

# **BYLAWS OF THE FACULTY OF THE COLLEGE OF HEALTH, EDUCATION, AND HUMAN SERVICES (CHEH) OF WRIGHT STATE UNIVERSITY**

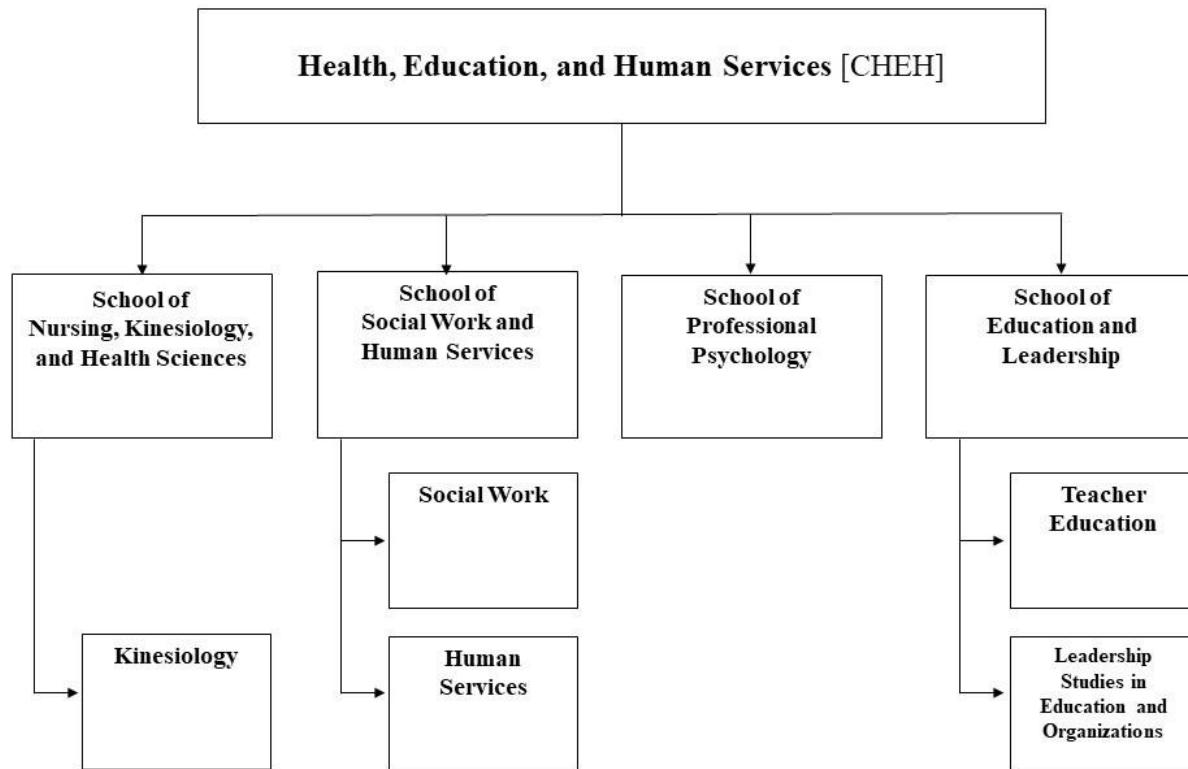
## **PREAMBLE**

The Faculty of the College of Health, Education, and Human Services (CHEH) of Wright State University has adopted the following bylaws to assist in the orderly conduct of its affairs, and to facilitate the performance of its mission and related duties and obligations in accordance with the administrative policies, rules, and regulations of the Board of Trustees of Wright State University.

The bylaws and any amendments thereto are subject to terms of the Collective Bargaining Agreement (CBA) for Bargaining Unit Faculty Members (BUFM) and the approval of the Faculty of CHEH, the Dean of CHEH, and the Provost of Wright State University.

