



SCHOOL OF HEALTH PROFESSIONS
UT HEALTH SCIENCE CENTER[®]
SAN ANTONIO
School of Health Professions Faculty Government

BYLAWS OF

THE SCHOOL OF HEALTH PROFESSIONS

THE UNIVERSITY OF TEXAS HEALTH SCIENCE CENTER AT SAN ANTONIO

ARTICLE I – NAMES

The names of the policy-making bodies constituted by this document shall be the School of Health Professions Faculty Assembly and the School of Health Professions Faculty Council of The University of Texas School of Health Professions at San Antonio, hereinafter referred to as the Assembly and the Council.

ARTICLE II - PURPOSES AND RESPONSIBILITIES

Section I. Academic Affairs

It shall be the purpose and the objective of the Assembly and the Council to foster, support, and maintain excellence in all aspects of Health Professions' education and research at the School of Health Professions through its duly approved departments. The Assembly¹ and the Council shall, in accordance with the powers delegated to the faculty by the Board of Regents of The University of Texas System, within limitations set by the Rules and Regulations of The University of Texas System (Chapter IV, Sections 1 and 2), have a major role in all matters pertaining to:(a) admission of students; (b) their instruction; (c) approval of curricula; (d) establishment of standards for academic performance and honors, including measures to be taken in case of academic deficiencies; (e) promotion of students and approval of candidates for certification for graduation.

Section II. Administration Affairs

The **Council** shall act as the principal policy making and governing body on academic matters in the School of Health Professions, subject to the Rules and Regulations of the Board of Regents of The University of Texas System. The Dean of the School of Health Professions shall be responsible for approval of and implementation of all policy decisions, subject to the approval of the President of the Health Science Center.

The Assembly shall be charged with active participation in major planning for the School of Health Professions and the campus as a whole. It shall accept responsibility for performing those functions essential to the furtherance and conduct of programs of excellence in all activities of the school. Therefore, within the limitations of the Rules and Regulations of the Board of Regents of

¹ The Board of Regents delegates academic oversight in areas of admissions, curriculum, academic standards, and instruction to the faculty. Faculty Assembly and Faculty Council are considered to be the representative *body of faculty* within the School of Health Professions.

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The University of Texas System, the members of the Assembly shall: (a) serve on school committees and accept other responsibilities as deemed necessary and appropriate; and (b) have the privilege of reviewing and recommending changes in the functions of all academic and other relevant matters within the institution that affect directly the teaching, service, and research activity of the School of Health Professions Faculty.

Section III. Student Affairs

Since the School of Health Professions serves as an educational endeavor, the members of the Assembly and the Council shall exhibit an active interest in student affairs. The Assembly and the Council shall establish, and maintain by appropriate procedures, standards of ethical and professional conduct by the student body.

Insofar as practical, and within the rules and regulations of the University and pertinent laws, the conduct and regulation of student activities not relating to academic and professional matters shall be the responsibility of the Vice President for Academic Administration [or Assistant Vice President for Student Services] of The University of Texas Health Sciences Center at San Antonio.

ARTICLE III SCHOOL OF HEALTH PROFESSIONS FACULTY ASSEMBLY

Section I. Faculty Assembly Membership

A. Composition

The Assembly shall be composed of Members and Special Members of the School of Health Professions Faculty. The Health Professions Faculty meeting as a body shall constitute the Assembly. The Health Professions Faculty shall be composed of persons qualified by their scholarly and teaching accomplishments to participate in the education of Health Professions students.

B. Requirements for Membership in the School of Health Professions

1) Faculty Member

The President of the Health Science Center shall be a member of the Health Professions Faculty in accordance with the Rules and Regulations of the Board of Regents of The University of Texas System. Any faculty member of the School of Health Professions who is appointed at least at 50% is automatically a member of the Assembly with full voting rights and privileges.

