

UTRGVTM



UT Health
Rio Grande ValleyTM



*College of
Health Professions*

The University of Texas Rio Grande Valley

College of Health Professions

BYLAWS

PREAMBLE

The Bylaws herein provide a framework within which the faculty of the College of Health Professions (herein referred to as the College) participate in the educational and decision-making processes of the College. These Bylaws are valid to the extent they comply with policies, procedures, and processes set forth by the State of Texas, The University of Texas System Regents' Rules and Regulations, The University of Texas Rio Grande Valley (UTRGV) Handbook of Operating Procedures (HOP), and the Guidelines established by the Office of the Executive Vice President for Health Affairs.

ARTICLE I: Name

Section 1. Name

- A. This organization shall be known as the College of Health Professions at The University of Texas Rio Grande Valley.

Section 2. Composition

- A. The College is comprised of Schools, Departments, and Programs, herein referred to as Academic Units; and Centers and Offices, herein referred to as Non-academic Units. The leadership of the Academic Units (i.e., School Director or Department Chair) shall be herein referred to as Academic Unit Heads and leadership of the Non-academic Units (i.e., Directors) shall be herein referred to as Non-Academic Unit Heads.
- B. Academic Units include:
 - 1. School of Rehabilitation Services and Counseling
 - 2. Department of Communication Sciences and Disorders
 - 3. Department of Health and Biomedical Sciences
 - 4. Department of Health and Human Performance
 - 5. Department of Occupational Therapy
 - 6. Department of Physician Assistant Studies
- C. Non-Academic Units include:
 - 1. Border Health Office

ARTICLE II: Mission

The College of Health Professions will be the leading institution of excellence in health and human services, education, health care and research, producing highly skilled practitioners, educators, and researchers through high quality educational programs, meaningful experiential learning opportunities and the development of scientific and intellectual inquiry for the promotion of health equity in the Rio Grande Valley and beyond.

ARTICLE III: Membership and Voting Rights

Section 1. General Faculty

- A. The General Faculty of the College shall consist of all faculty members within the College (i.e., tenured, tenure-track, and full-time lecturers/clinical faculty/professors in practice and part-time faculty).
- B. Faculty holding joint appointments with the College as their administrative home shall be considered members of the General Faculty of the College.

Section 2. Voting Faculty

- A. All full-time faculty members who are on three year contracts or greater and those faculty holding joint appointments with this College as their administrative home shall have full voting rights.

ARTICLE IV: Organizational Structure

Section 1. See Appendix A

ARTICLE V: Standing Committees

Section 1. General Guidelines (unless otherwise noted in Section 2, standing committees will adhere to these guidelines)

- A. Committee Membership
 - 1. All full-time faculty members and those faculty holding joint appointments with this College as their administrative home shall be eligible to serve on College committees unless contraindicated by the specific committee.
- B. Committee members shall be appointed by the Dean upon recommendation of the faculty in their Academic Unit and Academic Unit Head.
- C. The Dean may appoint additional non-voting faculty members or staff members to any standing committee for a one-year term.
- D. Each committee at the beginning of the academic year shall elect from the committee membership a chair to serve for that year.

- E. Term length shall be two academic years with no faculty member serving more than two consecutive terms.
- F. Committees are charged to keep minutes of all meetings and submit copies of minutes to the Office of the Dean.
- G. A complete listing of Standing Committees and their membership shall be posted to the College website.
- H. Committee members who voluntarily vacate their position or fail to participate in committee meetings or activities shall be replaced upon request from the committee chair by the Dean following a recommendation of the faculty in their Academic Unit and their Academic Unit Head.
 - 1. If a position on a committee has been vacated, the Dean in consultation with the faculty and the Academic Unit Head of the appropriate Academic Unit shall appoint a replacement for the position vacated to fill the remainder of the vacated term. The replacement shall be eligible to serve only one additional term beyond the vacated term so filled.