## **ORGANIZATIONAL UNITS OF THE CHEH**

The CHEH includes four schools, some of which contain more than one department, as shown in the structural diagram below:



Within this organizational structure, there are seven *Program Holding Units* (also referred to as “Units” below), which are defined as having a set of active, related programs, and program faculty, and which serve as the basis for representation on College committees. These are:

- The Department of Teacher Education
- The Department of Leadership Studies in Education and Organizations
- The School of Nursing, Kinesiology, and Health Sciences
- The Department of Kinesiology
- The School of Professional Psychology
- The Department of Social Work
- The Department of Human Services

# **ARTICLE I: Faculty of the College of Health, Education, and Human Services**

## **Section 1. Membership**

The CHEH Faculty will include all fully-affiliated faculty members, including those joint-appointment faculty with a majority of their appointment in CHEH.

## **Section 2. CHEH Faculty Assembly Meetings**

- A. A regular meeting of the full CHEH Faculty (CHEH Faculty Assembly) will be called during the fall and spring semesters of each academic year.
- B. Special meetings may be called during the fall and spring semesters by the CHEH Steering Committee (see Article II, Section 1) upon submission of a petition signed by at least 25 percent of the CHEH Faculty, or at the discretion of the CHEH Steering Committee Chair.
- C. Faculty Assembly meetings are open to CHEH adjunct faculty, CHEH college staff, CHEH Student Government Association representatives, and the CHEH Dean's Student Advisory Board members.

## **Section 3. Conduct of CHEH Faculty Assembly Meetings**

- A. The Chair of the CHEH Steering Committee or his/her/their designated representative will preside at the CHEH Faculty Assembly Meetings.
- B. Such meetings will be conducted in accordance with the most recent edition of "Robert's Rules of Order, Revised," insofar as they are consistent with these bylaws.
- C. The agenda for each CHEH Faculty Assembly Meeting shall be prepared by the CHEH Steering Committee. The agenda will be made available to each member of the CHEH Faculty and the Dean at least five days prior to the meeting. The regular meeting agenda will include, in the following order:
  - Approval of the previous meeting's minutes
  - Report of the Dean
  - Report of the CHEH Business Manager
  - Report of the CHEH Steering Committee Chair
  - Report of CHEH Faculty Senators
  - Reports of the CHEH Standing Committees and Special Interest Committees
  - Action items
  - Reports of committees outside of CHEH
  - Old Business
  - New Business
  - Adjournment

- D. After all items on the regular agenda have been resolved, additional items (new business) may be brought to the floor for discussion and appropriate action.
- E. Special meetings of the CHEH Faculty called by petition will consider only the item(s) identified in the petition or on the agenda made available to the CHEH Faculty at least five days prior to the special meeting.
- F. Meetings may be held with any number of the members of the CHEH Faculty; however, a quorum for transacting business will be a majority ( $\geq 51\%$ ) of the CHEH Faculty.

## **Section 4. Actions Requiring Faculty Assembly Votes**

The following College actions must be voted on by the Faculty Assembly:

- A. College-wide policies
- B. Changes to the College bylaws
- C. Votes of confidence/no-confidence in College leadership

## **Article II. Committees of the College of Health, Education, and Human Services**

Committees of the CHEH include the Steering Committee, Standing Committees (Undergraduate Curriculum and Academic Policies Committee; Undergraduate Student Affairs Committee; Graduate Curriculum and Academic Policies Committee; Promotion and Tenure Committee; Senior Lecturer and Clinical Assistant Professor Promotion Committee; Diversity, Equity, Inclusion, and Social Justice Committee; Technology Committee), and a Special Interest Committee (Local Professional Development Committee).

Committee membership, powers, duties, and functions are described below.

### **Section 1. The Steering Committee**

- A. Purpose: The purpose of the Steering Committee is to help coordinate faculty governance activities in the College, and to oversee the operation of other faculty committees.
- B. Powers and Duties: the powers and duties of the Steering Committee are as follows:
  1. Act as a liaison between faculty, College committees, and College administration.
  2. Maintain official records of Steering Committee and Faculty Assembly meetings electronically.
  3. Make recommendations on enrollment management, recruitment, and retention.
  4. Conduct fiscal review and make budgetary recommendations.

