UNIVERSITY OF MINNESOTA
CENTER FOR ALLIED HEALTH PROGRAMS

BYLAWS
As Approved by the CAHP Faculty Consultative Committee
On August 8, 2011
Revised August 15, 2018
Ratified by the Faculty
On October 19, 2018
Article I. GENERAL POWERS

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

2) Unless otherwise defined for a specific governance body within the Center for Allied Health Programs (hereafter referred to as 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.

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

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

Article II. CENTER DIRECTOR/CHIEF EXECUTIVE OFFICER

1) A Center Director search committee shall be appointed by the Vice Provost for Academic Health Sciences to give input and recommendations on the process and finalists. The search committee shall be composed of representatives from Center constituencies, including Voting Faculty, Academic Professional and Administrative (P&A) Staff, Civil Service/Labor-Represented (CS/L-R) Staff.

2) The search process should provide Voting and Non-voting Faculty and staff with an opportunity to meet publicly with and hear from candidates who are announced as finalists for the position and to allow for all constituencies’ input to the Vice Provost.

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

4) The Center Director shall nominate representatives to organizations external to the Center in consultation with program directors and potential nominees.

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

6) The Center Director may establish ad hoc committees to accomplish Center goals per Article V, Section 2 of these Bylaws.

7) The Center Director is responsible for ensuring that the review of P&A and probationary faculty,
promotion and tenure review, and post-tenure review are carried out by the Program according to the Center’s official policies.

8) Vote of No Confidence
   a) Faculty may consider a Vote of No Confidence in the Center Director. A Vote of No Confidence must pass by a two thirds majority of the Faculty.
   b) Upon adoption, the recommendation will be forwarded to the Vice Provost for Academic Health Sciences.

Article III. FACULTY

1) The Center Faculty shall participate in election of representatives to the University Senate and to the AHC Faculty Consultative Committee 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.

2) The Faculty may delegate its authority to standing committees or ad hoc committees by a simple majority vote of the Faculty Assembly.

3) The Faculty may establish ad hoc committees by simple majority vote of the Faculty Assembly per Article V, Section 2 of these Bylaws.

4) Program Faculty Selection
   a) The Program Director, in consultation with the Center Director and the Program faculty, will initiate a search for a faculty position within its program.
   b) The process and criteria for determining acceptability of candidates will be established in consultation with Faculty in the Program and in accordance with accreditation standards.

ARTICLE IV. Academic Programs

1) The Center for Allied Health Program serves as the academic home for faculty who hold P&A, probationary or tenured appointments in the Center.

2) A faculty request to transfer into the Center as an academic home must be reviewed by the Promotion and Tenure Committee with recommendation. A transfer is approved by a simple majority of the Faculty.
3) Each Program is responsible for delivering its curriculum in accordance with the standards of their profession and the policies adopted by the Faculty Assembly and standing committees.

4) Programs are responsible for the advancement of research and professional and public engagement within their specific field of study.

5) 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.

a) **Program Directors**

   i) Each Program Director shall preside over their respective Program meetings, shall organize communication within those Programs, and provide a communication link between individuals in the Program and administration.

   ii) Each Program Director shall perform those functions necessary for the operation of Program(s) for which they are responsible and carry out other administrative duties as assigned by the Center Director, the Academic Health Center, and the University.

   iii) Each Program Director shall lead their faculty in the development and implementation of their respective Program vision, goals, and strategic plans.

   iv) Each Program Director shall provide leadership in formulating policies and procedures and supporting efforts toward continued improvement and compliance with any accreditation standards of the Program for which they are responsible.

   v) Each Program Director reports directly to the Center Director and works with the Center Director and other Program Directors to achieve Center goals.

   vi) Each Program Director coordinates their respective Program’s teaching, including assignment of personnel for specific courses.

   vii) Each Program Director may hire appropriate personnel whose academic home remains outside of the Center for teaching of specific courses. For personnel requesting transfer of their Academic home to the Center, approval must follow Article IV. 2.

   viii) Each Program Director is responsible for the annual review of their respective Program Faculty and others as assigned by the Center Director.
b) **Program Director Selection**

i) In the event of a vacancy, the Center Director shall, in consultation with the Faculty of that Program(s), determine the need for an internal or external search for a Program Director. This consultation and determination necessarily excludes individuals both qualified and interested in application for the position.

ii) The process and criteria for determining acceptability of candidates will be established in consultation with Faculty in the Program and in accordance with accreditation standards.

a) **Program Director Review**

i) As part of the Annual Performance Review of Program Directors, the Center Director shall consult with and solicit comment from at least three (3) Program Faculty, as well as a representation of staff.

