

## **COHP BYLAWS**

### **Marshall University College of Health Professions Bylaws**

#### ARTICLE I.

Name: The organization's name shall be the College of Health Professions (COHP) Faculty Organization and shall be referred to in these Bylaws as Faculty Organization.

ARTICLE II. Purpose: The Faculty Organization shall be the basic legislative body of the College of Health Professions Faculty Organization except for matters requiring proper legal action. Matters requiring proper legal action will defer to the Dean, the Senior Vice President of Academic Affairs (Provost), the President, and the Board of Governors as appropriate. The Faculty Organization shall concern itself with topics affecting the whole College of Health Professions as distinguished from matters of interest of individual schools and programs within the College of Health Professions. The Faculty Organization is responsible for educational policies and not administrative decisions.

#### ARTICLE III.

##### Powers and Relationships

##### Section 1. Faculty

- a. It shall be the responsibility of the Faculty Organization to determine all matters of educational policy with respect to the educational programs such as degree requirements, academic standards, and matters pertaining to faculty affairs and student conduct and welfare.
- b. Action of the Faculty Organization shall be deemed an official action for and on behalf of the COHP unless overruled or amended by the Dean of COHP, Provost or President, when such action is not in conflict with public law of the state of West Virginia, Board of Governor's policy, or the University policy.
- c. It shall be the responsibility of the Faculty Organization to channel its official actions to the Marshall University Faculty Senate, in accordance with university governance requirements.

##### Section 2. Dean

- a. It shall be the responsibility of the Dean to inform Faculty of all relevant information and actions of the Provost, the President, or the Board of Governors and all affiliating groups affecting the educational policies of the College and/or requiring faculty action.

b. In the event the Dean disapproves of any Faculty Organization or committee action, the Dean shall notify the Faculty Organization or appropriate committee in writing of objections including rationale and recommendations.

### Section 3. Relationships

The Faculty Organization shall relate to the University Faculty Senate through its elected representatives.

## ARTICLE IV.

### Membership

a. The membership shall consist of all faculty of the COHP who hold the title of clinical instructor or rank of assistant professor or above, whose duties are devoted to classroom and clinical teaching. All full-time members of faculty, as defined above, regardless of length of service shall be eligible to vote on matters concerning COHP.

b. Non-voting members shall include administrators who hold faculty positions, part-time faculty, and adjunct faculty of the COHP.

e. During Faculty meetings the presiding officer (i.e., Faculty Organization Chair) shall settle any question of eligibility of voters, which may arise.

## ARTICLE V.

### Meetings

#### Section 1. Scheduling

a. Regular meetings shall be held at least twice during the academic year.

b. Special meetings may be called by the Dean or upon request of a faculty member.

#### Section 2. Notification

a. Written notice of regular meetings shall be given at least one week prior to the meeting.

b. Special meetings may be convened with less than one week's notice if most eligible voting faculty are present.

c. The written notice of all meetings must include the date and time of the meeting along with agenda and business items.

- d. Non-agenda items may be discussed at a regular faculty meeting, but no action may be taken until the next meeting unless a majority of the faculty present votes to suspend the rules.
- e. Minutes of the meetings shall be recorded and distributed to Faculty and the Dean.
- f. The minutes and reports submitted in accordance with the provisions of the Bylaws shall be deposited in the office of the Dean and, except those concerning personnel matters, shall be open to inspection by any member of the Faculty Organization. These minutes and reports shall constitute the official record of the decisions of the Faculty Organization.

### Section 3. Voting for the Faculty Organization

- a. At regularly scheduled meetings a quorum of a majority of the eligible voting members (i.e., simple majority of 51%) of the Faculty Organization must be present for action to be taken.
- b. At special meetings when less than one week's notice is given a quorum of 2/3 of eligible voting members of the Faculty Organization must be present for action to be taken.
- c. At all meetings a majority vote signifies affirmative action.
- d. Voting shall be by secret ballot for elections and upon request. Other matters may be voted upon during a COHP meeting, if agreed upon by eligible voting members.
- e. Items that the Chair determines can appropriately be considered and voted upon electronically shall be handled as follows:
  - i. The eligible voting members will have at least one week's time in which to consider the issue and vote.
  - ii. A majority vote of the eligible members signifies affirmative action for all electronic voting.

## ARTICLE VI.

### Committee Membership Elections

#### Section 1. Time

- a. Faculty elections of officers, University Representatives, and Faculty Standing Committee members shall be conducted annually during the spring semester.
- b. Elected officers, University Representatives, and standing committee members shall assume their duties at the beginning of the fall semester.
- c. Should a faculty member vacate a committee position, temporarily or permanently, a replacement shall be elected at the time of vacancy.