Section 2. Standing Committees

A. Assessment Committee

- 1. Purpose
 - a. The Assessment Committee is charged with reviewing and making recommendations to the Dean regarding the procedures and outcomes related to the assessment processes used to meet SACSCOC, National, State and Academic Unit specific standards and guidelines.
 - b. This committee shall also be responsible for the development and implementation of an annual assessment symposium and will serve as the College level review panel for all institutional assessments.
- 2. Composition
 - a. The Committee shall be made up of one faculty member from each Academic Unit of the College.
 - b. The Associate Dean for Assessment, Affiliations and Accreditation will serve as an ex-officio member of the Committee.
- 3. Term Limit
 - a. Members of the Committee shall serve only two consecutive academic years.
- 4. Meetings
 - a. The Committee shall meet at least twice during the academic year.

B. Event and Awards Committee

- 1. Purpose
 - a. The Event and Awards Committee serves as the reviewing body for all college faculty and staff recognition awards and serves as the planning committee for all award and recognition ceremonies/events for the College.
- 2. Composition
 - a. The Committee shall be made up of no more than two faculty members from each Academic Unit of the College.
 - b. The Senior Associate Dean and the Executive Director of Special Projects will serve as ex-officio members of the Committee.
- 3. Meetings

- a. The Committee shall meet at least twice during the academic year.
- C. Faculty Evaluation Committee
- 1. Purpose
 - a. Handles all personnel actions related to faculty advancement and review based on the personnel action calendar and the policies and procedures of the university and college.
 - b. Serves primarily to provide a faculty review of applications for promotion and tenure that furnishes a professional evaluation from a broader perspective than the Academic Unit evaluation.
 - c. Serves as an advisory faculty committee to the Dean of the College.
 - 2. Composition
 - a. The Faculty Evaluation Committee shall include one representative of the tenured faculty from each Academic Unit as outlined in HOP ADM 6-505 and shall follow said procedures.
 - b. Academic Unit Heads and faculty in administrative positions such as director or chair may not serve on Academic Unit or College Faculty Evaluation Committees. Additionally, candidates for personnel action shall not serve on either the Academic Unit or College Faculty Evaluation Committee.
 - c. For large Academic Units, the Academic Unit Faculty Evaluation Committee shall be elected by secret ballot by all tenured and tenure-track faculty within that Academic Unit. The chair of that Academic Unit's Faculty Evaluation Committee shall be elected from the committee membership and shall serve as that Academic Unit's representative to the College committee.
 - d. If there are two or fewer tenured and tenure-track faculty members within an Academic Unit, all of them shall serve on the Academic Unit Faculty Evaluation Committee. They may recruit additional members from Academic Units in the College to sufficiently staff their Academic Unit Faculty Evaluation Committee. However, the chair of the Academic Unit Committee must come from that Academic Unit.
 - e. For all Academic Units, the chair of the Academic Unit Faculty Evaluation Committee shall also serve as that Unit's representative to the College Faculty Evaluation Committee. Once seated, the Committee shall vote on choosing a chair for the Committee for that academic year.
 - 3. Term Limit
 - a. Members of the Faculty Evaluation Committee shall serve only one term of two consecutive academic years.
 - 4. Meetings
 - a. The committee shall meet as needed in accordance with the Pathways for Review Deadlines calendar.
 - b. The Senior Associate Dean shall assist the committee and facilitate its work.
- D. Graduate Curriculum Committee
- 1. Purpose
 - a. The Graduate Curriculum Committee is charged with reviewing and making recommendations to the Dean regarding the program specific curricula used to meet SACSCOC, National, State and Academic Unit specific standards and