**Article V. GOVERNANCE/ADMINISTRATIVE STRUCTURE**

1) **Faculty Assembly**: A Faculty Assembly shall have general authority over academic matters concerning the Programs 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, promotion, and tenure, approval of professional curricular issues, and election of committee representatives.

a) The membership of the Faculty Assembly is defined in the CAHP Constitution, Article IV, Section 1

b) The Faculty Assembly will meet at least once per year. Additional meetings can be called by the Faculty Consultative Committee (FCC) or by petition of at least twenty (20) percent of Faculty at least ten (10) working days prior to the meeting.

c) Petitioners calling a meeting of the Faculty Assembly may invite other participants.

d) The chair of the FCC also chairs the Faculty Assembly meetings.

e) The Faculty Assembly may elect additional officers, as it deems necessary.
f) Additional officers shall serve one year terms congruent with the term of the chair.

1) **Committee Formation**

a) Standing committees are permanent components of the Center’s administrative structure and can be created, modified, or abolished only by amending the Constitution and these Bylaws. The nomination process for standing committee members shall be as follows:

b) Chair of FCC calls for nominations from the faculty and delivers to each Program Director as needed to vote for Program Representatives.

i) Program Representatives
   (1) The FCC will request nominations from each Program Director.
   (2) The Program Director for each program will call for nominations from within their program faculty.
   (3) If no nominations are forthcoming, recommendations will be made by the Program Director.
   (4) Program faculty will then vote to select individuals as Program representatives to the Center’s Committees.
   (5) Each Program Director will forward the names of Program Representatives to the FCC.

ii) At Large Representatives
   (1) The FCC will solicit nominations (including self-nominations) from Center faculty.
   (2) If no nominations are forthcoming, recommendations will be made through consultation with Program Directors.
   (3) Center faculty will vote to select individuals as At Large representatives.

c) In the event of a vacancy, a special election shall be held to fill the remainder of the vacant term in accordance with the seat to be filled.

d) The Program Director associated with the faculty vacancy may appoint a faculty member from their program to a vacancy for the remainder of the vacant term if no candidate is elected.

e) The chair of a standing committee shall be elected to a two year term from the membership of the committee by a simple majority vote of the committee membership. A vote of no-confidence by two thirds of the committee membership may remove the chair at any time.

f) 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.

g) Election of any additional officers of a standing committee shall occur at the last meeting of the committee in the academic year. Any additional officers shall serve one year terms.

2) Ad hoc Committees

a) Creation of ad hoc committees or subcommittees may occur by either of the following:

i) Appointment by the Center Director.

ii) Establishment by simple majority vote of the Faculty Assembly.

iii) Establishment by simple majority vote of a Standing Committee.

b) Creation of an ad hoc committee shall be accompanied by a statement of the committee’s charge and ad hoc committees shall exist no longer than two years. The charge(s) of a committee shall not be in conflict with the rights, responsibilities or privileges of any group or individual described elsewhere in these Constitution and Bylaws.

c) A chair shall be elected from the membership of the committee by simple majority vote of the committee membership.

3) General Responsibilities of All Committees

a) All standing committees shall meet at least once during the academic year. Unless otherwise noted in the Constitution and Bylaws, meetings shall be conducted according to the most recent revision of Robert’s Rules of Order. All committee members, except support personnel and those appointed ex officio, are entitled to vote unless otherwise indicated. The presence of a simple majority of voting members shall constitute a quorum.

b) The chair of any committee is responsible for calling and setting the agenda for meetings, organizing and maintaining records of the meetings and providing consultation to their appointing body. With the exception of an emergency, all regular committee meetings shall require at least ten calendar days prior notice to committee members.

c) Each committee shall distribute an agenda to members at least 3 days in advance of each meeting.
d) All committees shall keep minutes of their meetings and proceedings in a central location. Once approved, these materials will be made freely available to members of the Center.

e) Standing committee chairs are required to report on their activities at least annually at a regularly scheduled meeting of the Faculty Assembly. Ad hoc committee chairs are required to report on their activities to their appointing body.

f) The Center Director or designee may attend meetings of standing committees or ad hoc committees as an ex officio non-voting member. Committees may excuse the Center Director or designee from a meeting by a simple majority vote.

g) Ad hoc committees shall be abolished by their appointing body when their duties have been discharged or after two years.

4) **Standing Committees**

   a) Faculty Consultative Committee (FCC)

   i) The FCC shall represent the faculty at large and serve as the consulting body to the Center Director and as the executive committee of the Faculty Assembly.

   ii) The FCC shall consist of three faculty members elected from each Program, excluding Program Directors. Elected members shall serve staggered three year terms. The Center Director or administrative designee shall serve as an ex-officio non-voting member of the FCC.

   iii) **Powers and Duties.** The FCC shall:

      (1) Elect the chairperson for the FCC, who shall be a tenured faculty member and will serve a two year term as Chair.

      (2) Serve as the nominating committee for the Center for Allied Health Programs standing committees.