2.) Cross Appointments²

² See Handbook of Operating Procedures for explanation of cross-appointed faculty: <http://www.uthscsa.edu/hop2000/word/3-toc.html>

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A faculty member who holds an academic appointment in a department of the Health Science Center without a Health Professions Program, and who wishes to become an active participant in an approved Health Professions Department's educational program(s) may become a member of the Health Professions Faculty. A cross appointed member does not have voting privileges and cannot hold office in the Assembly. A cross appointed member shall be restricted to those faculty members whose primary appointment is with The University of Texas Health Science Center at San Antonio and who are employed at least 50% time.

3) Special Member

An outstanding person from government, industry, foundation, institute, or another academic institution whose participation in instructional responsibilities on a visiting or part-time basis in connection with an approved Health Professions department would further the education of Health Professions students may become a Special Member of the Health Professions Faculty for the duration of his/her instructional assignment. A Special Member is not eligible to Chair a Committee on Health Professions Studies, for membership on the Council, office in the Assembly, or voting privileges.

4) The Dean of the School of Health Professions, Associate Dean, and Assistant Deans may be invited to the meetings of the Faculty Assembly at the discretion of the Faculty Assembly Chair.

Nominations for additions to the Health Professions Faculty Assembly may be submitted to the Dean at any time during the academic year.

C. Review of Membership on the Health Professions Faculty

Although systematic periodic review of membership on the Health Professions Faculty is not mandatory, it is the responsibility of each department chair, , to maintain an active roster of faculty for the department on file in the Dean's Office that reflects additions as well as deletions from the faculty as they occur.

Section 2. Faculty Assembly Officers and Committees

A. Officers

1) Chair

The Chair of the Assembly shall assume office for one year after serving in the office of Vice-Chair during the previous year. The Chair shall preside over all meetings of the Assembly.

2) Vice-Chair

There shall be a Vice-Chair of the Assembly elected annually by the Assembly from its membership according to the rules described in Article III, Section II.B.2. and Article VII. The Vice-Chair shall serve in this office for one year, and succeed to the office of the Chair of the Assembly during the following year. It shall be the duty of the Vice-Chair to preside over meetings of the Assembly in the absence of the Chair, or assume duties of the Chair if that office becomes vacant.

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3) Immediate Past-Chair

The Immediate Past-Chair shall be an advisor to the Chair and carry out other responsibilities as designated by the Chair of the Executive Committee.

4) Secretary

There shall be a Secretary of the Assembly to be elected annually by the Assembly from its membership according to the rules described in Article III, Section II.B.2. and Article VII. It shall be the duty of the Secretary to keep minutes of the meetings of the Assembly, and to distribute copies of the minutes to the membership of the Assembly.

5) Alternates

In case an officer of the Assembly is unable to complete the term of office, an alternate shall be appointed by the Chair of the Executive Committee to serve the unexpired term.

B. Committees

1) Executive Committee

The Chair, Vice-Chair and Secretary of the Assembly shall constitute the Executive Committee of the Assembly. The Executive Committee shall conduct the functions of the Assembly in interim periods between meetings of the Assembly, charge and review the activities of Assembly committees, and shall have the power to appoint ad hoc committees of the Assembly as deemed necessary for such functions.

2) Nominating Committee

The Nominating Committee shall be constituted of four (4) members of the Health Professions Faculty.

The Executive Committee of the Faculty Assembly will identify the four departments which will have faculty representation on the Nominating Committee. Membership on the Nominating Committee shall be for one year and will be rotated between departments so that, all departments are represented over a two (2) year period. This information shall be imparted to the Department Chairs at the time of Nominating Committee formation.

Department Chairs of the four selected departments shall submit one name to the Executive Committee of the Faculty Assembly, as their representative on the Nominating Committee.

The members of the Nominating Committee shall elect a Chair of the Nominating Committee. The slate of candidates for the offices of Vice-Chair and Secretary of the Assembly shall be selected by the Nominating Committee on or before June 1 of each academic year. There shall be at least two nominees for each office. The Vice-Chair shall be elected each year for a one-year term and automatically succeed to the office of Chair for a one-year term. In the event no nominations are received, the Vice-Chair will be

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selected based on an alphabetical (by department) rotation schedule. The Secretary shall be elected each year, for a one-year term.