## Section 2. Vote

- a. Formal nominations shall be solicited by the Nominating Committee during the spring semester. Other nominations will only occur if a position becomes vacant during fall or summer semesters and will be handled as needed by the Nominating Committee.
- b. Ballots shall be prepared by the Nominating Committee and published at least one week prior to the elections. Voting shall be conducted utilizing the MU e-voting tool.
- c. E-Voting Procedure Marshall University Information Technology (IT) E-voting Procedures
  - i. IT is notified when an e-vote is needed by the Chair of the COHP Nominating Committee for college wide votes
  - ii. Eligibility for voting is given to the IT representative by utilizing Organization Codes (which document which School(s) are eligible) and by E-class Codes (which document who is eligible: e.g., full time faculty, part time faculty, etc.)
  - iii. The ballot name(s) (e.g., COHP Curriculum Committee) and list of nominated faculty are sent to IT to create a ballot
  - iv. A minimum of 3 days is needed to develop a voting template once a list of committees being voted on and the list of faculty nominated for those positions are received by IT.
- d. In the event of a tie, the election shall be determined by lot.

## ARTICLE VII.

### Officers of the Faculty Organization

#### Section 1. Titles

The officers of the Faculty Organization shall consist of a Chair and a Secretary to be elected by the voting members.

#### Section 2. Vacancies

- a. The Chair of the Nominating Committee shall perform the duties of the Chair of the faculty organization committee in the temporary absence of a Chair. Should the Chair be unable to complete the term, a special election will be held.
- b. In the Secretary's absence, the faculty organization committee Chair shall appoint a temporary recorder. Should the Secretary be unable to complete the term, the Chair shall appoint a Secretary from the voting members to complete the term.
- c. Vacancies occurring between the spring election and before assumption of duties will be filled before the first meeting.

### Section 3. Terms

- a. The length of term of all elected officers shall be one year.
- b. No officer shall exceed two consecutive terms in any one office.

### Section 4. Duties

- a. The Chair of the Faculty Organization committee shall be responsible for the following duties within their committee:
  - i. Schedule meetings.
  - ii. Prepare the agenda for meetings.
  - iii. Preside over all meetings.
  - iv. Channel official actions to the appropriate body or individual; University Senate, University Standing Committees, Faculty Standing Committees, Dean of COHP or College of Health Professions Staff.
  - v. Appoint ad hoc committees.
  - vi. Serve as representative to the Faculty Organization.
- b. The Secretary of the Faculty Organization shall be responsible for the following duties:
  - i. Record minutes.
  - ii. Distribute minutes to all faculty members and the Dean.
  - iii. Submit a permanent copy of all minutes and attachments for file in the Dean's office.

## ARTICLE VIII.

### Standing Committees

#### Section 1. Role of Standing Committees

- a. The primary responsibility of the standing committees shall be to advise the Policy and Procedures committee on individual policy and/or procedure recommendations relative to the respective committee.
- b. The standing committees may act in an advisory capacity to the Dean on administrative matters.

## Section 2. Membership of Standing Committees

- a. Members are elected by the faculty to serve for two years with terms arranged to expire in different years, except for the COHP IPE Committee where members serve for a term of four years.
- b. The Dean shall be an ex-officio and non-voting member of each standing committee.
- c. Each standing committee shall elect its own chair and secretary annually.

## Section 3. Duties of Standing Committee Chairs and Secretaries

- a. The duties of the chair shall include:
  - i. Schedule meetings.
  - ii. Prepare agendas.
  - iii. Preside over meetings.
  - iv. Report committee activity at Faculty Organization meetings.
  - v. Alert Nominating Committee Chair of committee seat vacancies that occur outside of the spring nominating period.
- b. The duties of the secretary shall include:
  - i. Record minutes.
  - ii. Distribute minutes to all committee members.
  - iii. Submit a permanent copy of the minutes to file in the Dean's office.

## Section 4. Vacancies in Standing Committees

- a. Should a faculty member vacate a committee position, temporarily or permanently, a replacement shall be elected at the time of vacancy.
- b. Elected faculty will serve for the remainder of the vacated term.

## Section 5. Standing Committee Titles and Responsibilities

### 1. Curriculum Committee

#### A. Functions:

- i. Review and act upon recommended program, majors and course changes, additions, deletions and non-curricular changes from each department.
- ii. Validate that all required forms for processing recommendations are forwarded to the University Curriculum Committee for undergraduate courses and to the Graduate Council for graduate courses.
- iii. Generate college wide curriculum member recommendations.
- iv. Forward all recommendations to the Dean.

B. Membership: Membership will include thirteen faculty members as follows: Three from Nursing, two from CD, one from DTS, one from SWK, two from SOK, two from PT, one from the St Mary's Center for Education and one member collectively representing PH, CLS, and HS. Of these thirteen members, at least one from nursing, one from CD, one from DTS must have graduate faculty status. Additionally, one of the thirteen members shall serve on the University Curriculum Committee.

