

COLLEGE OF HEALTH PROFESSIONS

Governance Code of Organization and Procedure

Approved at College Association
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**College of Health Professions
Wichita State University**

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COLLEGE OF HEALTH PROFESSIONS

Governance Code of Organization and Procedure

ARTICLE 1. PREAMBLE

This code, adopted by the voting membership of the College of Health Professions, is designed to serve as a working guide to matters of governance, organization and procedure in the College. No part of this Code is to be construed as contravening, supplanting or otherwise negating any provision of the Wichita State University Polices and Procedures Manual, the University Handbook for Faculty, the Unclassified Professional Personnel Policy, and the Classified Staff Handbook. The term “members” used hereinafter shall include the voting membership of the College unless otherwise specified.

The following general operating procedures have been prepared as guidelines, in an effort to facilitate the effective working of the College’s Shared Governance Structure.

ARTICLE 2. SHARED GOVERNANCE

Object

The Shared Governance Structure of the College of Health Profession is the decision-making mechanism for developing, evaluating, and recommending changes in college-wide policies, procedures and guidelines. It serves as a process wherein faculty, classified staff, unclassified professionals, students, and administration participate in collegial decision-making and policy recommending activities.

The general objects of the College governance are to provide for shared governance regarding administrative, academic, educational, and support concerns of the College of Health Professions, to provide a forum for sharing information among college personnel, and to support collegial relationships.

Structure

The Shared Governance Structure of the College of Health Professions shall consist of seven committees:

1. Academic Affairs
2. Executive Council
3. Faculty/Staff Affairs
4. Retrenchment
5. Student Affairs
6. Technology
7. Tenure & Promotion

ARTICLE 3. COLLEGE MEMBERSHIP

The membership of the College consists of personnel of the College of Health Professions as delineated below.

3.1 Voting Members

The voting members of the College are as follows:

- 3.1.1 Full- or part-time (0.5 EFT or more) faculty with temporary, probationary, or tenured appointments

at the rank of instructor or higher.

- 3.1.2 Full- or part-time (0.5 EFT or more) unclassified professional personnel with temporary, provisional, or regular appointments.
- 3.1.3 Full- or part-time (0.5 EFT or more) classified personnel with temporary, limited term, probationary, or permanent appointments.

3.2 Non-Voting Members

Non-voting members include all those not listed in Section 3.1, such as assistant instructors, lecturers, adjunct faculty, emeritus and retired personnel, graduate assistants, and personnel with appointments of less than 0.5 EFT.

3.3 Membership Privileges and Obligations

- 3.3.1 Voting members shall:
 - 3.3.1.1 Be eligible to serve on College of Health Professions Shared Governance Committees.
 - 3.3.1.2 Participate in the election of college-wide committee positions.
 - 3.3.1.3 Participate in the election of his/her own category-specific governance committee representatives.
 - 3.3.1.4 Recommend appointments to non-elective positions on college and university committees.
 - 3.3.1.5 Be eligible to vote on college-wide issues.
- 3.3.2 Only members of a specified appointment category (faculty, unclassified professional, classified) shall vote on personnel or other matters which pertain solely to their constituency.
- 3.3.3 Only probationary and tenured faculty shall vote on issues pertaining to tenure and promotion.
- 3.3.4 Only faculty and unclassified professionals with academic responsibilities shall vote on matters related to academic programs and curricula.
- 3.3.5 Non-voting members may attend meetings but will have voice privilege only.

3.4 Change of Membership Status

A change in appointment status by the university may alter voting membership status in the College.

ARTICLE 4. VOTING PROCEDURES AND ELECTORATE

4.1 Election of Governance Committee Representatives

- 4.1.1 Election of committee members shall be accomplished by mailed ballot. The Faculty/Staff Affairs committee (or subcommittee thereof) shall prepare the ballot as defined in this Governance Code of Organization and Procedure.