The Chair of the Nominating Committee shall distribute a ballot containing the slate of candidates for the offices of Vice-Chair and Secretary to each member of the Health Professions Faculty. The ballot shall be returned to the Chair of the Nominating Committee no later than June 1. The Nominating Committee shall serve as tellers and certify the results of the election to the Chair of the Assembly.

The Nominating Committee will receive nominations from the Department Chairs for the selection of members on the School of Health Professions Sciences Promotion and Tenure Committee. The Nominating Committee will recommend nominated faculty members for appointment by the Executive Committee of the Faculty Assembly in accordance with Article III, Section 2, B, 6.

3) Faculty Development and Research Committee (FDR)

The purpose of the Faculty Development and Research Committee shall be to: promote recognition of academic achievement of faculty members; expand opportunities for faculty development; support faculty strategic planning; sponsor new faculty welcoming events, promote research within the Departments; serve as a resource of information for finding support for research; and recognize research conducted by the faculty in the School of Health Professions.

The Faculty Development and Research Committee consist of one member of each department who will serve a two-year term, with terms being staggered. The members of the committee shall elect a Chairperson and a Secretary who will serve a one year term. If a Chairperson and Secretary are not elected then they will be appointed by the Chairperson of the Assembly.

A report of Committee activity will be submitted to the Faculty Assembly at its regularly scheduled meetings.

4). Promotion, Tenure and Appointment Committee, (PTAC)

The purpose of the Promotion, Tenure and Appointment Committee is to review School of Health Professions faculty member's promotion and/or tenure materials and make recommendations to the Dean and to the Health Science Center's Promotions, Tenure, and Appointment Committee (PTAC). The Committee also shall review new appointments at the level of Associate Professor and full Professor and make recommendations to the Dean. The Committee has the function, upon request of a faculty member, of reviewing that faculty member's promotion/tenure materials solely for the purpose of developmental feedback. Recommendations are made using the [Guidelines for Establishing Rank and Tenure of Faculty at The University of Texas Health Science Center at San Antonio](#) and School of Health Professions Guidelines For Faculty Promotion, Tenure and Appointments. Other responsibilities include [mid probationary review](#) and [post tenure review](#).

The School of Health Professions Promotion, Tenure and Appointments Committee shall be constituted of five tenured faculty members, either appointed directly or cross-

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appointed, to an academic department in the School of Health Professions. A minimum of three members must represent specific Health Profession disciplines. Each member will be appointed to a three year staggered term. The term of appointment will extend from September 1 of the initial year through August 31 of the third year.

The nominations for committee membership will be made by the faculty members of each academic department and directed to the Nominating Committee of the School of Health Professions. The Nominating Committee will select an appropriate number of faculty members, from those nominated, to fill all vacancies on the Promotion and Tenure Committee. The names of the selected faculty members will then be forwarded to the Executive Committee of the Faculty Assembly who will make the appointment(s).

Specific information concerning the functions of this committee may be found in the *Guidelines for Establishing Rank and Tenure of Faculty at The UT Health Science Center at San Antonio* (Chapter 3.6 of the Handbook of Operating Procedures) and *School of Health Professions Guidelines for Promotion and Tenure*.

5). Student Scholarship Committee

The purposes of the Student Scholarship Committee are to: recommend students in the School of Health Professions for scholarships and to request approval of the recommendations by the UTHSCSA Student Loan and Scholarship Committee; establish criteria for school-wide scholarships; establish procedures for scholarship applications or nominations; and assist departmental scholarship committees in establishing criteria and procedures for departmental scholarships.

The Student Scholarship Committee shall be constituted of at least four members of the Health Professions faculty, the Associate or Assistant Dean, and the UTHSCSA Director of Student Financial Aid or the director's designee. Faculty members shall serve two-year terms, with terms being staggered. The Associate or Assistant Dean shall serve as the permanent Chair of the Student Scholarship Committee.

