term by the Center Director if there is no candidate for a special election.

5.3.6. The Chair of the EPC will serve a one-year term, elected annually by the voting members of the EPC. A vote of no-confidence of two thirds of the EPC membership may remove the Chair at any time.

5.3.7. Election of the chair shall take place at the last meeting of the academic year, no later than June of the academic year, with term responsibilities beginning in September of the subsequent academic year.

5.3.8. Students will serve a one-year term, alternating yearly among the programs in the Center and shall be nominated by the students of each program.

5.3.9. EPC decisions will be made by simple majority of voting members. Ballots may be in-person or electronic.

5.4 Committee for Student Performance: There shall be a Committee for Student Performance authorized to hear student grievances that arise from alleged violations of academic responsibility or student conduct.

5.4.1. The Committee for Student Performance shall conduct formal hearings on complaints which cannot be informally settled, receive evidence concerning the charges made, make findings of fact, and recommend appropriate settlements to the Center Director.

5.4.2. The scope of grievances considered does not include those related to University employment, grades, or University or Programmatic admissions decisions.
5.4.3. The Committee for Student Performance shall be composed of three members appointed by the Center Director and one student member. Voting members shall hold faculty appointments and shall serve three year terms on the committee.

5.4.4. In circumstances where a member of the Committee for Student Performance has an inherent conflict of interest in a case or cannot otherwise undertake the responsibilities of the committee, the Center Director shall appoint an ad hoc member as a replacement for that case.

5.4.5. Teaching within the Center is not requisite for committee participation of an ad hoc member.

5.4.6. The Center Director shall appoint a Collegiate officer to address formal appeals to probation, dismissal, or other issues in an academic program. The Collegiate Officer will be a Faculty member with no other administrative appointments.

5.5 Promotion & Tenure Committee: The Promotion & Tenure (P&T) committee will consist of at least two elected associate or full professors holding regular appointment with continuous tenure, from each program. Members of the committee may vote only on promotion for those being considered at their own rank or a lower rank. The Committee shall have authority to establish policy to regulate collegiate matters regarding Faculty promotion, tenure, and post-tenure review to assure equitable and reasonable processes and conduct of these matters among the Programs. In circumstances where there are fewer than five tenured faculty members in the Center, a Promotion & Tenure committee shall be constituted according to the provisions of the Center Statement on Promotion and Tenure (7.12 Statement).

5.5.1. Annually renewable, term faculty will be evaluated for promotion using only those criteria within the Center Statement on Promotion and Tenure that are applicable to their appointment.

5.5.2. When considering promotion of term faculty, the P&T committee will include at least one associate or full professor holding a term appointment within the Center, excluding the Program Director for the candidate under consideration, who has more than three years of continuous service to the University in an academic appointment. Term faculty may vote only on decisions where another term faculty member is being considered for promotion to their own rank or lower. In circumstances where there are no term faculty within the Center at or above the rank to which promotion is being considered, term faculty from another department may be included, with preference given to those with teaching responsibilities within the
Section 6: Academic Programs

6.1. Academic Programs shall be dissolved, created or merged only by simple majority approval of the Faculty in each affected Program, the Faculty Consultative Committee, and the Center Assembly.

6.2. The Program serves as the academic home for regular faculty, who hold either probationary or tenured appointments in the Center.

6.3. Tenure or tenure track program Faculty must approve by simple majority a faculty request to transfer into the Program.

6.4. Each Program is responsible for carrying out its teaching program for students within the professional educational and curricular policies adopted by the Center Assembly. Programs are responsible for other educational programs, including graduate education in their respective disciplines, and for the advancement of knowledge in their various fields.

6.5. All Center Assembly Voting Faculty shall have programmatic affiliation. All Voting Faculty in each Program have the right to vote at the Program level on issues pertaining to that Program.

6.6. Individual Programs shall have the right to extend or revoke programmatic voting rights to other individuals.

6.7. Each Program shall establish written guidelines for matters of faculty decision, including but not limited to, merit review, curriculum, and voting rights within the Program.

Section 7. Program Directors

7.1. The Program Director shall preside over Program meetings and shall organize communication within the Program and provide a communication link between individuals in the Program and administration.

7.2. The Program Director shall perform those functions necessary for the operation of the Program and carry out other administrative duties as assigned by the Center Director, the Academic Health Center, and the University.

7.3. The Program Director leads the faculty to develop Program vision, goals, and strategic plans, and presents and defends these plans in the strategic planning process.

7.4. The Program Director shall provide leadership in formulating policies and procedures and supporting efforts toward continued improvement of the Program for which they are responsible.
7.5. The Program Director reports directly to the Center Director and works with the Center Director and other Program Directors to achieve Center goals.

7.6. The Program Director coordinates the Program’s professional teaching within the Center, including recommendation of personnel for specific courses.

7.7. The Program Director is responsible for the annual review of Program Faculty and others as assigned by the Center Director. The Program Director is responsible for ensuring that the review of probationary faculty, promotion and tenure review, and post-tenure review are carried out by the Program according to the Center’s official policies.

7.8. **Program Director Selection and Review.**

   7.7.1. The Center Director shall, in consultation with the Faculty of a Program, determine the need for an internal or external search for Program Directors. This consultation and determination necessarily excludes individuals qualified and interested in application for the position.

   7.7.2. The process and criteria for determining acceptability of candidates will be established, in consultation with the Center Director, by a two-thirds majority of the Voting Faculty in the Program.

   7.7.3. Internal Search. This process, which names the Program Voting Faculty, or a subset thereof, as the Search Committee, must comply with University search guidelines.

   7.7.4. External Search. External searches for Program Directors must be consistent with the Center’s strategic plan. Searches will be conducted in accordance with University search guidelines.

   7.7.5. **Program Director Review:** Program Director reviews will be conducted according to established University guidelines.

      7.7.5.1. The Program Director shall undergo Annual Performance Reviews as required by University policy.

      7.7.5.2. The Center Director shall consult with and solicit comment from Program Faculty, staff, and/or students in the Program during the Annual Performance Review of Program Directors.

      7.7.5.3. The Program Director shall undergo Review and Developmental Assessment initiated by the Center Director every three years. Earlier Review and Developmental
Assessment may be initiated by the Center Director or by a two thirds vote of the Faculty of the Program. In all cases, the Program Director’s performance shall be evaluated based on input from faculty, staff and/or students in the Program and other appropriate members of communities affected by the Program during the process of a Review and Developmental Assessment.

7.8 The Program Director shall work with the Center Director to define searches for Program affiliated individuals.

Article VI. RATIFICATION AND AMENDMENT

1.1. Bylaws shall be initially adopted by two-thirds vote of the Voting Faculty.

1.2. Bylaws shall henceforth be adopted, amended, or deleted by two-thirds vote of the Center Assembly.

1.3. Any proposed amendment, addition, or deletion of the Bylaws must be submitted by a Faculty member as information to the Voting Faculty and to the Center Consultative Council at least 14 calendar days prior to the vote.

1.4. A simple majority of Faculty able to synchronously participate at an official Center Assembly meeting may modify proposed amendments, additions, or deletions to the Bylaws. These modified amendments, additions, or deletions to the Bylaws shall be subject to the process indicated in Article VI, Sections 1.2 and 1.3.

1.5. Bylaws become effective immediately after adoption by the Faculty.

1.6. Final authority to interpret these Bylaws and their amendments shall reside with the Faculty.