- 4.1.2 Ballots listing the names of nominees for elective positions shall be mailed to all eligible voting members no later than April 1st.
- 4.1.3 Marked ballots shall be returned to the Chairperson, or a designee, of the Faculty/Staff Affairs committee. The deadline date for submission of ballots will be indicated on the ballot.
 - 4.1.3.1 Only those ballots received in accordance with instructions shall be counted.
- 4.1.4 All elections shall be determined by a plurality of mailed ballots. A plurality of votes cast by those entitled to vote and voting shall constitute an election. In the case of a tie, the decision shall be determined by lot by the Chairperson, or designee, of the Faculty/Staff Affairs committee.
- 4.1.5 The results of the election shall be announced to the College by the Chairperson, or designee, of the Faculty/Staff Affairs committee.

4.2 Electorate

- 4.2.1 The electorate shall include eligible voting members of the College of Health Professions.
- 4.2.2 All voting members of the College of Health Professions are eligible to vote for at-large governance committee representatives.
- 4.2.3 Specified governance committee representatives shall be elected by eligible members of their own category (faculty, unclassified professional, classified, student, etc.); for example,
 - 4.2.3.1 Only faculty shall vote for governance committee representatives to be elected by faculty.
 - 4.2.3.2 Only classified personnel shall vote for governance committee representatives to be elected by classified staff.
 - 4.2.3.3 Only unclassified personnel who teach less than 50% shall vote for governance committee representatives to be elected by unclassified staff who teach less than 50%.
 - 4.2.3.4 Only graduate faculty shall vote for governance committee representatives to be elected by graduate faculty.
 - 4.2.3.5 Only College of Health Professions students shall vote for governance committee representatives to be elected by students.
- 4.2.4 Retrenchment committee members shall be elected by members of their own appointment category, i.e., tenured faculty with professorial rank; non-tenured faculty and unclassified professionals with professorial rank; unclassified professionals in administrative and support units; and classified personnel.
- 4.2.5 For the tenure and promotion committee, members shall be faculty members holding professorial rank in full-time, tenured positions.

ARTICLE 5. MEETINGS

5.1 College-wide Meetings

College-wide meetings shall be held at the beginning of the fall and spring semesters, to hear plans for the ensuing school term, to hear committee summaries, to hear results of elections, and to conduct other business, as necessary. The Dean or Executive Council member will call the meetings, set the agenda, and preside over these meetings.

5.2 Special Meetings

Special meetings may be called by the college Dean, by the Executive Council, or upon written request of twenty-five percent of the voting members of the College. Requests for special meetings may also be presented by governance committees or College members through the Executive Council.

5.3 Meeting Rules

The rules contained in the latest edition of Robert's Rules of Order Newly Revised shall govern college-wide meetings, except where not applicable or otherwise inconsistent with any applicable statute, university policy, or these bylaws. See Appendix A for motions and parliamentary procedure. Standing committees may choose to use Robert's Rules of Order or establish their own rules of procedure.

ARTICLE 6. COMMUNICATIONS

6.1 General Communications

Effective multi-level communication is essential for successful shared governance. Faculty, staff, students and the community will have the opportunity to submit issues and provide input to the governance committees. All governance committees must maintain communication with constituents and one another by fully sharing appropriate information in a timely manner and providing adequate time for effective dialog.

- 6.1.1 A College of Health Professions designated website will be used for posting committee agenda, minutes and reports. General e-mails will go out to the College notifying them of new postings to the website.
- 6.1.2 Governance committees shall request information or collaboration from other committee members on matters of mutual concern.
- 6.1.3 General e-mails will go out to the College notifying them of non-college and university committee activities.

6.2 Communications Regarding Policy Changes

- 6.2.1 When an individual or group wants to suggest a policy or change in an existing policy, the affected governance committee should seek initial consultation with the representative groups concerned with the issue. In general, stakeholders should have the opportunity to review major policy decisions at three critical points: the definition of problem/issue, the formulation of tentative solutions, and a review of the proposed final recommendations.
- 6.2.2 Proposed policy changes that broadly impact faculty or staff shall either: (a) be referred, as relevant, to a college-wide or special meeting, or (b) be considered by each department or staff grouping and feedback provided to the governance committee, which, after considering such feedback, shall

determine what its policy recommendation to the Executive Council shall be.