The Executive Committee of the Faculty Assembly shall identify the departments that will have faculty representation on the Student Scholarship Committee. Membership on the Student Scholarship Committee shall be rotated between the departments so that all departments are represented over a four year period. This information shall be imparted to the Department Chairs at the time of Student Scholarship Committee formation.

6.) Recruitment Committee

The purposes of the Recruitment Committee are to: coordinate recruitment efforts for the School of Health Professions, establish policies and procedures for effective recruiting, and share information regarding student recruitment.

The Recruitment Committee membership will include one faculty member from each department or program in the SHP, the staff of the SHP Welcome Center and will be chaired by the Associate/Assistant Dean. Faculty members shall serve on the Recruitment Committee for a three year term or until a departmental/program replacement is named by the Department Chair of the selected department/program of the SHP. The Welcome Center staff will serve as permanent members of the

Recruitment Committee. The Associate/Assistant Dean shall serve as the permanent Chair of the Recruitment Committee.

Section III. Meetings of the Faculty Assembly

A. Regular Meetings

A regular meeting of the Assembly shall be held annually in September or October and as needed throughout the year as agreed upon by the faculty.

B. Special Meetings

A special meeting of the Assembly shall be called by the Chairman upon written request from (1) the Dean; (2) the Council; or (3) the Faculty Assembly Executive Committee; or (4) twenty-five percent of the voting members of the Assembly. Written notice with the agenda of the special meeting of the Assembly shall be sent to the Assembly members by the Chairman in advance of the meeting.

C. Quorum

Twenty-five percent of the voting membership of the Assembly shall constitute a quorum for the transaction of routine business, except as under Article VI, Section III - Repeal of Council Action, and Section IV - Protests of Dean's Actions which require a 3/4 vote of the total Faculty Assembly membership obtained by mail ballot if necessary.

Section IV. Records and Reports

A full set of minutes of each meeting of the Assembly will be made available to all members, after approval of the proceeding Assembly meeting. A copy of the minutes of each meeting of the Assembly shall be on file.

Section V. Guests

The Chair may invite The University of Texas Health Science Center at San Antonio faculty members who are not members of the School of Health Professions Faculty or other interested parties to attend a meeting as a guest of the Assembly. Such faculty members or other interested parties may, upon a request addressed to the Chairman, be granted permission to attend a meeting of the Assembly. These guests shall have the privilege to the floor, but shall not have the right to vote.

ARTICLE IV - HEALTH PROFESSIONS FACULTY COUNCIL

As outlined in Article II, Section I of these Bylaws, the Health Professions Faculty Council shall serve as the legislative body of the faculty.

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Section I. Faculty Council membership

A. Ex officio Members (non-voting except as specified)

- 1) Dean of the School of Health Professions. The Dean shall serve as Chair of the Council, and shall vote only in case of tie votes. The Dean shall designate a Chair *pro tem* to serve in the absence of the Dean.
- 2) Associate Dean(s) of the School of Health Professions.
- 3) Assistant Deans of the School of Health Professions
- 4) Chair of the Faculty Assembly, School of Health Professions.

B. Voting Members

Chairpersons or designees of each of the Health Professions Departments approved by the Coordinating Board shall serve as voting members. One vote is allowed per academic discipline within the School of Health Professions.

C. Terms of Office

All members of the Council shall serve for the duration of their Administrative appointments.

Section II. Functions of the Council

A. Policies, Rules and Regulations

It shall be the responsibility of the Council to establish and maintain policies, rules and regulations in those matters concerning Health Professions education common to all departments administered by the School of Health Professions, either solely or jointly with another institution. These matters shall include, but not be limited to, the following:

- 1) General academic requirements for admission to Health Professions study, for continuation of studies, and for awarding of a degree and/or a certificate.
- 2) Standards of student professional conduct.
- 3) Standards and procedures for Health Professions program reviews.

