

BYLAWS FOR THE COLLEGE OF HEALTH

MISSION/VISION/ CORE VALUES

The mission, vision, and core values represent the guiding principles for all College operations.

The College of Health Mission (IPE)

Inspire innovation and inclusivity
Promote health equity and wellness
Educate with excellence

Vision

The College of Health will be a leader in diverse, inclusive education, and interprofessional practice, and research. Utilizing a holistic approach, we will promote individual, family, community, regional, and global health and wellness.

Core Values (CARE)

Compassion
Advocacy
Respect
Equity

Name

The name of this organization shall be College of Health Faculty hereinafter referred to as College of Health.

Introduction/Purpose

The College of Health will serve to provide a framework for open and democratic exchange of information and opinions among the members to allow faculty governance. The College of Health shall legislate upon and form policies pertaining to educational methods, aims, and activities peculiar to the College of Health and consistent with the Bylaws of the Cleveland State University Faculty Organization and the collective bargaining agreement between Cleveland State University and the American Association of University Professors and the Bylaws of the Faculty Senate.

ARTICLE I: Membership

Section 1

The membership of the College of Health shall be constituted as:

- (a) the Dean, Associate Deans, and Assistant Deans of the College;
- (b) Full-Time Faculty assigned to the College
 - i. Who are eligible to join the bargaining unit and hold on of the following ranks: Professor, Associate Professor, Assistant Professor, Clinical Professor, Clinical Associate Professor; Clinical Assistant Professor; Senior College Lecturer, Associate College Lecturer, Assistant College Lecturer; Professor of Practice, Associate Professor of Practice, and Assistant Professor of Practice;

- ii. Faculty members with dual appointments in this college and another are considered assigned to the College only if they have a 51% or greater appointment in this College.
- (c) Others:
- i. Visiting, part-time and emeriti faculty assigned to the College

ARTICLE II: Meetings

Section 1

Members identified in Article I. Section 1 are invited to attend College meetings. In addition, College staff members and other guests may be invited with agreement between the Dean of the College of Health and the College of Health Faculty Affairs Committee.

Section 2

There shall be a regular meeting of the College of Health at least one time during the fall and one time during the spring semesters. The meeting shall be called by the Dean or, in the Dean's absence, by the Dean's designated representative.

Section 3

Special meetings shall be called by the Dean, or, in the Dean's absence, by the Dean's designated representative, or upon the written request of five or more members of College of Health Faculty.

Section 4

All meetings shall be called and the Dean's office will distribute the agenda no less than 48 hours prior to a scheduled meeting. The agenda will be determined by the Dean in consultation with Cabinet and chairs of College committees.

Section 5

Faculty may attend meetings either in person or virtually. Both in person and virtual attendance will count towards quorum. Thirty percent of the voting members of this organization shall constitute a quorum for a regular meeting.

ARTICLE III: Officers

Section 1 Dean

- (a) The Dean of College of Health shall be the chief administrative officer of this organization.
- (b) The Dean shall preside at all meetings. For those meetings the Dean does not attend, the Dean shall designate a temporary replacement to preside.
- (c) The Dean shall notify the Secretary of the University Faculty Senate as to the organization plan and bylaws adopted by the College Faculty and any subsequent changes made in them.
- (d) The Dean's office disseminates minutes to the faculty.

Section 2 Secretary

- (a) A Secretary shall be elected as described in Article V and shall serve for a two-year term of office beginning on the first date of the fall faculty contract.
- (b) The secretary shall keep accurate minutes and submit the minutes to the Dean for distribution to the faculty generally within 2 weeks.
- (c) The secretary shall conduct all voting procedures to include show of hands, secret ballots, and/or electronic votes, and record all voting results in the minutes. This does not include 'election' voting which are governed by the nominations committee.

ARTICLE IV: Powers

Section 1

- (a) College of Health Faculty action shall be taken on issues of major importance relating to matters of educational policy and on substantive amendments to these bylaws.
- (b) Determination of whether a matter must have College of Health Faculty action may be made by the appropriate College of Health Committee, in accordance with the procedures outlined in Article IV. Section 2 below.
- (c) When there is disagreement as to whether faculty action is needed then this shall be negotiated by the Dean and the Faculty Affairs Committee.

Section 2

- (a) When a report or recommendation is initially presented, it may be adopted, rejected, or referred to the appropriate administrative unit, or committee for further consideration.
- (b) Matters so referred by the College of Health faculty shall in all cases be reported back to it.
- (c) When a matter has been resubmitted to the College of Health faculty, the faculty will take such action as it deems appropriate.

ARTICLE V: Voting

Section 1

Members specified in Article I. Section 1(b) excluding those in management at the college or university level, constitute the voting body for the College of Health. Emeritus faculty, those in management positions at the college or university level, part-time faculty, and students are not voting members.