6.3 Process of Consultation

In a case where differences arise (e.g., between administration and a governance committee, between the Executive Council and the dean) concerning any policy recommendation, the involved parties must work to resolve these differences so as to attain an outcome that is generally accepted. If general acceptance cannot be reached among the parties involved, and it is believed every reasonable effort has been made to be responsive and reach a common position, the dean may proceed based on a determination of what the dean believes is in the best interest of the college.

6.4 Governance Committee Reporting Structure

Each governance committee will prepare a summary report of their activities to be presented at a college-wide meeting. All committee reports will be submitted in writing to the Executive Council at least ten days prior to the college-wide meeting.

ARTICLE 7. GOVERNANCE COMMITTEE OVERVIEW

7.1 Governance Committee Purposes

The overall committee governance purposes are as follows:

- To formulate and recommend committee policy and specific major strategies.
- To review and make recommendations regarding significant change in existing policy.
- To provide initiative-specific strategic plan oversight.
- To review and make recommendations based on committee and college-specific data.
- To serve as a forum regarding member concerns about college-wide or university-wide administrative, academic, educational, and support issues.

7.2. Committee Membership

Governance committee membership may include both elected and appointed members. Additionally, some individuals may be asked to serve in an advisory or consulting role as needed.

7.2.1 Elected members

For elected members, departmental representatives, staff and student representatives shall be chosen by the agreed upon procedures of each group.

7.2.2 Appointed members

For appointed members, appointments will be made by the College dean upon recommendation of the Executive Council.

7.2.3 Executive Council Liaisons

Each governance committee shall have an Executive Council member who will serve as an Executive Council liaison. The EC liaison will serve as a non-voting member. There will not be an EC liaison on the Tenure and Promotion committee or the Retrenchment committee.

7.2.4 Voting Membership

All governance committee members will be voting members, with the exception of Executive Council liaisons, and advisory or consulting members, and as specified in the Retrenchment and T&P committees. Individuals serving as advisors or consultants will not be considered voting members on those committees.

7.3 Committee Officers

Officers of college governance committees shall be the chair and vice-chair, unless otherwise specified. Governance committee members shall elect their committee officers, unless otherwise specified. The chair shall call meetings, preside at meetings, review minutes, and perform other functions as necessary to accomplish the work of the committee. The vice-chair shall preside at meetings in the absence of the chair.

7.4 Administrative Support

The College will provide administrative support for the governance committees. Administrative support, under the direction of the committee chair, will include scheduling of committee meetings, taking minutes, posting agendas and minutes to the college website, and filing committee minutes and reports with the Dean's Office.

7.5 Terms of Office

Each committee member shall serve a two-year term, with staggered terms of office, as appropriate, for continuity of committee functions. In general, there shall be no restrictions on consecutive terms of office, unless specified otherwise by university policy.

7.6 Vacancies

- 7.6.1 If a committee vacancy in an elected position occurs during the term, the position shall be filled by special election to be conducted by written ballot.
- 7.6.2 For committees with positions designated from specified constituencies, if there is no member in the specified appointment category willing and eligible to serve, the members of that category shall elect an alternate to represent them on the committee in question. The alternate may be any voting member of the College of Health Professions in any appointment category, as long as the person selected satisfies the criteria for eligibility established in the college governance code. The alternate shall serve a one-year term or until the next regularly-scheduled election.
- 7.6.3 If there are no members of the Association eligible to serve, the committee position will remain vacant until candidate(s) become available.
- 7.6.4 If a committee vacancy in an appointed position occurs during the term, the position shall be filled by a new appointment from the appropriate constituent group.

7.7 General Procedures of Committees

- 7.7.1 Committees select issues and construct agendas after receiving input from their constituents, the Executive Council, and other committees, as necessary.
- 7.7.2 A meeting of the committee may be requested by any member and will be organized by the chair, with logistical support provided by the administrative support person.
- 7.7.3 Routine business may be conducted through the use of electronic media, at the chair's discretion.
- 7.7.4 The decision of each voting committee member will carry equal weight in determining the final recommendation made by the committee.
- 7.7.5 Each committee will establish their operating policies and procedures . These policies and procedures, and the committee purpose should be reviewed on an annual basis. Each committee should make recommendations to the Executive Council for updates and modifications.
- 7.7.6 All issues brought before committees must be recorded in the committee's minutes and will be recorded in a centralized tracking system. The Executive Council will review the issues listed in the tracking system to ensure all issues are heard.