B. New Program Proposals

It shall be the responsibility of the Council to review and act upon each proposal for a new Health Professions Educational Program administered by Departments within the School of Health Professions, either solely or jointly with another institution. The Council may recommend rejection of the proposal, return it for modification, or transmit it to the Dean with recommendations for approval. The Dean may act on a proposal so transmitted by the Council by rejecting it, modifying it, or transmitting it to the President with recommendations for approval.

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C. Recommendations

It shall be the responsibility of the Council to review and act upon recommendations submitted by the Academic Departments as listed below. The Council may reject the recommendations, return it for modification, or transmit it to the Dean with recommendations for approval.

Recommendations submitted by Academic Departments shall be concerned with the matters listed below but shall not be limited to these:

- 1) Major revision of the curriculum of the Health Professions Academic Departments.
- 2) Offering of a new degree by the Academic Departments

Section III. Meetings of the Council

A. Regular Meetings

Regular meetings of the Council shall be held monthly throughout the year. Members of the Council may submit to the Dean items for the agenda no later than one week prior to the next meeting. Written notice of the agenda of the regular Council meeting shall be sent to the Council members by the Dean no later than four days prior to the date of the meeting.

B. Special Meetings

A special meeting of the Council may be called by the Dean or upon the request of a voting member of the Council. Notice with the agenda of the special meeting shall be transmitted by the Dean to the Council members in advance of the meeting.

C. Quorum

A majority of the voting membership of the Council shall constitute a quorum for the transaction of its business.

Section IV. Minutes

A copy of the minutes of all regular and special meetings of the Council shall be made available to each member of the Faculty Assembly, Faculty Council, and to the President of the Health Science Center within one week after minute's approval by the Faculty Council. The original copy of the minutes shall be permanently filed in the Office of the Dean of the School of Health Professions.

Section V. Guest

Members of the Council may invite faculty members, students, or other interested parties to attend a meeting as guests of the Council. Faculty members or students may, upon a written request addressed to the Dean, be granted permission to attend a meeting of the Council. Such guests shall have the privilege of the floor, but shall not have the right to vote.

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Section I. Membership of Academic Departments

A. Members

Each Department shall consist of a Chair and all full time department faculty. Departments with more than one academic program may also have chairs of academic programs within the department.

B. Terms of Office

The appointment of the department faculty shall be made from September 1 to August 31 of each academic year, and the term of the faculty so appointed shall coincide with the succeeding academic year.

Section II. Functions of the Academic Departments

Each department shall have the primary responsibility for the conduct and administration of the department's educational program(s). Subcommittees and Program Chairs may be appointed to assist the Department Chair. Responsibilities shall include but not be limited to:

- A. Establishing specific requirements for admission, in addition to the general requirements of the School of Health Professions.
- B. Reviewing all applications for admission to the department's educational program(s).
- C. Establishing, providing, and monitoring academic curricula consistent with the approved department goals and the future professional needs of the student.
- D. Monitoring the student's academic and clinical progress and accomplishments by and methods deemed appropriate by the Department Faculty.
- E. Reviewing the qualifications of potential new faculty members for the respective department.

Section III. Functions of the Department Chair

The Chair shall:

- (1) preside over the department meetings. In the absence of the Chair, his/her designated representative shall preside;
- (2) be responsible for implementation of Committee recommendations;
- (3) sign all recommendations submitted to the Council and the Dean by the Department Faculty.

ARTICLE VI - JURISDICTION OF THE COUNCIL AND THE ASSEMBLY

Section I. Jurisdiction

The Council and the Assembly may consider any matters that directly or indirectly affect the ability of the faculty to carry out their department's missions of teaching, service and research within the School of Health Professions. The Council shall consider any matters referred to it by the Assembly, the Dean, the President, the Chancellor, or the Board of Regents. It may submit recommendations on any matter affecting the interests of the School of Health Professions to the Dean for action, or for transmittal to the President, the Chancellor, and the Board of Regents.