- guidelines.
 - 2. Composition
 - a. The Committee shall be made up of no less than one faculty member from each academic units in the College which houses a graduate program of study.
 - b. The Associate Dean for Student Success shall serve as an ex-officio member of the committee.
 - 3. Term Limit
 - a. Members of the Committee shall serve only two consecutive academic years.
 - 4. Meetings
 - a. The Committee shall meet at least twice during the academic year.
- E. Graduate Student Advisory Committee
- 1. Purpose
 - a. The Graduate Student Advisory Committee serves in an advisory capacity so that the Dean hears from students on a regular basis, to include identifying issues needing resolution, and to serve as a voice for students and student organizations.
 - b. Involves students to achieve College goals by including them on committees and in various College activities.
 - c. Assures that there are open and continuing communications among students, faculty and staff.
 - 2. Composition
 - a. The Committee shall consist of one student representative from each of the graduate academic programs (master's and doctoral) within the College, the Dean and the Associate Deans of the College.
 - 3. Term Limit
 - a. Members of the Graduate Student Advisory Committee shall serve only one academic year.
 - 4. Meetings
 - a. The Committee shall meet at least two times during the academic year.
- F. Innovations in Teaching Committee
- 1. Purpose
 - a. The Innovations in Teaching Committee serves as the planning committee for the annual Teaching Innovations conference for the College.
 - 2. Composition
 - a. The Committee shall be made up of no more than two faculty members from each Academic Unit of the College.
 - b. The Senior Associate Dean and Associate Dean for Student Success will serve as ex-officio members of the Committee.
 - 3. Meetings
 - a. The Committee shall meet at least twice during the academic year.
- G. Interprofessional Education Committee
- 1. Purpose
 - a. The Interprofessional Education Committee serves as coordinating body for all interprofessional education training and implementation activities.
 - 2. Composition

- a. The Committee shall be made up of one faculty member from each Academic Unit of the College.
 - b. The Associate Dean for Student Success and the Executive Director for Special Projects will serve as ex-officio members of the Committee.
3. Meetings
- a. The Committee shall meet at least twice during the academic year.

H. Research Committee

1. Purpose
 - a. The Research Committee is charged with reviewing and making recommendations to the Dean regarding the research related issues which may be present in the College.
 - b. This committee shall also be responsible for the development and implementation of an annual research symposium and will oversee the College Scholar Speaker series.
2. Composition
 - a. The Committee shall be made up of one faculty member from each Academic Unit of the College.
3. Term Limit
 - a. Members of the Committee shall serve only three consecutive academic years.
4. Meetings
 - a. The Committee shall meet at least twice during the academic year.

I. Scholarship and Recognition Committee

1. Purpose
 - a. The Scholarship and Recognition Committee is charged with reviewing and making recommendations to the Dean regarding the disbursement of college level scholarships and recognitions for students in the College.
2. Composition
 - a. The Committee shall be made up of one faculty member from each Academic Units of the College.
 - b. The Associate Dean for Student Success will serve as an ex-officio member of the Committee.
3. Meetings
 - a. The Committee shall meet at least twice during the academic year.

J. Strategic Planning Committee

1. Purpose
 - a. The Strategic Planning Committee assists the Dean and Associate Deans in the development and assessment of the College Strategic Plan.
2. Composition
 - a. The Committee shall include two faculty members from each Academic Unit of the College with representation of tenured/tenure-track and non-tenure track faculty from each unit.
 - b. The Committee shall include one representative of the Border Health Office.
 - c. The Committee shall include at minimum three (3) members of the administrative staff from the academic units
 - d. No more than one Director/Chair or Associate Director/Chair may be appointed to the committee.
3. Meetings

- a. The Committee shall meet at least twice during the academic year.

K. Student Appeals Committee

1. Purpose
 - a. The Student Appeals Committee is charged with reviewing and responding to all student academic appeals as part of the UTRGV student academic appeals process as outlined in UTRGV HOP STU 02-200.
2. Composition
 - a. The Committee shall be made up of one faculty member from each Academic Unit of the College.
 - b. The Associate Dean for Student serve as an ex-officio member of the Committee.
3. Meetings
 - a. The Committee shall meet on an as needed basis.

L. Student Recruitment Committee

1. Purpose
 - a. The Student Recruitment Committee assists the Dean and Associate Deans in recruiting and outreach efforts for the College.
2. Composition
 - a. The Recruitment Committee shall be made up of one faculty member from each Academic Unit of the College.
 - b. The Senior Associate Dean and the Associate Dean for Student Success and will serve as ex-officio members of the Committee.
3. Meetings
 - a. The Committee shall meet at least twice during the academic year.