ARTICLE 8. GOVERNANCE COMMITTEES

8.1 Academic Affairs Committee

8.1.1 Purpose

The purpose of the Academic Affairs Committee is to:

- Review and adopt undergraduate and graduate courses and curricula;
- Review and make recommendations related to facilities issues affecting academics; provide strategic plan oversight of academic affairs initiatives; and,
- Review and make recommendations related to courses and curricula across programs, the college and the university.
- Provide strategic plan oversight of academic affairs initiatives.

8.1.2 Membership

The Academic Affairs Committee will consist of 12 members. The membership of the Academic Affairs Committee will include:

- One representative from each discipline to be selected by the respective department to include: Dental Hygiene (1); Physical Therapy (1); Medical Technology (1); Nursing (2); Communication Sciences & Disorders (2); Physician Assistant (2);
- Two at-large members to be elected by all faculty; and,
- A designated Executive Council liaison.

8.1.3 Graduate Curricular Issues

Only graduate faculty shall be allowed to vote on graduate curricular issues.

8.2 Executive Council

8.2.1 Purpose

The purpose of the Executive Council is to:

- Provide strategic plan oversight;
- Provide governance code of organization and procedure oversight;
- Review and make recommendations related to budget, including CHP scholarships;
- Establish, review and approve key indicators (outcomes);
- Review assessment data;
- Provide leadership development;
- Provide facilities planning oversight; and,
- Coordinate infusing fun.

8.2.2 Membership

The membership of the Executive Council will include:

- The college dean;
- The college associate and assistant deans;
- The college assistant to the dean;
- The chairpersons of the college's academic departments;
- The college quality coordinator;
- The college-level directors;
-

A faculty representative elected by the faculty of the whole; and, An unclassified representative who teaches less than 50%; and,

-
- A classified representative elected by the classified staff.

8.2.3 Advisory Bodies to the Executive Council

The Dean's Advisory Committee (DAC) and the Student Leadership Council shall serve as advisory bodies to the Executive Council.

8.3 Faculty/Staff Affairs Committee

8.3.1 Purpose

The purpose of the Faculty/Staff Affairs Committee is to:

- Provide faculty and staff development and training oversight;
- Make recommendations related to events;
- Promote college and university awards and recognition, including the Rodenberg;
- Solicit nominations for college and university appointments;
- Oversee committee nominations process;
- Oversee faculty and staff mentoring; and,
- Provide strategic plan oversight of faculty/staff affairs initiatives.

8.3.2 Membership

The Faculty/Staff Affairs Committee will consist of 9 members: 8 voting and 1 non-voting. The membership of the Faculty/Staff Affairs Committee will include:

- Two elected classified staff members;
- Two elected faculty;
- Two elected unclassified professionals who teach less than 50%;
- One elected at-large member;
- One appointed at-large members; and,
- A designated Executive Council liaison.

8.4 **Retrenchment Advisory and Appeals Committee**

8.4.1 Purpose

The purpose of the Retrenchment Advisory and Appeals Committee is to plan for retrenchment should financial exigency be declared. The college committee is to be prepared to function prior to, during, and following the declaration of financial exigency as determined by the university president.

The college committee function shall be consistent with the most current documents dealing with financial exigency and program discontinuance related to faculty and unclassified professional personnel as outlined in the WSU Policy and Procedures Manual, the WSU Handbook for Faculty, and the Unclassified Professional Personnel Policy. These documents shall serve as the overriding authorities.

Among the responsibilities of the committee are to:

- Regularly review the status of the college and its various departments with respect to possible financial exigency.
- Participate in preventive planning within the college prior to a declared exigency.
- Review college and departmental plans for retrenchment should a declaration of financial exigency be necessary.
- Serve as an appeals committee according to established committee procedure.

8.4.2 Membership

The Retrenchment Advisory and Appeals Committee shall consist of 7 members: 5 voting and 2 non-voting members.