Section II. Protests of Council Action

Minutes of each Council meeting will be distributed to all Assembly and Council members after approval of minutes of the Council meeting. After distribution of the minutes, members of the Assembly may submit to the Chair of the Assembly signed protests concerning the Council's action. For such protests to be reconsidered by the Council at the next Council meeting there must be:

- 1) A signed, written protest received from at least 20% of Assembly members (not including faculty council members).
- 2) That protest must be received within 30 calendar days after the distribution of minutes of the Council meeting. Having met both stipulations, the Chairman of the Assembly must present the protested item for reconsideration by the Council at the next meeting.

Section III. Repeal of Council Action

- 3) If the Faculty Council does not modify or rescind their action as desired by the Faculty Assembly, A special meeting of the Assembly will be called to reconsider the protested item if:

An additional 25%(not including faculty council members).of the Assembly members [total of 45% minimum] have protested and have provided the signed, written protest to the Chair of the Assembly within 30 calendar days after the distribution of the minutes.

The special meeting must be held within 15 calendar days after the conclusion of the 30-day period. In this special case, it shall be the prerogative of the Assembly to affirm, modify, or rescind the previous Council action by a 3/4 vote of the entire Assembly membership (not including faculty council members). The vote shall be obtained by ballots distributed to the entire Assembly membership by the Secretary of the Assembly within 15 calendar days of the special meeting of the Assembly, and the vote shall be tallied on the 15th day after the Assembly meeting by an ad hoc Tellers Committee appointed for this purpose by the Chair of the Assembly.

Section IV. Protests of Dean's Actions

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Members of the Assembly may submit to the Chair of the Assembly signed protests concerning the actions of the Dean. The Chair of the Assembly must present the protested item to the Dean for reconsideration if:

- 1) Such protests concerning any given item are received from at least twenty five of the members of the total Assembly, or representatives of at least 50% of any given department who are members of the Assembly;
- 2) Such protests are received within 15 calendar days of the action in question.

If the Dean does not modify or rescind their action as desired by the Faculty Assembly, the protested item(s) will be dealt with as follows:

A special meeting of the Assembly will be called to reconsider the protested item if:

An additional 25% of the Assembly members [total of 45% minimum] have protested and have provided the signed, written protest to the Chairman of the Assembly within 15 calendar days after the action in question.

The special meeting must be held within 15 calendar days after the conclusion of the 15-day period. In this special case, it shall be the prerogative of the Assembly to determine if the Dean's action shall be protested up to the level of the University President by a 3/4 vote of the entire Assembly membership. The vote shall be obtained by ballots distributed to the entire Assembly membership by the Secretary of the Assembly within 15 calendar days of the special meeting of the Assembly, and the vote shall be tallied on the 15th day after the Assembly meeting by an ad hoc Tellers Committee appointed for this purpose by the Chairman of the Assembly.

ARTICLE VII - ELECTIONS

All elections listed in this document shall be by ballot. This includes elections of the following: (1) Vice-Chairman; and (2) Secretary of the Assembly.

ARTICLE VIII - RULES OF PROCEDURE

Robert's Rules of Order (Newly Revised) shall govern the conduct of all meetings. A parliamentarian may be appointed as deemed necessary.

ARTICLE IX - AMENDMENTS

These Bylaws may be amended by a 2/3 vote of the Assembly present provided that the proposed amendment is submitted in writing to all members of the Assembly at least 30 days prior to such a meeting. Amendments may be proposed by Council resolution or by petition of twenty-five percent of the members of the Assembly. Approval by the Dean of the School of Health Professions, the President of the Health Sciences Center, and the Chancellor are required.

ARTICLE X

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The Provision of this instrument shall become effective upon its adoption by the majority vote of the current Health Professions Faculty who hold an academic appointment of at least 50% effort, and approval by the Dean and the President, and remains effective unless disapproved by the Chancellor.

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Nguyen, C, April 10, 2009

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