M. Undergraduate Curriculum Committee

1. Purpose
 - a. The Undergraduate Curriculum Committee is charged with reviewing and making recommendations to the Dean regarding the program specific curricula used to meet SACSCOC, National, State and Academic Unit specific standards and guidelines.
2. Composition
 - a. The Committee shall be made up of no less than one faculty member from each academic in the College which houses an undergraduate program of study.
 - b. The Associate Dean for Student Success shall serve as an ex-officio member of the committee.
3. Term Limit
 - a. Members of the Committee shall serve only two consecutive academic years.
4. Meetings
 - a. The Committee shall meet at least twice during the academic year.

N. Undergraduate Student Advisory Committee

1. Purpose
 - a. The Undergraduate Student Advisory Committee serves in an advisory capacity so that the Dean hears from undergraduate students on a regular basis to include identifying issues needing resolution and to serve as a voice for students and student organizations.
 - b. Involves students to achieve College goals by including them on committees

- and in various College activities.
- c. Assures that there are open and continuing communications among students, faculty and staff.
- 2. Composition
 - a. The Committee shall consist of one student representative from each of the undergraduate academic programs within the College, the Dean and the Associate Deans of the College.
 - b. Committee members shall be appointed by their Academic Unit Heads.
- 3. Term Limit
 - a. Members of the Undergraduate Student Advisory Committee shall serve only one academic year.
- 4. Meetings
 - a. The Committee shall meet at least two times during the academic year.

ARTICLE VI: Special Committees, Councils, and Taskforces

Section 1. General Guidelines (unless otherwise noted in Section 2, special committees, councils, and taskforces will adhere to these guidelines)

- A. Membership
 - 1. All full-time faculty members and those faculty holding joint appointments with this College as their administrative home shall be eligible to serve on College committees, councils, and taskforces unless contraindicated by the specific committee.
- B. Committee members shall be appointed by the Dean upon recommendation of the faculty in their Academic Unit and Academic Unit Head.
- C. The Dean may appoint additional non-voting faculty members or staff members to any special committee for a one-year term.
- D. Each committee at the beginning of the academic year shall elect from the committee membership a chair to serve for that year.
- E. Term length shall be two academic years with no faculty member serving more than two consecutive terms.
- F. Committees are charged to keep minutes of all meetings and submit copies of minutes to the Office of the Dean.
- G. Committee members who voluntarily vacate their position or fail to participate in committee meetings or activities shall be replaced upon request from the committee chair by the Dean following a recommendation of the faculty in their Academic Unit and their Academic Unit Head.
 - 1. If a position on a committee has been vacated, the Dean in consultation with the faculty and the Academic Unit Head of the appropriate Academic Unit shall appoint a replacement for the position vacated to fill the remainder of the vacated term. The replacement shall be eligible to serve only one additional term beyond the vacated term so filled.

Section 2. Special Committees, Councils, and Taskforces

- A. Community Advisory Committee
 - 1. Purpose
 - a. Provides input on the design, delivery and renewal of the College's conceptual framework and programs.

- b. Promotes and facilitates the research and service missions of the College.
 - c. Reviews, discusses and recommends changes in undergraduate and graduate professional health affairs programs in the College.
 - d. Serves as a committee for external affairs, grants development, local, national and international relations, and College community involvement.
2. Composition
- a. Member composition shall be done in a manner consistent with relevant HOP policies as outlined in the UTRGV HOP.
 - b. Members of the Committee shall be persons outside of the University who work with or know firsthand the students and graduates of programs in the College. The Committee will also include relevant persons from area health organizations, community organizations and corporations, the Dean, Associate Deans, and the Director of the Border Health Office of the College.
 - c. Members will be invited to serve by the Dean of the College in consultation with Academic and Non-Academic Unit Heads pending approval by the Executive Vice President for Health Affairs.
3. Meetings
- a. The Committee shall meet at least once during the academic year.
- B. Executive Team Council
1. Purpose
- a. Serves as an advisory collegiate administrative body to the Dean of the College for planning, implementing decisions, and evaluating results of College assessment.
 - b. Addresses academic issues related to the College and reviews present and future policies related to academic matters.
 - c. Addresses administrative and managerial issues for continuous improvement of the College.
 - d. Serves as the College's strategic planning council.
 - e. Communicates and implements policy decisions to respective Academic and Non-Academic Units.
2. Composition
- a. The Executive Team Council shall consist of the Dean, Associate Deans, Assistant Dean, Academic Unit Heads, Non-Academic Unit Heads and the Chairperson of the College Council.
3. Meetings
- a. The Council meets at least once a month.
 - b. The Dean has the discretion to call an Extended Executive Team Meeting inviting the program directors, coordinators and faculty from within the College.
- C. College Council
1. Purpose
- a. Provide a mechanism for participatory governance for faculty.
 - b. Facilitate communication between faculty and administration.
 - c. Enhance communication among Academic Units.
 - d. Facilitate attainment of the mission of the College that includes education, research, and service.
 - e. Pursue the annual charges by the Dean.
2. Composition
- a. All faculty regardless of rank or tenure are part of the College Council.