8.4.2.1 The committee shall consist of five voting members, as follows:

- Two (2) tenured faculty with professorial rank;
- Two (2) non-tenured faculty or unclassified professional personnel with professorial rank; and,
- One (1) member of the unclassified professional personnel from administrative and support units.

8.4.2.2 Non-voting members of the committee shall be:

- One (1) member of the classified staff at large; and,
- An elected affirmative action officer of the college, ex officio.

8.4.2.3 A member is not eligible to serve dual roles on the committee.

8.4.2.4 Simultaneous service on this committee and the college Tenure and Promotion Committee shall be permitted consistent with the conditions outlined in the Wichita State University Handbook for Faculty.

8.4.2.5 The dean and associate/assistant deans of the college shall not be members of the committee.

8.4.2.6 The administrator charged with developing the retrenchment programs for academic services staff shall not be a member of the committee.

8.5 Student Affairs Committee

8.5.1 Purpose

The purpose of the Student Affairs Committee is to:

- Decide on academic exceptions and grievances;
- Oversee CHP student awards and recognition of student affairs initiatives;
- Review and make recommendations related to academic advising;
- Review and make recommendations related to pre-major student issues;
- Review and make recommendations related to recruiting and retaining students;
- Review and make recommendations for planning and evaluation of student issues;
- Review and make recommendations related to marketing and events; and,
- Provide strategic plan oversight of student affairs initiatives.

8.5.2 Membership

The Student Affairs Committee will consist of 13 members: 12 voting, and 1 non-voting member. The membership of the Student Affairs Committee will include:

- One representative selected by each department with an undergraduate program (Dental Hygiene, Medical Technology, Nursing, Communication Sciences & Disorders, Physician Assistant - HSMCD);
- Two student representatives elected by the students;
- One pre-health professional student (appointed);
- The manager of Student Services;
- Two at-large members from graduate programs to be elected by graduate faculty;
- One University Student Affairs representative; and,
- A designated Executive Council liaison.

8.6 Technology Committee

8.6.1 Purpose

The purpose of the Technology Committee is to:

- Develop and monitor technology policy;
- Identify technology use and needs;
- Evaluate and recommend new technology and technology staffing;
- Oversee technology training needs;
- Oversee technology support;
- Oversee technology inventory and replacement;
- Identify faculty and staff technology development needs; and,
- Provide strategic planning oversight for technology initiatives.

8.6.2 Membership

- 8.6.2.1 The Technology Committee will consist of 11 members. This committee will be appointed by the Executive Council, upon recommendations of the Faculty/Staff Affairs Committee.
- 8.6.2.2 Membership will include: faculty, classified staff, unclassified professionals who teach less than 50%, student(s), and a designated Executive Council liaison.
- 8.6.2.3 Membership is to reflect the perspectives of technology users, i.e., teaching faculty, researchers, students, practitioners, and staff.
- 8.6.2.4 Non-voting members might include UCATS and community experts.

8.7 Tenure and Promotion Committee

8.7.1 Purpose

The purpose of the Tenure and Promotion Committee is to promote and maintain the quality of the faculty of the College of Health Professions. The committee shall:

- 8.7.1.1 Develop, promote, and maintain procedures and criteria for the evaluation of candidates for tenure and promotion and related matters.

- 8.7.1.2 Review candidates for tenure and promotion in the area of teaching, scholarship, and service in accordance with established procedures and criteria.
- 8.7.1.3 Maintain congruence of procedures and criteria with those of Wichita State University.
- 8.7.1.4 Provide for annual evaluation of temporary and probationary faculty and unclassified professionals (who teach more than 50%) for departments that have two or fewer tenured faculty. The review committee will consist of 2-3 members of the T&P committee. All tenured faculty of such departments would be members of the committee for the review of their faculty and unclassified professionals who teach more than 50%. In the case of departments with non tenured faculty, an at-large T&P member elected by the faculty will serve on the review committee.
- 8.7.1.5 Review candidates for professor incentive review.
- 8.7.1.6 Make recommendations relating to rank and award of tenure for initial faculty appointments.
- 8.7.1.7 Provide pre-tenure review.

