College of Allied Health Sciences Bylaws

Article I

NAME, AND DEFINITION

Sect. 1. Name: The name of the body constituted in this document shall be the faculty of the College of Allied Health Sciences of the University Of Tennessee Health Science Center.

Sect. 2. Definition The College of Allied Health Sciences was established by the University Of Tennessee Board of Trustees in 1972. Its primary activity is the preparation of practitioners in the health related sciences. Educational programs are offered in eight specific allied health disciplines: Audiology, Cytotechnology/Histotechnology, Dental Hygiene, Health Informatics and Information Management, Medical Technology, Occupational Therapy, Physical Therapy and Speech-Language Patholog.

Article II

PURPOSE AND MISSION

Sect. 1. Purpose: This body is an organization of faculty employed to carry out the mission of the College of Allied Health Sciences, consistent with the mission of the University of Tennessee Health Science Center (UTHSC) and the University of Tennessee.

Sect. 2. Mission: The mission of the College of Allied Health Sciences shall be consistent with the mission of the University of Tennessee that is; to provide the people of Tennessee with access to quality higher education, economic development and enhanced quality-of-life opportunities. The UTHSC mission is to bring the benefits of the health sciences to the achievement and maintenance of human health, with a focus on the citizens of Tennessee and the region, by pursuing an integrated program of education, research, clinical care, and public services. The College will educate competent health professionals, provide leadership in the respective allied health professions, contribute to the knowledge bases of the respective allied health disciplines and promote life long learning for College alumni.

Article III

MEMBERSHIP

Sect. 1. Members: Membership of the faculty of the College of Allied Health Sciences (hereinafter referred to as the faculty) shall consist of all individuals classified as UTHSC regular faculty in the College of Allied Health Sciences in the ranks of professor, associate professor, assistant professor, and instructor, who receive a portion of their salary from university funds. The dean of The College of Allied Health Sciences, or the faculty by majority with approval of the dean, may designate persons not included in the foregoing
paragraph who shall have the privilege of attendance and discussion at faculty meetings, but shall not be allowed to vote.

Sect. 2. Affiliated Faculty: Certain individuals have faculty appointments by virtue of their employment in affiliated institutions, and do not have membership in the faculty of the college.

**Article IV**

**Administrative Organization**

Sect. 1. Chief Administrative Officer: The dean of the College of Allied Health Sciences (hereinafter referred to as the dean) is the chief administrative officer of the college. In his/her absence, the dean's designee will fulfill those duties. The dean of the college may, when deemed advisable, call and/or preside over meetings of the faculty. The dean is a member of the faculty appointed by the chancellor according to the Faculty Handbook Section 2.3.4.5.

Sect. 2. Associate and/or Assistant Deans: The dean appoints faculty members to serve as associate or assistant deans to carry out administrative functions of the college according to the Faculty Handbook Section 2.3.4.5. Associate and assistant deans serve as members of the college council, and are advisory to the dean.

Sect. 3. Department Chair: The dean appoints a faculty member to serve as chair of each collegiate department. The Department Chair serves as the academic and administrative leader of the respective department. Department chairs serve as members of the college council, and are advisory to the dean.

Sect. 4. Program Directors: In some departments, the chair with the approval of the dean, may appoint a faculty member to serve as a program director with the responsibility for the day to day operation of the program. Specific responsibilities vary, depending upon the needs of the department and program. Program directors serve as members of the college council.

**Article V**

**Standing Committees of the College**

Sect 1. Establishment: Standing committees of the faculty of the college shall be appointed by the dean based on faculty requests and advice of the college council. All committees are advisory to the dean.

Sect 2. Composition: Committee members will be faculty members, students, and/or alumni, and are appointed for terms as indicated under the description of each committee.

Sect. 3. Appointment Term: Committee members are appointed for terms beginning July
1st, and ending June 30th each year. Generally, committee membership terms do not exceed three years except those that are because of position.

Sect 4. Assignments: Committees shall initiate recommendations and receive matters referred by the dean or faculty for study and recommendation. They shall report to the faculty when necessary, or when directed to do so by the dean.

Sect. 5. Standing Committees of the College: Standing committees of the faculty are appointed by the dean for specific purposes fulfilling the mission and goals of the college.

A. College Council: The dean of the college will chair the college council. Members shall be associate and assistant deans, department chairs, program directors, and the president of the Allied Health Faculty Organization (AHFO). The college council shall appoint sub-committees for specific responsibilities as appropriate.

B. Planning Committee: The college council serves as the planning committee of the college and is responsible for short term and long term planning with appropriate input from the faculty.

C. Curriculum Committee: The college council serves as the curriculum committee for the college. Curriculum changes are reviewed by the chief academic officer of the college. If the chief academic officer of the college determines that the change is significant, then the change must also be approved by the College Curriculum Committee. Curricula for new programs must be submitted to the committee for review and approval.

D. Research Committee: The research committee facilitates communication about research among college faculty, and encourages research activities by college faculty by providing new researchers instructional workshops on fundamentals of research and topics of interest to faculty. The committee serves as a clearinghouse for information on funding sources for research related to allied health, and disseminates information to faculty about college research projects and activities completed and in progress. Members of the committee are appointed annually by the dean. It is chaired by the dean’s designee, and is comprised of faculty currently engaged in research.

E. Admissions Committee: Each of the college’s programs has its own admissions committee. The chief academic officer of the college coordinates admissions matters for the college.

F. Student Recruitment Committee: The recruitment committee is comprised of representatives from each of the programs, and is responsible for advising the dean on recruitment methods and materials. The committee is appointed annually by the dean.

