

**BYLAWS of the COLLEGE of HEALTH and HUMAN SCIENCES
NORTH DAKOTA STATE UNIVERSITY**

GENERAL DESCRIPTION

The College of Health and Human Sciences (CHHS) of North Dakota State University (NDSU) has adopted the following bylaws to assist in the orderly conduct of its affairs and to expedite the performance of its obligations in accordance with administrative policies and the Rules and Regulations of the North Dakota Higher Education System.

Specific purposes of these bylaws are to:

- Establish operational rules for faculty meetings
- Establish the responsibilities and related activities for the standing committees
- Facilitate the election of faculty representatives
- Incorporate the promotion and tenure policy

GOVERNANCE

The faculty of the CHHS shall govern the College in accordance with the laws and regulations of the state of North Dakota, North Dakota State Board of Higher Education, and the policies and directives of the University.

The faculty, including administrators, is defined here as those who hold a half-time or greater appointment at the rank of professor, associate professor, assistant professor, professor of practice, associate professor of practice, assistant professor of practice, research faculty, senior lecturer, lecturer, or instructor within the CHHS.

COLLEGE COMMITTEES

The immediate governance of the College and its respective disciplines shall be by the faculty. College level business shall be governed by College faculty including but not be limited to the governance of College standing committees. Unit-specific business shall be governed by the faculty of that Unit including but not limited to the governance of standing committees established by the Unit. Such power and authority of the faculty shall be executed in accordance with the rules, regulations, policies, and procedures established by the faculty for the College and its respective Units.

College Committee Structure:

Membership

- Unless otherwise stated, standing committee membership shall consist of one faculty member representing each Units of the College.
- Each standing committee shall determine the length of terms for its members. Terms shall be staggered.

Operation

- Individual standing committees may develop operational rules as needed to conduct their business in an orderly manner.
- With the exception of the PTE Committee, minutes or records shall be kept of all committee meetings, shall be available to each committee member, and an electronic copy shall be filed on the College Blackboard site.
- With the exception of the PTE Committee, all committee meetings shall be open to the faculty.
- Additional standing, ad hoc, or special committees may be created by the College's faculty organization and/or the College administration and shall function under the general rules of this section.

College Standing Committees

Leadership Council:

- The Leadership Council shall consist of the Dean, who shall be chair, the Assistant/Associate Dean(s), Chair/Head or a designee from each of the Units, the CHHS Faculty Senate Executive Committee representative, Business Manager, and Assistant to the Dean.
- Other members of the College faculty and/or staff (i.e. Director of Student Affairs, Director of Development, College Marketing/Communications lead, Extension, etc.) may be invited to attend as deemed necessary.
- The Leadership Council, acting as the leadership team of the College, shall be an advisory committee to the Dean on administrative matters affecting the College.

Scholarship Recognition and Awards:

- The Scholarship Recognition/Awards Committee shall consist of the scholarship review chair of each Unit and the Director of Development and Scholarship Coordinator and shall meet to award college-level scholarships.
- The committee shall elect a chair.
- Under the leadership of the Committee, Unit scholarship/awards committees will be formed to select their respective recipients by evaluating scholarship applications; implementing the criteria established by donors; and making decisions on the selection of student scholarship recipients.

Academic Affairs:

- The Academic Affairs Committee shall consist of one member from each Unit and will elect a chair annually.
- With the assistance of the Dean's Office, the responsibilities of this committee are to:
 - Recommend to the faculty policies and standards regarding academic integrity, probation, termination, suspension and readmission within the College

- Based on policies and standards established by the faculty, review and recommend action on academic issues dealing with sanction, suspension, or termination
- Hear student appeals of academic sanctions. This committee shall serve as the Student Progress Committee (SPC) for the College. The SPC shall hear and decide upon student appeals in accordance with NDSU Policy 335, Code of Academic Responsibility and Conduct

College Awards:

- The College Awards Committee shall consist of at least one faculty member from each Unit, 2 students from the College, one faculty member from outside the College, and 2 staff members from the College. Each Unit will elect their own unit representative.
- The Dean will appoint the student and staff representatives and faculty representative from outside the College.
- The committee will elect a chair annually.
- The College Awards Committee provides ongoing oversight review of awards and makes recommendations for change as needed and serves as a review panel for nominations for College-level awards for faculty and staff.
- Members of the College Awards Committee who are nominated for a college award must recuse themselves from the selection process for that year and an alternate shall be named by their Unit.
- The voting rights of this committee will be extended to all members of the committee.