5. Assist the Dean in the oversight of the College's strategic plan.
  6. Review, maintain, and update College bylaws.
  7. Set the CHEH Faculty Assembly Meeting agenda, and distribute the agenda to the Dean and faculty at least five business days before the Faculty Assembly Meeting.
  8. Oversee procedures regarding faculty feedback on the Dean's performance, consistent with the office of the Provost and other University guidelines.
  9. Oversee all CHEH Committees set forth in these bylaws (to include *ad hoc* committees), and to request reports from those Committees.
  10. Create *ad hoc* committees and appoint members to those committees as may be deemed appropriate.
  11. Oversee recognition of excellence in teaching, scholarship, and service; recognition of support staff; and/or community support excellence.
  12. Oversee arrangements for the annual CHEH Retreat.
  13. Manage any issue or policy not specifically delegated to a Standing Committee or Special Interest Committee as detailed in Section 3 below.
  14. Manage college-wide elections for representatives to University committees.
  15. Manage Unit representation on all College committees as follows:
    - a. Unit representatives will manage Unit elections in accordance with their Unit's bylaws to fill representative positions on College-level committees.
    - b. Unit representatives will collect results from their Unit's elections and report results to the Steering Committee by March 15.
    - c. The Steering Committee will report election results to the CHEH faculty and to the CHEH Dean by March 31.
- C. Committee Composition: The CHEH Steering Committee will include seven voting members, one from each Program Holding Unit.
1. Faculty are eligible to serve and vote on the CHEH Steering Committee if they meet the criteria to serve as a University Faculty Senator, as defined in the Wright State University Faculty Constitution, with the exception that School and Department Chairs may not serve on the CHEH Steering Committee.
  2. All CHEH University Faculty Senators will serve as ex officio, non-voting members.
  3. The Dean, or Dean's designee, will serve as an ex-officio, non-voting member.

#### D. Election to the Steering Committee

1. Unit representatives are selected by the faculty in their respective Units, according to a process described in each Unit's bylaws.
2. The names of each Unit's elected representatives will be reported by the Unit's representative to the CHEH Steering Committee no later than March 15.
3. The Chair-Elect of the CHEH Steering Committee shall be selected by the Steering Committee from among its own voting members at the first meeting of the academic year. If the naming of a Chair-Elect becomes deadlocked in the Steering Committee, it shall be decided by a College-wide election.

#### E. Term Lengths

1. All terms begin on the first day of fall semester.
2. Representatives serve two-year terms in accordance with the academic calendar.
3. The Chair-Elect serves a three-year term, which is split into three one-year roles:
  - a. Year One: Chair-Elect, serving as the secretary of the CHEH Steering Committee, maintaining records and assisting the Chair as needed.
  - b. Year Two: Chair of the CHEH Steering Committee.
  - c. Year Three: Past Chair of the CHEH Steering Committee.
- d. No one may serve in any two of the above roles (Chair-Elect, Chair, Past Chair) simultaneously.
- e. After the Past Chair year is completed, the member must be reelected by their Unit to continue serving on the Steering Committee.

#### F. CHEH Steering Committee Meetings

1. The CHEH Steering Committee will meet monthly during fall and spring academic semesters at a time and place determined by the Chair, unless, by a majority vote, the Steering Committee otherwise determines to conduct business over the summer.
2. Special CHEH Steering Committee meetings may be called by the Chair of the CHEH Steering Committee or upon submission of a written petition by at least three members of the CHEH Steering Committee.
3. The Chair (or the Chair-Elect in his/her/their absence) shall preside at the meeting.
4. A quorum of the CHEH Steering Committee shall consist of greater than one-half of the elected membership (four members or more).
5. When a Unit representative is unable to attend a Steering Committee meeting, the