- b. Only those faculty who are Voting Faculty may vote on matters brought before the council.
 - c. The College Council shall be governed by an executive team of officers elected in Fall semester of the year.
3. Officers
- a. College Council Executive Committee consists of the Chairperson, Chair-elect, Past Chair, Secretary, and two Board Members at Large.
 - b. The Faculty Council Executive Committee shall:
 - i. Hold meetings prior to the Faculty Council meetings.
 - ii. Solicit input from all voting and non-voting members.
 - iii. Be full-time faculty members who are not currently in an administrative role of Associate Dean; School Director; School Associate or Assistant Director; Department Chair; Associate or Assistant Chair.
 - iv. Prepare the agenda.
 - c. Election and Duty of Officers
 - i. Chairperson
 - 1. The chairperson shall be elected by a majority vote.
 - 2. The chairperson shall:
 - a. Serve a two-year term, one year as a chairperson and a second as past-chair.
 - b. Convene meetings of the College Council.
 - c. Notify members in advance regarding date and agenda for meetings.
 - d. Report faculty concerns to the Dean.
 - e. Serve as chair of the College Council Executive Committee.
 - f. Serve as a member of the Executive Team Council.
 - g. Serve on other committees as requested by the Dean.
 - ii. Chairperson-Elect
 - 1. The chairperson-elect shall be elected by a majority vote each Fall semester.
 - 2. The chairperson-elect shall:
 - a. Serve a three-year term, one year as chairperson-elect and the second as chairperson, third as past chair.
 - b. Assume the position of chairperson if the chairperson vacates the position.
 - c. Call a special election if the chairperson-elect position is vacated due to assuming the position of chairperson.
 - d. Assume the duties of the chairperson if the chairperson is not available.
 - e. Serve as a member of the College Council Executive Committee.
 - f. Serve as a member of the College of Health Professions Executive Committee in the absence of the chairperson.
 - g. Serve on other committees as requested by the College Council Chair.
 - iii. Secretary
 - 1. The secretary shall be elected by a majority vote.
 - 2. The secretary shall:
 - a. Serve a two-year term.

- b. Record and disseminate the minutes.
 - c. Serve as a member of the College Council Executive Committee.
 - iv. Board Members-at-Large
 - 1. Two board members-at-large shall be elected by a majority vote.
 - 2. The board members-at-large shall:
 - a. Serve a three-year term, with terms ending in alternate years.
 - b. Represent the College Faculty on issues pertaining to the College.
 - c. Serve as members of the College Council Executive Committee.
 - v. Past Chairperson
 - 1. The Past Chairperson will provide transitional leadership assistance to the Chair and Chair-Elect.
 - 2. The Past Chairperson shall:
 - a. Serve a one-year term.
 - b. Serve as a member of the College Council Executive Committee.
 - vi. Attendance at Meetings
 - 1. College Council Executive members are expected to regularly attend scheduled meetings.
 - 2. If for some reason, a College Council Executive member is unable to regularly attend scheduled meetings, the Chair, at his or her discretion, may ask the College Council Executive Committee to consider replacing this individual through a secret ballot vote.

D. CoHP Leadership Council

- 1. Purpose
 - a. Serves as an advisory collegiate administrative body to the Dean of the College for planning, implementing decisions, and evaluating results of College assessment.
 - b. Addresses academic issues related to the College and reviews present and future policies related to academic matters.
 - c. Communicates and implements policy decisions to respective Academic and Non-Academic Units.
- 2. Composition
 - a. The CoHP Leadership Council shall consist of the Dean, Associate Deans, Director of Finance & Administration, Academic Unit Heads, Associate Directors, Associate Chairs, Program Coordinators, Non-Academic Unit Heads, Standing Committee Chairs, Faculty Senators and the Chairperson of the College Council.
- 3. Meetings
 - a. The Council meets quarterly at the request of the Dean.