Section 2

Any member may propose a motion. Motions must be either included in the agenda, or an in-meeting motion requires support from 2/3 of those in attendance to determine if the motion will be heard at the current meeting. Only one main motion will be on the floor at a time. Robert's Rules of Order will be followed with respect to proposing a motion. An affirmative vote of 2/3 of those in attendance will determine if a vote can be conducted during a meeting. Otherwise, an electronic ballot will be prepared. If electronic voting is required, it shall be conducted according to the procedures in Section 6 and must be completed within 2 business days of the meeting.

Section 3

Unless otherwise specified, simple majority vote will carry a motion.

Section 4

Faculty members must be present (either in person or electronically) to cast a vote at meetings.

Section 5

Show of hands will be a voting method available to voting members in attendance in-person and virtually.

Section 6

Upon request of any voting member, or for votes that take place outside of a College of Health meeting, an electronic secret balloting process will be used. When a secret electronic ballot is used, it shall adhere to the following provisions. First, the electronic voting method shall ensure that only eligible individuals vote. Second, it shall ensure that eligible individuals vote only once. Third, it shall ensure that responses are provided to College of Health members only in the aggregate; under no circumstances should any College of Health member be able to link the identity of any voter to that voter's responses. Fourth, it shall take reasonable precautions to ensure that the identity of voters and their responses are not revealed to any other party inside or outside the University.

Section 7

For votes run outside of a meeting, voters must be given at least three business days between the opening and closing of the balloting process.

Section 8

Tied Votes

The College of Health Dean votes only in the case of a tie, and specifically only to break a tie vote.

ARTICLE VI: Academic Units of the College

Section 1

The disciplinary units of the College are presently constituted as follows: Department of Communication Sciences and Disorders, Department of Health Sciences/Health and Human Performance, School of Nursing, Department of Music Therapy, Department of Occupational Therapy, Department of Physical Therapy, and School of Social Work.

Section 2

The departments and schools are the primary operational units through which the College pursues its mission.

Section 3

The departments and schools shall make policies and procedures concerning their own operation, and implement policies of the College and University.

Section 4

Each department or school of the College shall adopt written bylaws for its governance. These bylaws shall cover in separate articles at least the following information:

- (a) The membership of the unit's faculty.
- (b) The titles and duties of the officers of the unit to include qualifications to serve as chair/school director
- (c) Provisions for meetings of the unit's faculty.
- (d) The names and responsibilities of the standing committees, including the department/school Peer Review Committee and the manner of selection of their members and chairpersons.
- (e) Department or School voting rights and procedures.

Section 5

New or revised bylaws of each unit shall be subject to the approval of the Faculty Affairs Committee of the College of Health. The Faculty Affairs Committee shall review new and amended bylaws for practicability and for conformity with the collective bargaining agreement, University Personnel Policies, and the Bylaws of the Faculty of the College. In each of its reviews the Faculty Affairs Committee shall consult with the Dean of the College.

Section 6

Departmental or school bylaws which are formally in place at the time of the implementation of these College bylaws shall continue in effect unless or until amended.

ARTICLE VII: Committees

Section 1

- (a) Faculty Members specified in Article I. Section 1(b) are eligible for voting membership on standing College committees and the office of secretary.
- (b) Only individuals who are tenured are permitted to serve on a PRC.

Section 2

If a unit has an adequate number of faculty to fill each committee vacancy, no member of the Faculty may serve on more than two College of Health standing committees at a time.

Section 3

- (a) Unless otherwise specified, each elected committee member shall serve a staggered two-year term beginning on the first day of the fall contract.
- (b) Whenever a standing committee or the position of secretary, or college representatives to the Faculty Senate has a vacancy for part of an academic year, the Chair of the Nominating Committee shall be notified. The Nominating Committee shall fill it by appointing an eligible person who received the next highest number of votes in the most recent College general election. If that person cannot serve, the Committee will choose from other eligible candidates in descending order of votes received. If no other eligible candidate from the most recent election are available, the Nominating Committee will solicit new nominations and conduct a new election.
- (c) In the case of Professional Leave of Absence, the faculty member on leave will have the option of continuing their work on any committee to which they have been elected. If the

faculty member declines to continue working on that committee during leave, a replacement will be invited based on who received the next highest vote total in the election as in Article VII. Section 3(b). Upon the return of the faculty member on leave, should the replacement desire to continue service on that committee, it will be their prerogative. If the replacement committee member chooses to step down, then the faculty member returning from leave may resume membership on the committee.

Section 4

The chairperson of each standing committee shall be elected by the committee at its first meeting after election.