- representative may designate an eligible substitute from their Unit, who can vote.
6. Minutes of CHEH Steering Committee meetings will be taken by the Chair-Elect and circulated with the agenda to the CHEH Faculty prior to the next scheduled meeting of the CHEH Steering Committee.
  7. All meetings will be conducted in accordance with the latest edition of "Robert's Rules of Order, Revised," insofar as they are consistent with these bylaws.
  8. Steering Committee business may be conducted, and votes may be held, electronically when deemed appropriate by the Steering Committee Chair.
- G. The CHEH Faculty reserves the right of referendum over all actions of the CHEH Steering Committee, with a majority vote of the full Faculty.

## **Section 2. Standing and Special Interest Committee Structures**

In addition to the CHEH Steering Committee the following committees are hereby established:

A. Standing Committees:

1. Undergraduate Curriculum and Academic Policies Committee
2. Undergraduate Student Affairs Committee
3. Graduate Curriculum and Academic Policies Committee
4. Promotion and Tenure Committee
5. Senior Lecturer and Clinical Assistant Professor Promotion Committee
6. Diversity, Equity, Inclusion, and Social Justice Committee
7. Technology Committee

B. Special Interest Committee:

1. Local Professional Development Committee

C. Committee Composition

1. Each Standing Committee will include seven voting members, one from each Program Holding Unit, except as otherwise noted.
2. For any Unit which does not contain undergraduate programs, a requirement of representation on the Undergraduate Curriculum and Academic Policies Committee or the Undergraduate Student Affairs Committee would impose an undue service burden on their faculty. Thus, such Units are not required to send a representative to

this committee, although they may do so if they wish.

3. For any Unit which does not contain graduate programs, a requirement of representation on the Graduate Curriculum and Academic Policies Committee would impose an undue service burden on their faculty. Thus, such Units are not required to send a representative to this committee, although they may do so if they wish.

#### D. Eligibility to Serve

1. CHEH faculty are eligible to serve and vote on the membership of any CHEH Standing or Special Interest Committee if they meet the criteria to serve as a University Faculty Senator, as defined in the Wright State University Faculty Constitution, with three exceptions:
  - a. There is no minimum requirement of time-in-rank as fully-affiliated faculty in order to serve on CHEH Standing or Special Interest Committees.
  - b. School and Department Chairs are eligible to serve on CHEH Standing and Special Interest Committees, except for the Promotion and Tenure Committee and the Senior Lecturer and Clinical Assistant Professor Promotion Committee.
  - c. For any committee where the CBA defines eligibility criteria, the criteria in the CBA supersede the criteria in these bylaws.

#### E. Election to Committees

1. Program Holding Unit Representatives
  - a. Fully-affiliated faculty within each Program Holding Unit will select committee representatives according to a process described in the Unit's bylaws.
  - b. Representatives for each committee of the CHEH must be identified by their Units and the Steering Committee notified of the results by March 15, except that committees related to promotion shall use dates and timelines as determined by the CBA and the Office of the Provost.
  - c. The CHEH Steering Committee will certify and disseminate election results to the Dean and the faculty no later than March 31. College Committees must be fully constituted prior to elections and appointments to University committees and councils, and in time to be announced at the spring Faculty Assembly Meeting.
  - d. Any member of a Program Holding Unit serving as a Chair, Chair-Elect, or Past Chair position on a Standing or Special Interest Committee automatically occupies their Unit's seat on that committee for the duration of the term.
  - e. If a Program Holding Unit's faculty decide to waive representation on one or more committee(s), the Unit's representative to the Steering Committee will notify the Steering Committee Chair of any such waivers by March 15. If a Unit waives representation, then the corresponding committee will be smaller by one member. Exceptions to waiving representation are as follows:

- i. All Program Holding Units must have at least one representative on the CHEH Promotion and Tenure Committee.
  - ii. Membership on and election to the Senior Lecturer and Clinical Assistant Professor Promotion Committee is determined by the CBA.
2. Committee Chairs
- a. At the first committee meeting of each academic year, each committee will elect from among its members a Chair-Elect to serve a two-year term. The Chair-Elect's term is split into two one-year roles:
    - i. Year One: Chair-Elect, serving as the secretary of the committee, maintaining records and assisting the Chair as needed.
    - ii. Year Two: Chair of the committee.
  - b. The results of the elections of committee Chairs-Elect will be reported to the Steering Committee within five days of the election, or no later than October 1.
  - c. The Chair is responsible, at the beginning of the second year of their term, to call the first meeting of the committee, at the earliest possible date in fall semester.
  - d. The above procedures do not apply to the Promotion and Tenure Committee, or the Senior Lecturer and Clinical Assistant Professor Promotion Committee. See below for specific procedures for these committees.
3. Vacancies: In the event that a vacancy occurs on any committee during the year, the Unit in which the seat is vacated will determine the process for filling the vacancy in accordance with the Unit's bylaws.
4. Meeting Attendance:
- a. When a Unit representative is unable to attend a Standing Committee meeting, the representative may, unless otherwise prohibited by the CBA, designate an eligible substitute from their Unit, who can vote.
  - b. If a representative cannot regularly attend meetings of the committee to which they have been elected, that representative will, in a timely manner, contact their Unit representative to the Steering Committee to elect a replacement.

F. Term Lengths

- a. All terms begin on the first day of fall semester.
  - b. Representatives serve two-year terms in accordance with the academic calendar.
- G. Ad Hoc Committees: The CHEH Steering Committee may determine the membership of any *ad hoc* committee it forms. However, all members appointed to an ad hoc committee shall have personally indicated an interest in such service, or the member will have been

directly and personally solicited to serve by a member of the Steering Committee.

- H. University Committee Representatives: Any CHEH faculty member representing the College on a University committee may also serve as an ex officio, non-voting member of the corresponding College committee, if they are not already an elected voting member of that College committee.

### **Section 3. Standing and Special Interest Committee Powers and Duties**

The CHEH Steering Committee and each Committee of CHEH, except the Promotion and Tenure Committee and the Senior Lecturer and Clinical Assistant Professor Promotion Committee, will bear the following relationship to one another in the definition of powers and discharge of duties:

- The CHEH bylaws will determine the committee's responsibilities.
- Each committee is directly responsible and accountable to the CHEH Steering Committee.
- The Chair of each committee will report to the CHEH Steering Committee in writing at least once a semester, and upon request of the Steering Committee, will submit committee recommendations to the CHEH Steering Committee.
- Standing committee business may be conducted, and votes may be held, electronically when deemed appropriate by the respective committee's Chair.

#### A. Standing Committees

1. Undergraduate Curriculum and Academic Policies Committee
  - a. The functions of this committee include, but are not limited to, reviewing and recommending:
    - i. New proposals, modifications, and deactivations for undergraduate courses.
    - ii. New proposals, modifications, deactivations, reactivations, and requests for name change, for undergraduate degrees, programs, majors, minors, concentrations, certificate programs, licensure programs, endorsements, and GPS forms.
    - iii. Changes in admission or graduation requirements.
    - iv. Curricular standards, course quality, faculty preparation and support for distance learning.
  - b. Recommended undergraduate curricular items related to courses and programs of study are forwarded to the Dean and then to the Chair of the University Undergraduate Curriculum Committee (UCC).