Promotion, Tenure, and Evaluation (PTE) Committee:

College-level PTE committee requirements

Membership:

- The College PTE Committee shall consist of one elected representative from each eligible Unit in the College. This member must be a tenured faculty of the college, with a minimum rank of associate professor, and shall follow rules set by NDSU Policy 352.
- The College will also elect one professor of practice, with a minimum rank of associate professor of practice, and shall follow rules set by NDSU Policy 352.
- Eligible Units will elect a committee member prior to August 15th of each year with each member serving a term of three consecutive years. Members may be re-elected.
- Faculty with administrative appointments in academic Units are not eligible for membership .
- In the absence of otherwise qualified individuals within the academic unit, individuals external to their unit, but internal to the institution, including emerita/emeritus faculty, may serve as members of the College PTE committee.
- The professor of practice on the College PTE Committee holds voting rights on applications for promotion of professors of practice.
- The committee will elect a chair annually, who will also serve on the University PTE Committee.
- In the event of a resignation from the Committee, the Unit will elect a representative to fill the vacancy on the Committee for the remainder of the unexpired term.
- Faculty members who have applied for promotion and/or tenure may not be involved in the review and recommendation process of any candidate for that evaluation period. A replacement shall be elected for that evaluation period by the individual's Unit, and this will not extend the original committee member's term.

Duties:

The College PTE Committee shall:

- Evaluate faculty candidates of the College and make recommendations for their promotion and/or tenure in accordance with the guidelines and standards established by the Unit, the College, and the Promotion, Tenure and Evaluation Guidelines and Policies of North Dakota State University and shall follow rules set by NDSU Policy 352.
- Establish and maintain the College Promotion and Tenure policies that are consistent with University guidelines and NDSU Policy 352 for making recommendations for tenure and evaluation, which will be brought to the full faculty for vote.
- Review faculty and administrator hiring candidates to determine faculty rank and tenure status upon hire.

Unit-level PTE committee requirements

- Each eligible Unit in the College shall have a unit Promotion, Tenure, and Evaluation (PTE) Committee.
- The Unit PTE Committee shall evaluate faculty candidates of the Unit and make recommendations for their promotion and/or tenure in accordance with the guidelines and standards established by the Unit, the College, and the PTE Guidelines and Policies of North Dakota State University.
- Members must be a tenured faculty of the college, with a minimum rank of associate professor, and shall follow rules set by NDSU Policy 352.
- Faculty with administrative appointments in academic Units are not eligible for membership on the Unit PTE Committee.
- In the absence of otherwise qualified individuals within the Unit, individuals external to their unit, but internal to the institution, including emerita/emeritus faculty, may serve as members of a unit PTE committee.
- When Professors of Practice are to be reviewed, the Unit PTE committee will include representation from an Associate/Full Professors of Practice holding a terminal degree from that applicant's Unit and shall follow rules set by NDSU Policy 352. Professors of Practice on the Unit PTE Committee hold voting rights on applications for promotion of professors of practice.

College Curriculum Committee:

- The College Curriculum Committee shall consist of at least one faculty member from each Unit of the College and will elect a chair annually.
- At least 2 members of this committee will be tenured faculty who will serve on the University Curriculum Committee as member and alternate.
- The Curriculum Committee coordinates curriculum across the CHHS. The Curriculum Committee reviews syllabi for new and updated courses, as well as changes in degree requirements.
- The committee is responsible for making sure new curriculum and curriculum updates adhere to the standards of the college and the university at large.