G. Publications Committee: The publications committee serves as the editorial board for the Allied Health Update and other college or campus publications. The committee consists of one faculty member from each full-time program within the College, and is
chaired by the dean’s designee. The committee collects information, photographs and other records on an ongoing basis about faculty, alumni, and student activities as well as special achievements in the College. The information is maintained for publications and other public relations activities or events. The publications committee meets at least twice each year before publication of the Allied Health Update.

H. Technology Committee: The technology committee is comprised of representatives from each of the departments. The technology committee is advisory to the dean for planning for future technology needs and for funding new College of Allied Health Science technology related resources. The committee is appointed annually by the dean.

I. Post-Professional Graduate Program Council (PGPC). The membership of the PGPC includes all Directors, or their designees, of the Post-Professional Graduate Programs. The purpose of the PGPC is to serve in an advisory capacity to the Dean on curricular issues, student issues, policies and procedures, and other issues that are specific to the Post-Professional Graduate Programs. The PGPC also serves as the Curriculum Committee for the Post-Professional Graduate Programs. In fulfilling this role, the PGPC acts on matters of policy and makes recommendations to the Dean.

J. Promotion and Tenure Committee: The promotion and tenure committee of the College of Allied Health Sciences is responsible for developing and periodically evaluating the college tenure and promotions policy and procedures: advising the dean on recommendations concerning collegiate appointment and rank, as requested; making recommendations to the dean concerning all recommendations for the award of tenure, all positive and controversial recommendations for promotion in rank; and planning and implementing workshops for the purpose of educating faculty with respect to the promotion and tenure process. The committee participates in faculty interim probationary review if requested by the department.

   a. Membership: Members are appointed by the dean, and consist of the following tenured faculty:

      * one member from each department in the college, holding a minimum rank of associate professor;

      * one member holding the rank of professor to serve as chair;

      * two members holding the rank of professor to be selected at large from faculty within the college;

      * The chief academic officer of the college shall serve as *ex officio* with a vote.

   b. Role of the chief academic officer of the college: All required documents of candidates for promotion and/or tenure are submitted to the chief academic officer of the college. Recommendations and supporting documents for a candidate for promotion and/or tenure will be presented to the committee by the chief academic officer of the college.
c. Meetings: The committee meets at least annually to review candidates for promotion and/or tenure. The committee may also convene at other times as necessary.

d. Notification of Meetings: The chief academic officer of the college will notify members of committee meetings.

e. Committee Duties and Responsibilities: The committee is advisory to the dean on faculty promotions and tenure as well as appointments in the College of Allied Health Sciences. The dean may request the committee to review a faculty candidate’s credentials and make recommendations concerning the appointment and rank. The committee may also participate in interim reviews as invited by departments.

The committee will vote on each recommendation for promotion and/or tenure, thereby making a positive or a negative recommendation on each candidate to the dean. The summary vote of the committee must be included with all supporting documents, and/or dissenting reports, and forwarded to the dean. If the committee renders a negative recommendation, the department chair will be informed in writing of the reason(s) for the recommendation.

f. Definition of a quorum: A quorum of the committee shall be fifty percent (50%) of the faculty eligible to vote on a given candidate or issue. No committee action may be taken in the absence of a quorum.

g. Positive and negative votes: A positive or negative vote of the committee shall be defined as a simple majority of voting members present.

h. Positive and negative department recommendation: For promotion and/or tenure, a positive or negative recommendation shall be defined as a simple majority of the departmental faculty eligible to vote.

i. Controversial department recommendation for promotion and/or tenure: A controversial department recommendation shall be defined as one in which the faculty and department chair are in disagreement.

j. Nomination for the award of tenure: Faculty nominated for the awarding of tenure must meet the criteria for a positive recommendation stated in 4.11.1 of the UTHSC Faculty Handbook. No faculty member at the rank of instructor shall be recommended for the award of tenure without a concurrent recommendation for promotion to the rank of assistant professor.

k. Non-recommendation for award of tenure: If the committee renders a negative recommendation, the committee chair will inform the department chair in writing of the reason(s) for the non-recommendation. The department chair may appeal to the Dean before the decision at the college level is made.

l. Nomination for promotion in rank: Faculty nominated for promotion in rank
must meet the minimum criteria for a positive recommendation stated in Section 5 of the UTHSC Faculty Handbook. The dossier of faculty nominated for promotion in rank in the College of Allied Health Sciences must include the items listed for each rank in Section 6.1 of the UTHSC Faculty Handbook. Interpretive comments and examples of appropriate items as evidence of achievements are described in the appointment, promotion and tenure guidelines for CAHS.

Article VI

Ad Hoc Committees of the Faculty

The dean may appoint special committees for specific purposes for a limited period of time.

Article VII

Parliamentary Authority

The parliamentary authority for all meetings of the faculty of the College of Allied Health Sciences shall be Robert’s Rules of Order.

Article VIII

Amendment or Repeal of Bylaws

Motions for change or repeal of these Bylaws shall be presented in writing to all members at least 30 days in advance of a regular meeting of the faculty. Proposed amendments shall be discussed at the next regular faculty meeting at which time a vote may be held or scheduled. A quorum consisting of greater than fifty percent (50%) of the CAHS faculty membership is required to vote on any proposed amendment. Proposed amendments must carry by a two-thirds vote of the members voting.

Approved by the faculty on December 10, 1999. Copy edited February 5, 2003 to change the name of the university to UTHSC.

Draft Revisions to emphasize that the dossier of a faculty member seeking promotion and/or tenure must include evaluation of teaching by currently enrolled student. Approved by the CPT Committee, February 20, 2003.

Draft Revisions eliminating references to sixth-year review. Approved by the faculty on March 31, 2005.

Draft Revisions eliminating appendices. Approved by the faculty on October 7, 2010.