Section 5

In the event that the College faculty considers a representative is not carrying out their duties adequately or is routinely missing meetings, the committee chair shall talk to the faculty member and if not resolved, a referral will be made to the College Cabinet to determine how this workload issue should be handled.

Section 6

The Nominating Committee shall be a standing committee and shall consist of three faculty members, with no more than one member from any department or school.

- (a) The term for this committee will be two years with a staggered rotation.
- (b) Prior to week 8 in the spring semester, this committee shall distribute a committee preference sheet to eligible Faculty in order to generate a slate of candidates.
- (c) Faculty will have at least two weeks to return their completed committee preference sheets, and additional nominations may be made by the Faculty during this period.
- (d) Within four weeks of the deadline for returning completed preference sheets, the Nominating Committee will submit to the Faculty at least one nomination for Secretary of the College Faculty, a slate of eligible candidates for each standing committee including the Nominating Committee, Curriculum Committee, Peer Review Committee, and a slate of candidates for representatives from the College to the Faculty Senate.
- (e) Within 2 weeks of notification of a vacancy (Secretary, standing committee member, Faculty Senate), the Nominating Committee shall submit to the Faculty the names of faculty members as nominees to fill the vacancy.
- (f) The Nominating Committee shall conduct an electronic ballot pertaining to the election of the Secretary, eligible members of standing and ad hoc committees, and eligible representatives to the Faculty Senate. Each tie vote necessitates a run-off election, to be held via electronic ballot (as specified in Article V). Faculty will have 3 business days to complete the electronic ballot.

Section 7

The Curriculum Committee shall be a standing committee and consist of 7 faculty members, with no more than one faculty member from a department or school.

- (a) Eligible to serve are all persons specified in Article I. Section 1(b).
- (b) Committee members shall serve for a two-year term with a staggered rotation.
- (c) The Committee shall make recommendations to the College Faculty concerning:
 - i. The establishment and abolition of curricula, degrees, certifications, departments, schools and bureaus.

- ii. (ii) Changes in the College subject matter requirements for graduation.
 - iii. (iii) Departmental / school proposals that affect a course or curriculum outside the department or school making the proposal.
 - iv. (iv) Departmental / school proposals that set up a new curriculum.
 - v. (v) Department / school proposals that require changes in degrees awarded by the University.
- (d) The Committee shall also review all new or revised undergraduate and graduate courses and programs proposed by departments and schools within the College of Health. It shall make recommendations about these proposals to the College Faculty and/or to the University Curriculum Committee and/or to the College of Graduate Studies as appropriate.

Section 8

The Faculty Affairs Committee shall be a standing committee and shall consist of 7 faculty members, one from each department or school.

- (a) Eligible to serve are all persons assigned to the College as outline in Article I. Section 1(b).
- (b) Department chairs or those assigned 51% or more to an administration role are ineligible to serve on this committee.
- (c) Committee members will serve for a two-year staggered term.
- (d) The Committee shall study personnel policies and actions related to the College Faculty, and make recommendations to the appropriate body or the Dean. Illustrative of such areas are, travel requests, review of promotion and tenure standards, leaves, workload guidelines, academic freedom, discrimination, and related matters.
- (e) A faculty member of the College who has a dispute not covered by the Collective Bargaining Agreement which they have not been able to resolve with departmental/school and/or college academic authorities may request to be heard by the College Faculty Affairs Committee.
- (f) The Faculty Affairs Committee shall consider proposals for amendment of these bylaws and report their recommendations to the College Faculty.
- (g) By laws will be reviewed every other academic year by Faculty Affairs.

Section 9

The College Peer Review Committee (PRC) shall be a standing committee and shall consist of 5 or 7 faculty members.

- (a) Eligible to serve are tenured faculty assigned to the College with the faculty rank of Professor, Associate Professor, Clinical Professor, and Clinical Associate Professor.
 - i. Only tenured members of the College bargaining unit as defined by the CSU-AAUP contract may serve as members of the Peer Review Committee.
 - ii. A majority of the members shall hold the rank of Professor.
 - iii. At least five departments or schools must be represented.
 - iv. At least one member must be a clinical faculty member.
 - v. Faculty may serve on both the departmental / school and college PRC. However, if elected to both, the faculty person must choose in which committee they will actively participate to review a candidate from their department / school and from which committee to recuse them self from. Per the Collective Bargaining

Agreement, “recuse” means to completely remove oneself from all actions and discussion taken on the candidate during the review process.

- (b) The College Peer Review Committee shall review the dossiers of all candidates for promotion and/or tenure and all faculty members undergoing review in accordance with the principles and procedures established in the University Personnel Policies and the Collective Bargaining Agreement and make recommendations to the Dean.