- c. Recommended submissions related to College admission criteria, academic requirements, and policies and concerns related to the Wright State Core (general education), Writing Across the Curriculum, Multicultural Competence, Service Learning, and University Honors requirements and policies are forwarded to the Dean and then to the Chair of the University Undergraduate Academic Policies Committee (UAPC).
  - d. The Chair of the CHEH Undergraduate Curriculum and Academic Policies Committee will also serve as the College representative to the UCC.
  - e. The Undergraduate Curriculum and Academic Policies Committee Chair submits a written report each semester on committee recommendations and actions to the CHEH Steering Committee, and for presentation at the CHEH Faculty Assembly Meeting.
  - f. A representative from Academic Advising serves as an ex-officio, non-voting member.
  - g. The Dean or Dean's designee, serves as an ex-officio, non-voting member.
2. Undergraduate Student Affairs Committee
- a. The functions of this committee include, but are not limited to, reviewing and making recommendations about:
    - i. Undergraduate petitions (exceptions that permit removal of hours and points for courses, late dropping of classes or complete withdrawals and waiving of regulations).
    - ii. Formal complaints requiring academic mediation and specifically those involving contested grades and grading procedures.
    - iii. Students eligible for College-level academic dismissal.
    - iv. Candidates for University and College-level undergraduate scholarships.
  - b. Committee recommendations are forwarded to the Dean for final recommendation to the instructor or other appropriate University officials.
  - c. The Undergraduate Student Affairs Committee Chair attends monthly meetings of the University Undergraduate Petitions Committee to present CHEH student petitions and CHEH committee recommendations.
  - d. The Undergraduate Student Affairs Committee Chair submits a written report each semester on committee recommendations and actions to the CHEH Steering Committee, and for presentation at the CHEH Faculty Assembly Meeting.
  - e. Staff members may serve as non-voting members, as appointed by the Dean in consultation with Staff Senate.

- f. The Dean or Dean's designee serves as an ex-officio, non-voting member.
3. Graduate Curriculum and Academic Policies Committee
- a. The functions of the Graduate Curriculum and Academic Policies Committee include, but are not limited to, reviewing and making recommendations on:
    - i. Policies and procedures applicable to graduate studies in the CHEH.
    - ii. Graduate academic and admission petitions.
    - iii. Students eligible for College-level academic dismissal.
    - iv. Licensure, program changes and new degree proposals.
    - v. Graduate course modification and new course requests.
    - vi. Candidates for University and College-level graduate scholarships.
    - vii. Curricular standards, course quality, faculty preparation and support for distance learning.
  - b. Committee recommendations are forwarded to the CHEH Dean and Dean of the Graduate School as appropriate.
  - c. The Graduate Curriculum and Academic Policies Committee Chair submits a written report each semester on committee recommendations and actions to the CHEH Steering Committee, and for presentation at the CHEH Faculty Assembly Meeting.
  - d. The Graduate Curriculum and Academic Policies Committee Chair will also serve as the College representative to the University Graduate Curriculum Committee.
  - e. Staff members may serve as non-voting members, as appointed by the Dean in consultation with Staff Senate.
  - f. The Dean or Dean's designee serves as an ex-officio, non-voting member.
4. Promotion and Tenure Committee
- a. The CHEH Promotion and Tenure Committee is subject to the stipulations of CBA Article T13.9.3.
  - b. All committee members must hold at least the rank of Associate Professor.
  - c. The committee will consist of at least two Associate Professors and at least two full Professors.

- d. Those faculty who are candidates for promotion and/or tenure may not serve on the committee during the year they are being considered.
  - e. The College representative to the University Promotion and Tenure Committee is an ex-officio, non-voting member of this committee.
  - f. The functions of this committee include, but are not limited to:
    - i. Reviewing and recommending CHEH candidates for promotion and/or tenure
    - ii. Reviewing and making recommendations to the Dean regarding CHEH proposals for Professional Development Leave (PDL) and faculty development grants.
  - g. The Promotion and Tenure Committee Chair submits a written report each semester on committee recommendations and actions to the CHEH Steering Committee, and for presentation at the CHEH Faculty Assembly Meeting.
  - h. Additional Promotion and Tenure Committee procedures include the following:
    - i. The Dean or Dean's designee must be present at all committee meetings in an ex-officio, non-voting role.
    - ii. The Dean or Dean's designee will convene the committee, and a Committee Chair will be elected from among the voting members.
    - iii. The elected Committee Chair will write a letter describing the committee's rationale for support and non-support to be included in the candidate's Promotion and/or Tenure file.
    - iv. All discussions are confidential.
    - v. All votes are confidential, and are limited to yes, no, or abstain.
5. Senior Lecturer and Clinical Assistant Professor Promotion Committee
- a. The composition, Chair, and duties of the Senior Lecturer and Clinical Assistant Professor Promotion Committee are as specified in the CBA, Article N13.5.3.1.
  - b. Non-BU FM faculty may not serve on the Senior Lecturer and Clinical Assistant Professor Promotion Committee.
  - c. The functions of this committee include:
    - i. Reviewing and recommending CHEH NTE candidates for promotion to Senior Lecturer or Clinical Assistant Professor.
    - ii. Reviewing and making recommendations to the Dean regarding NTE proposals for Pedagogical Development Course Releases (PDRC).