      (3) Hold elections for all Center standing committees.

      (4) Create policies required for faculty governance.

      (5) Make recommendations to the Faculty Assembly regarding interpretation of any policies or procedures within their purview.

      (6) Make recommendations to the Faculty Assembly regarding interpretation of and proposed amendments to this Constitution and the Bylaws every five years.
(7) Make recommendations to the Center Director and Program Directors, on behalf of the Faculty Assembly, on matters of mutual concern.

b) Educational Policy Committee (EPC)

i) The Educational Policy Committee (EPC) provides leadership and guidance on undergraduate, graduate and professional educational issues of concern to faculty, students, and the administration, and reviews and makes recommendations to the proposing programs concerning all additions and/or deletions of program courses, majors, and minors.

ii) Membership of the EPC shall consist of one member elected from each Program, excluding Program Directors and shall compose two thirds of the committee membership. The remaining one third of the committee shall be composed of At Large representative(s) of Center faculty elected regardless of programmatic affiliation. At least one member of the EPC must be tenured, but does not have to chair the committee.

iii) Faculty members shall serve staggered three year terms.

iv) The EPC shall elect a chairperson who will serve two years as Chair.

v) Powers and Duties: The Educational Policy Committee shall:

1) Review curricular changes submitted from the Center or its Programs, and present its recommendations to the proposing individual or program.

2) Recommend, design and coordinate CAHP educational policies and procedures (e.g., peer review).

3) Oversee policies and procedures for evaluation of faculty teaching and course quality.

c) Appointment, Promotion and Tenure Committee

i) The Promotion and Tenure Committee shall implement the CAHP 7.12 statement and the Procedures for Reviewing Candidates for Tenure and/or Promotion: Tenure-Track and Tenured Faculty ensuring both procedural fairness and academic quality.

ii) Membership of the Center Promotion and Tenure Committee is composed of all tenured faculty members in the Center’s programs. In circumstances where there are fewer than five tenured faculty members in the Center, the Committee shall be supplemented with tenured faculty members in other schools/colleges/departments in the University of Minnesota, with preference given to those faculty who have a health related focus. Should additional committee members be needed, they shall be identified and approved according to the
procedures outlined in Section 2a of the *Procedures for Reviewing Candidates for Tenure and/or Promotion: Tenure-Track and Tenured Faculty*.

**iii) Powers & Duties:** Appointment, Promotion and Tenure Committee shall:

1. Review the CAHP criteria for promotion and tenure of CAHP faculty and apply those criteria in accordance with the policies and procedures of the University and in the best interests of the Center and the University.
2. Establish and maintain a tenure review schedule and written procedures that are consistent with university procedures.
3. Review proposed new faculty appointments to recommend the rank and tenure status to the Center Director in context of the CAHP 7.12.
4. Review transfer request from faculty into the Center whose academic home is outside of the Center and make recommendations to the Faculty for vote.
5. Provide annual review and report to Center Director on progress toward advanced rank and tenure of Tenure Track (Probationary) Faculty and provide final review, report, and recommendation to Center Director toward promotion and/or tenure.
6. Perform post-tenure review and, on request, provide review and recommendation to Center Director on promotion or progress toward promotion of Tenured Faculty.
7. On request, provide review and recommendation on promotion or progress toward promotion to Non-Tenured (P&A) faculty.
8. Conduct a review of the Center’s 7.12 and other relevant documents at least every 3 years, and make recommendations to the Faculty Assembly if changes are warranted.
9. Advise and make recommendations to the Center Director on matters of promotion and tenure.
10. Ensure that conflicts of interest relevant to tenure or promotion are avoided or managed per University policies.

**Article VI. RATIFICATION AND AMENDMENT**

1) Amendments to the bylaws may be proposed by the Center Director, a standing committee, or by a petition signed by at least twenty percent (20%) of the voting Faculty. The FCC shall review proposed amendments and forward their recommendation to the Faculty Assembly for consideration.

2) Notice of such proposed amendments along with the rationale for the amendments(s), together with the recommendation of the FCC, shall be given in writing to all members of the faculty at least 14 days before the Faculty Assembly is called upon to vote on the proposal.
3) A quorum, defined as at least 60% of voting Faculty, is required for the Faculty Assembly to consider an amendment to the bylaws. If agreed upon by a simple majority of members present, the amendment then will be forwarded to the entire Faculty for voting.

4) Anonymous voting shall occur electronically and shall be open for a period of 14 days.

5) Bylaws shall be adopted, amended, or deleted by a simple majority vote of the Faculty and the amended Bylaws shall be forwarded to the Center Director or appropriate administrative designee.

6) Amendments to the Bylaws shall become effective immediately upon approval by the Center Director or appropriate administrative designee.

**Article VII. INTERPRETATION**

1) Final authority to interpret these Bylaws shall rest with the FCC.