E. Taskforces and Other Special Committees

- 1. The Dean may put together and appoint taskforces and/or special committees as needed to facilitate the work of the College in meeting the mission of the Institution and College.
- 2. Membership on taskforces and/or special committees shall be at the discretion of the Dean and whenever possible include recommendations from the College Council,

- College Faculty, Academic and Non-Academic Unit Heads.
3. The Dean shall issue a specific charge for all Taskforces and Special Committees detailing the expected outcome and length of service on the Taskforce or Special Committee.

ARTICLE VII: Meetings

Section 1. General Meetings

- A. General Meetings of the General Faculty shall be held at least one time per academic year.
- B. Faculty shall be given notice 15 working days prior to any General Meeting.
- C. A reminder shall be sent 5 working days prior to any General Meeting.
- D. A tentative agenda shall be sent with all notifications.
- E. Additional items may be added to the agenda up to 3 days prior to the reminder notification.

Section 2. Special Meetings

- A. Special Meetings of the General Faculty may be called by the Dean with the purpose stated in the call for special meeting.
- B. Faculty shall be given notice at least 5 working days prior to the Special Meeting.
- C. A reminder shall be sent 2 working days prior to the Special Meeting.
- D. A tentative agenda shall be sent with all notifications.
- E. Faculty may petition the Dean to call a Special Meeting of the Faculty with 50% plus one of the voting faculty having signed the petition requesting a Special Meeting.

Section 3. Meetings of the Standing Committees

- A. Meetings of each Standing Committee (listed in Article V) shall be held as indicated within each committee description.

Section 4. Quorum and Voting

- A. A quorum for any meeting (committee or faculty) shall consist of 50% plus one.
- B. Only Voting Faculty as outlined in Article III Section 2 may vote in committees or meetings involving faculty.
- C. Voting by email is permissible in special circumstances in which a formal meeting cannot be called within a reasonable time frame. Electronic voting may be permissible through the approval of the majority of the Executive Team Council. In such cases, electronic voting will be open for a period of five working days, closing at 5:00 p.m. local time on the fifth day.
- D. Vote by proxy is not permitted.

Section 5. Parliamentary Procedure

Except as otherwise provided herein, or by unanimous consent of the members, the procedures governing the College and its Standing Committees shall be in accordance with the rules contained in the latest edition of Robert's Rules of Order.

ARTICLE VIII: Approval of and Amendments to the Bylaws

Section 1. Ratification of and Amendments to the Bylaws

- A. Upon review by the Dean, these Bylaws shall be distributed via email to all Voting Faculty of the College for a vote on ratification.
 - 1. Voting Faculty shall review the Bylaws before a vote is taken.
 - 2. A vote may be taken during a General Faculty Meeting or via email.
 - 3. These Bylaws shall require an affirmative vote of 60% of the Voting Faculty in order to be ratified.
 - 4. Shall the Bylaws not pass ratification, Voting Faculty should address their concerns to the ad hoc College Bylaws Committee chair via email. Any necessary changes will be made and then the ratification process will start anew.
- B. Once ratified, amendments to the Bylaws may be proposed to the Dean at any time by any of the Standing Committees, Academic Units, Non-Academic Units or individual Voting Faculty members.
 - 1. Upon review by the Dean, any proposed amendments to the Bylaws shall be sent to all Voting Faculty via email no less than 15 working days prior to a vote.
 - 2. Ratification of any amendments to these Bylaws may occur at any General Faculty Meeting or via email.
 - 3. Proposed amendments shall not be ratified if 50% +1 of the voting eligible faculty vote in opposition to the amendment(s).
- C. These Bylaws and any amendments thereto become effective upon final approval by the Executive Vice President for Health Affairs.

APPENDIX A – ORGANIZATIONAL STRUCTURE OF THE COLLEGE