Diversity, Equity, and Inclusivity (DEI)

- The DEI Committee shall consist of at least one faculty or staff member from each Unit and two student members. The student members will be selected by the Dean. The Committee will elect a chair annually.
- The DEI Committee shall serve as a forum for soliciting input and making policy recommendations to promote continuous improvement in all areas relevant to diversity, equity, and inclusivity.
- The Committee is responsible for implementing programming for faculty, staff, and students within the College which promotes an open and welcoming working and learning environment.
- The voting rights of this committee will be extended to all members of the committee.

Interprofessional Education (IPE)

- The purpose of the IPE Committee is to expand, enhance, and sustain interprofessional education opportunities within all of the Units.
- Members of the IPE Committee shall consist of one faculty from each unit with a chair elected annually.
- The responsibilities of the committee are to:
 - Facilitate cross-program interaction
 - Promote curriculum innovations in interprofessional education across all disciplines
 - Assess the impact of interprofessional education
 - Support faculty development and training efforts in the delivery of interprofessional education

Dean's Advisory Committee

- Each Unit shall select 1 undergraduate or graduate/professional student and elect 1 faculty member who will advise and provide feedback on important matters of the College .
- Each member will serve a 1-year term and the Dean will act as chair.
- Meetings may include student representatives, faculty representatives, or both.

MEETINGS and PROCEDURES

College-Wide Meetings:

Frequency

- A College meeting will be conducted at least one time per semester.
- The faculty may also meet upon written request of five members of the faculty; the written petition must clearly explain the rationale.
- The faculty may also meet upon the call of the Dean.
- In lieu of additional meetings, business may be conducted via electronic notification and ballot provided a quorum number of electronic votes are cast.

Order of Business

- A written notice stating the place, day, and hour of regular meetings shall be distributed at least 14 days prior to each meeting with request for agenda items.
 - An agenda and associated documents shall be established by the Dean, the Faculty Secretary, or other individual designated by the Dean 7 days prior to the meeting date .
- Any member of the voting faculty may place an item on the agenda by contacting the Faculty Secretary at least 14 days prior to the scheduled meeting.

- Notice of special meetings and their purpose shall be delivered to faculty at least 7 days before the meeting, except in the case of an emergency.

Officers

- Presiding Officer
 - The Dean shall be the presiding officer. In the Dean's absence or inability to preside, this function shall be exercised by a faculty member designated by the Dean.
- The secretary of the faculty shall be elected by the faculty annually and shall:
 - Send notices of the meetings
 - Maintain and distribute the minutes of each faculty meeting
 - Conduct all elections which require a written or electronic ballot
- A parliamentarian shall be elected by the faculty annually and shall rule on all questions of parliamentary procedure.

Rules of Order

- Regular and special meetings shall be conducted in accordance with Robert's Rule of Order, most recently published edition.

Voting

- Fifty percent of the voting members of the faculty shall constitute a quorum.
- A simple majority vote shall carry a motion.
- Voting may be conducted face-to-face or electronically.
- A proxy vote may be cast if a faculty member is unable to attend a meeting but wishes to vote on an item of business at the meeting.
 - To vote by proxy, the faculty member will indicate the way they wish to vote in writing or via ndsu email and give it to the College secretary before the meeting.
 - If a faculty member wishes to give another voting member the power to vote for them, they should state this in writing with a signature and date, and follow the procedure above.
- All faculty as defined in the Governance section of this document are voting members.
- The voting rights of the DEI and College Awards Committees will be extended to all members of those respective committees.

Amendments:

These Bylaws may be amended at any CHHS faculty meeting at which more than two-thirds of all voting members are present either onsite or online. The amendments with an accompanying statement justification shall have been distributed to all faculty at least 10 days prior to the meeting at which the amendment is to be voted.

Suspension of Bylaws:

At any CHHS faculty meeting, the rules of order governing the conduct of the meeting may be suspended for a definite purpose by more than two-thirds of voting members who present either onsite or online.

Approved 12/2023.