*Approved by the CHEH Faculty, April 23, 2021*

## 6. Diversity, Equity, Inclusion, and Social Justice Committee

- a. The functions of this committee include, but are not limited to, reviewing, recommending, and providing:
  - i. Leadership, structure, and oversight for implementation and assessment efforts related to the College's commitment to promoting diversity, equity, inclusion, and social justice.
  - ii. Input and guidance on matters of student recruitment, retention, scholarships and College climate.
  - iii. Recommendations to the Dean and other University officials related to the creation and development of equitable, anti-racist, and inclusive environments, policies, and practices for all faculty, staff, and students.
- b. College representative(s) to the President's Council on Inclusive Excellence may serve as an ex officio, non-voting member(s) of the CHEH Diversity, Equity, Inclusion, and Social Justice Committee.
- c. The Diversity, Equity, Inclusion, and Social Justice Committee Chair submits a written report each semester on committee recommendations and actions to the Faculty Affairs Committee, to the CHEH Steering Committee, and for presentation at the CHEH Faculty Assembly Meeting.
- d. Staff members may serve as non-voting members, as appointed by the Dean in consultation with Staff Senate.

## 7. Technology Committee

- a. The functions of this committee include, but are not limited to:
  - i. Seeking out and transmitting technology-related information to the CHEH community of learners.
  - ii. Assisting with the development, evaluation, and dissemination of CHEH technology planning.
  - iii. Collecting information from CHEH faculty related to technology issues.
  - iv. Ensuring that faculty and staff have access to information about hardware, software and policies related to technology.
- b. The Technology Committee Chair submits a written report each semester on committee recommendations and actions at the Faculty Assembly Meeting.
- c. Staff members may serve as non-voting members, as appointed by the Dean in consultation with Staff Senate.

B. Special Interest Committee

1. Local Professional Development Committee

- a. The Local Professional Development Committee (LPDC) is sanctioned by the State (Ohio Department of Education) to review coursework and professional development activities proposed and completed by CHEH faculty to determine if state certification and licensure requirements related to K-12 education are met.
- b. The committee will consist of five faculty members. Only Units with needs in the areas of K-12 education licensure need to send representatives to the LPDC.

### **Article III. Selection of the Dean**

If a vacancy occurs in the Dean's position, all applications for the position will be made available for faculty review. Scheduled opportunities will be provided in order for faculty and staff to meet candidates and provide input to the review process. The Dean's search committee will include at least four fully-affiliated faculty members from CHEH, with at least one TET member, one NTE member, and one non-BU FM faculty member, and will also include at least one classified staff member and one unclassified staff member.

### **Article IV. Professional Development and Mentoring of New Faculty**

Each Unit will be responsible for mentoring new faculty and assisting faculty in professional development planning.

### **Article V. Amendments to the CHEH Bylaws**

These bylaws may be amended pursuant to the CBA. Voting on a proposed amendment cannot occur unless it is distributed in writing to all fully-affiliated CHEH faculty eligible to vote on it at least two weeks before voting begins.

Approved by Interim Provost Evans 8/19/2021