Section 10

The Academic Standards Committee shall be a standing committee and shall consist of 5 faculty members.

- (a) Eligible to serve are all persons assigned to the College as outline in Article I. Section 1(b).
- (b) Department chairs or faculty assigned 51% or more to an administration role are ineligible to serve on this committee.
- (c) An assistant Dean or advisor will be an ex officio member.
- (d) Committee members will serve for a two-year staggered term.
- (e) The Committee shall deal with undergraduate student issues requiring college faculty action not otherwise covered in these by-laws. It shall consider all petitions regarding exceptions to College rules and those petitions for exceptions to University rules which have been delegated to the Committee for its consideration by the Faculty Senate. No academic requirements of College of Health or those University requirements delegated by the Faculty Senate to the jurisdiction of [College of Health] shall be waived or alleviated except by the approval of a petition addressed to this Committee. A summary report shall be presented to the Faculty annually.

Section 11

- (a) **The Cabinet** of the College of Health shall consist of the Dean (as Chairperson); the Associate Deans; the Assistant Dean, and the Chairpersons/Directors of the Departments or Schools of the College.
- (b) The Cabinet shall be an advisory body to the Dean, addressing itself to the full range of management and policy issues affecting the administration of the College.

Section 12

- (a) **Ad-hoc committees** may be created by the Dean or may be created in consultation with the Dean by the majority vote of the College of Health Faculty.
- (b) Additional standing committees shall be created by a vote of the College of Health Faculty on the recommendation of the College Faculty Affairs Committee and the Dean. Note: It is recommended that the inaugural dean and the College Faculty Affairs Committee develop bylaw amendments to create additional committees on Interprofessional Education and Diversity, Equity, and Inclusion.

ARTICLE VIII: Student Participation

Section 1

Student representatives who are currently enrolled in the College of Health may be selected to serve on certain standing councils, committees, and ad hoc committees of the College of Health with the exception of the PRC.

Section 2

Student representatives are present to represent the voice of the student body; however, they do not vote.

Section 3

Each committee or council will assume the responsibility to solicit and appoint student representatives.

Section 4

The term of office shall be for one year.

Section 5

Students may not participate in the PRC.

Section 6

College of Health meetings are open to student representatives with the exception of the parts of meetings where an identified student's concern is to be discussed.

ARTICLE IX: Robert's Rules of Order**Section 1**

The rules contained in Robert's Rules of Order, Revised, shall govern in all cases to which they are applicable, and in which they are not inconsistent with the bylaws or special rules of this faculty or the bylaws of the Cleveland State University Faculty Organization.

Section 2

- (a) Robert's Rules of Order may be suspended for open discussion only.
- (b) The Rules of Order may be suspended by a majority vote of eligible faculty present at any meeting, for a designated period of time.
- (c) The chairperson of the meeting will reinstate the Rules of Order at the end of the designated time unless a continued suspension of the Rules of Order is voted.
- (d) The moderator of the open discussion may be the chairperson of the faculty meeting or any member present designated by the chairperson.

ARTICLE X: Amendments**Section 1**

Amendments may be proposed by any three voting members of the College, following consultation with the Faculty Affairs Committee. Proposed amendments shall be submitted to the Dean and distributed to voting members at least fifteen days in advance of the meeting at which the proposal will be on the agenda.

Section 2

Faculty Affairs will determine if a special meeting is needed to consider this amendment before the next regularly scheduled College meeting.

Section 3

Amendments shall be proposed and discussed at a faculty meeting following Robert's Rules of Order.

Section 4

To allow for greater participation on matters regarding amendment of the bylaws, votes will be conducted electronically with voting available for at least three business days. As an exception, if a vote is needed at the time of the meeting, bylaws which may lead to amendment may be voted upon immediately by an affirmative vote of two-thirds of the faculty (as specified in Article I. Section 1(b)).

Section 5

A vote of two-thirds of those casting mail or electronic ballots is required to amend these bylaws.

Section 6

Amended bylaws shall take effect immediately or as specified in the amendment.

ARTICLE XI: Relation to the University

No action regulation or policy in the College shall conflict with the AAUP contract of the official regulations and policies of the university unless official approval has been granted.

History of Amendments:

- Provisional bylaws first adopted by COH faculty April 2022
- By laws amended Sept 7 2022 by vote of COH faculty.
 - Previous language, “**Section 10 The College Peer Review Committee (PRC)** shall be a standing committee and shall consist of 7 faculty members.”
 - New language, “**Section 10 The College Peer Review Committee (PRC)** shall be a standing committee and shall consist of **5 or 7** faculty members.”

Revision to the bylaws introduced to the faculty for a vote April 2023; final approval received Spring 2025