8.7.2 Membership and Electorate

The committee shall consist of seven tenured faculty members, as follows:

- 8.7.2.1 Six tenured faculty members from the College of Health Professions elected by probationary and tenured faculty of the College of Health Professions, with no more than 2 members from a department.
- 8.7.2.2 The dean of the college shall appoint one member of the committee from tenured faculty at large.
- 8.7.2.3 The dean and associate/assistant deans of the college shall not be members of this committee.
- 8.7.2.4 Although the dean is not a member, the dean shall meet with the committee regarding the general deliberation process.

8.7.3 Criteria for Eligibility

- 8.7.3.1 Members shall be faculty members holding professorial rank in full-time, tenured positions.
- 8.7.3.2 No person may serve on the committee in a year in which s/he is considered for promotion or for post-professorial review.

8.7.4 Term of Service

- 8.7.4.1 The term of service shall be two years.
- 8.7.4.2 No member may serve on the committee for more than two consecutive terms.

8.7.5 Officers

8.7.5.1 The sole officer of the committee shall be the chairperson.

8.7.5.2 At the first meeting of the academic year, the committee members present shall elect the chair by written ballot or by voice vote to serve a two-year term.

8.7.5.3 The chair shall appoint a recording secretary annually.

8.7.5.4 There shall be no restrictions on consecutive terms in office.

ARTICLE 9. AMENDMENTS TO GOVERNANCE CODE OR ORGANIZATION AND PROCEDURES**9.1 Amendments**

The College Governance Code of Organization and Procedures may be amended, repealed, or altered, in whole or in part, at any college-wide meeting or special meeting of the membership. Such amendments shall require an affirmative two-thirds vote of those members present and voting. Written notices of the proposed amendment shall be distributed for review at least 30 days prior to the college-wide or special meeting of the membership.

APPENDIX A
MOTIONS AND PARLIAMENTARY PROCEDURE (when needed)

Motion	Interrupt Speaker?	Second Required?	Debat-able?	Amend-able?	Vote Required?	Reconsid-erable?
Privileged Motions						
Fix time to adjourn	No	Yes	No	Yes	M	Yes
Adjourn	No	Yes	No	No	M	No
Take a recess	No	Yes	No	Yes	M	No
Question of privilege	Yes	No	No	No	Chair	No
Call for orders of the day	Yes	No	No	No	Chair	No
Subsidiary Motions						
Lay on the table	No	Yes	No	No	M	No
Previous question (end debate)	No	Yes	No	No	2/3	Yes
Limit or extend debate	No	Yes	No	Yes	2/3	Yes
Postpone to definite time	No	Yes	Yes	Yes	M	Yes
Refer to committee	No	Yes	Yes	Yes	M	Yes
Amend amendment	No	Yes	Yes	No	M	Yes
Amend	No	Yes	Yes	Yes	M	Yes
Postpone indefinitely	No	Yes	Yes	No	M	Yes (A)
Main Motion						
Reconsider	No	Yes	Yes	No	M	No
Rescind or repeal	No	Yes	Yes	Yes	2/3	Yes (N)
Take from the table	No	Yes	No	No	M	No
Ratify	No	Yes	Yes	Yes	M	Yes
Incidental Motions						
Appeal (from chair's decision)	Yes	Yes	Yes	No	M	Yes
Division of Assembly	Yes	No	No	No	Chair	No
Division of Question (a)	No	Yes	No	Yes	M	No
Parliamentary and other inquiries	Yes	No	No	No	Chair	No
Withdraw a motion	No (b)	No (b)	No	No	M	Yes (N)
Point of order	Yes	No	No	No	Chair	No
Suspend rules	No	Yes	No	No	M (c)	No
Object to consideration	Yes	No	No	No	2/3	Yes (N)
Consider seriatim	No	Yes	No	Yes	M	No

(a) Member can demand separate vote on each part of motion or resolution with a series of separate subjects. No second no vote on demand.

(b) Yes, if motion is made by another while maker has floor.

(c) As applied to Ordinary Standing Rules or Standing Rules of Convention. 2/3 necessary to suspend Parliamentary Rules of Order

A = Affirmative; N = Negative