## 2. Promotion and Tenure Committee

### A. Functions:

- i. Recommend criteria for faculty evaluation.
- ii. Recommend criteria for faculty promotion and tenure.
- iii. Provide faculty with instructions for the promotion and tenure process.
- iv. Review promotion and tenure applications for recommendation to the Dean.
- v. Review faculty welfare concerns to make recommendations to the appropriate person or group.
- vi. Submit recommendations to the Dean on matters that require the Dean's action.

B. Membership: All members of the Promotion and Tenure committee are to be tenured faculty. Membership will include twelve faculty (three from Nursing, two from CD, two from SOK, two from PT, one from DTS, one from SWK and one member collectively representing PH, CLS and HS). Additionally, one of the thirteen members shall be the University Faculty Personnel Committee representative. If no tenured faculty members are available from each department to serve on this committee, the department chair shall serve with a voice, but not a vote.

## 3. Nominating Committee

### A. Functions:

- i. Track expiring terms and open positions for COHP and University elected committees.

- ii. Solicit nominations and/or volunteers to fill positions.
- iii. Create a ballot and hold elections in accordance with Article VI, Section 2 of the COHP Bylaws.
- iv. Inform Faculty Senate, the Dean of COHP, and the COHP faculty of election results.
- v. Inform the Dean and Faculty Senate office of the updated roster for committees after each election.

B. Membership: Membership will include three faculty, each from a different department.

#### 4. Policies and Procedures Committee

##### A. Functions:

- i. Compile and review policies and procedures from the various COHP standing committees.
- ii. Insure all COHP policies and procedures are aligned with Marshall University, BOG, and HPEC policies and procedures.
- iii. Coordinate faculty input and approval for COHP policy and/or procedure changes.
- iv. Develop and review COHP general faculty policies and procedures including advising, office hours, sabbatical applications, etc.

B. Membership: Membership will include one member from each Department/School (Nursing, CD, DTS, PT, SWK, SOK, and CLS/HS/PH.) One representative from each standing committee will be in attendance when matters related to that committee are being discussed.

#### 6. Research and Grants Committee

##### A. Functions:

- i. Identify and promote research, grant, and funding opportunities.
- ii. Recognize and publicize faculty/ student research/scholarly accomplishments.
- iii. Develop COHP Research Symposium.
- iv. Organize and offer continuing education for COHP academic disciplines
- v. Approve submissions to University Creative Works & Scholarly Activities Council and Research Symposium.



B. Membership: Membership will include one representative from Nursing, CD, SOK, PT, one from the collective departments of DTS and SWK and one from the collective departments of PH, CLS, and HS.

## 7. COHP Interprofessional Education and Collaboration Committee (IPE/IPP)

### A. Functions:

- i. Develop interprofessional education activities for both undergraduate and graduate programs in accordance and alignment with each academic unit's governing body.
- ii. Ensure that all IPE/IPP programs at Marshall follow Interprofessional Education Collaborative (IPEC) and best practice standards.
- iii. Review and act upon IPE/IPP activities recommended by faculty within the COHP.
- iv. Track and maintain data on all IPE/IPP activities within the COHP. This should include any educational event which allows two or more students/professionals to learn about, from, with each other, enables effective collaboration and improves health outcomes.
- v. Inform the COHP about relevant IPE/IPP activities locally, state-wide, nationally and internationally.
- vi. Generate college-wide committee recommendations.

### B. Membership:

- i. Membership will include a minimum of 10 COHP faculty members as follows: one from Nursing, one from CD, one from DTS, one from CLS, one from SWK, one from SOK, one from PT, one from the St Mary's Cooperative Programs, one from HS, one from PH. Of these 10 members, at least one from nursing, one from CD, one from DTS must have graduate faculty status. Members of the IPE committee serve a term of four years. Members' terms should be overlapping.
- ii. Membership should also include faculty members from outside of the COHP who are invested in IPE/IPP activities as agreed upon by the COHP committee members, (one from SOM, one from PA, one from SOP, one from Psychology, one from COE).

## ARTICLE IX.

Standing Unit Committee. Each academic unit (i.e., school, program, or department) may establish standing committees in the following areas:

- a. Student Affairs – to address student life and responsibilities.

b. Curriculum – to provide for ongoing evaluation and development of programs.

#### ARTICLE X.

Ad Hoc Committees. Ad Hoc Committees shall be formed for special tasks as necessary through appointment of members by the Faculty Chair or Dean. Alternately, the Dean may request that the Nominating Committee manage an election for Ad Hoc Committee membership.

#### ARTICLE XI.

Robert's Rules: The Faculty Organization and standing committees shall be governed by the rules contained in Robert's Rules of Order, latest edition.

ARTICLE XII. These Bylaws may be amended by a 2/3 vote. Notice of any proposed amendment must be given at least one week prior to the meeting at which it is to be considered.

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