

**CONSTITUTION OF
THE COLLEGE OF HEALTH AND HUMAN SERVICES**

The University of Toledo

Approved by unanimous vote on March 28, 2016 by College Council and April 16,
2016 by College Assembly

Article I. Purpose

Section 1. The purpose of the College of Health and Human Services (CHHS) of The University of Toledo is to promote excellence in student learning, research and service in professional roles within the College, and to collaboratively work with the other colleges and the local and global community in achieving the mission of the University.

Section 2. The constitution governs the administration, faculty, and staff in achieving the mission of the CHHS, its schools, and The University of Toledo.

Article II. College Membership

Section 1. Administration: Administrative Personnel of the CHHS shall consist of a Dean, Associate/Assistant Deans, School, Chairpersons, and other College Administrators and Staff who may report directly to the Dean.

- A) The Dean shall be the chief academic and administrative officer of the College. The Office of the Dean of CHHS functions in accordance with the description contained in *The University of Toledo Policy Manual*
- B) Associate/Assistant Deans, other College Administrators, and Administrative Staff shall assist the Dean in administering College affairs.
- C) School Chairpersons shall be the academic and administrative leaders of their respective schools. The School shall function in accordance with the rights, duties, and responsibilities specified in *The University of Toledo Policy Manual*.

Section 2. College Faculty

- A) Membership: A College Faculty member shall be any member of the College who holds one of the following ranks or titles
 - i. Professor Emeritus;
 - ii. Full-time, Tenured or Tenure-track: Professor, Associate Professor, Assistant Professor or Instructor;
 - iii. Senior Lecturer, Associate Lecturer, Assistant Lecturer;
 - iv. Part-time Faculty;
 - v. Visiting Faculty: Professor, Associate Professor, Assistant Professor, or Instructor;

vi. Adjunct Faculty.

B. The rights, privileges, and responsibilities of all College Faculty members are specified in appropriate sections of *The University of Toledo Policy Manual* and the *Collective Bargaining Agreement between the Board of Trustees for The University of Toledo and the American Association of University Professors, The University of Toledo Chapter, or Faculty Rules and Regulations for Faculty not bound by the Collective Bargaining Agreement: The University of Toledo, College of Health and Human Services, College of Medicine, and College of Nursing*. Though no single member may necessarily have all of the following responsibilities, membership in the College Faculty shall entail the following general responsibilities:

- i. Recruit students of outstanding academic ability for undergraduate, professional, or graduate study;
- ii. Teach courses that will contribute to the education and development of professionals;
- iii. Teach courses that will contribute to the development of independent scholarly performance;
- iv. Develop curriculum and programs that support and enhance the academic mission of the college;
- v. Guide students in college activities that support and enhance the academic mission of the college;
- vi. Conduct research of intrinsic scholarly merit, as evidenced by scholarly publications, presentations, and/or other forms of dissemination;
- vii. Direct independent student research and supervise theses and dissertations. This includes projects, practicums, and internships required for the completion of graduate degrees and graduate certificates. (Note: Appropriate Graduate Faculty status required);
- viii. Mentor students including academic advising and career development;
- ix. Impress upon students the standards of professional or scholarly integrity and responsibility expected of educated professionals or researchers;
- x. Perform service activities through involvement in community, profession, program, school, college, or university.

D) Functions and Privileges: Membership in the College Faculty shall also carry the following functions and privileges, as further defined in the *Bylaws of the College Council of the College of Health and Human Services*:

- i. The election of representatives to CHHS College Council;
- ii. The right to speak at CHHS College Council Meetings;
- iii. The authority to serve on CHHS College Council (when elected);

- iv. The authority to serve as chairperson or serve on CHHS College Council Committees (when elected or appointed).
- E) Emeriti shall be retired university faculty members who have been granted emeritus status by the Board of Trustees. Emeriti shall have no voting rights in College, or College Council matters.
- F) Visiting, part-time, and Adjunct Faculty shall have no Faculty rights with respect to promotion or tenure. Also, they shall have no voting rights in College or College Council matters. However, certain rights may be extended to Visiting Faculty, Part-time Faculty, or Adjunct Faculty by majority vote of those College Faculty eligible to vote as defined above, with consent of the Dean.

Section 3. Classified and Unclassified College Staff: Classified, Classified-Exempt, and Unclassified Staff working in positions assigned to the CHHS (henceforth referred to as College Staff). College Staff shall have voting rights in matters coming before College Assemblies with the exception of matters pertaining to curriculum or college or program academic requirements.

Article III. College Council

Section 1. Mission: The College Council of the College of Health and Human Services shall represent College Faculty in relationships and matters of interest with the College Administrative Officers, Faculty Senate, Graduate Council, University Administration, and other communities of interest.

Section 2. The CHHS College Council shall act on all matters related to the authority granted or delegated to faculty in the bylaws of the Board of Trustees and other University of Toledo administrative policies. These include: academic policies, curriculum, academic programs, academic standards, and degree requirements.

Section 3. College Council Bylaws: The College Council shall adopt bylaws to govern its procedures and activities.

Section 4. College Council Committees: Standing committees shall be established to accomplish the purpose of the CHHS College Council and the mission of the CHHS College Council. These College Council Committees report to the College Council:

- A) Executive Committee (EC): A standing committee that presides over the College Council and furthers the work of the College Council. This committee is detailed in the *Bylaws of the CHHS College Council*.
- B) Academic Affairs Committee (AAC): A standing committee of the College Council that is responsible for general educational issues related to both undergraduate and graduate education. A subcommittee for each undergraduate and graduate are responsible for issues specific to

academic level. This committee is detailed in the *Bylaws of the CHHS College Council*.

- C) Honors Subcommittee: A standing committee of the College Council that is responsible for review, and if, acceptable, approve school honors policies and procedures. This committee is detailed in the Bylaws of the CHHS College Council.
- D) Student and Community Affairs Committee (SCAC): A standing committee of the College Council that is responsible for issues related to the welfare of students in the College. This committee is detailed in the *Bylaws of the CHHS College Council*.
- E) Assessment Committee (AAC): A standing committee of the College Council that is responsible for issues related to program assessment. This committee is detailed in the *Bylaws of the CHHS College Council*.
- F) Diversity Committee (DC): A standing committee of the College Council that is responsible for issues related to college and university diversity plans. This committee is detailed in the *Bylaws of the CHHS College Council*.
- G) Administrative Review Committee (ARC): A standing committee of the College Council that is responsible for issues related to the evaluation of School Chairpersons, Associate/Assistant Deans and Director(s) of the College. This committee will be convened as needed, but not less than biennially. This committee is detailed in the *Bylaws of the CHHS College Council*.
- H) Other standing committees of the College Council: Any standing committees, not authorized by name in this constitution, shall be authorized and detailed within the *Bylaws of the CHHS College Council*.

Section 5. Council Ad-Hoc Committees: Under special circumstances, the College Council may form an ad hoc committee to study or make recommendations on a particular topic or issue. The governance of College Council Ad Hoc Committees is detailed in the *Bylaws of the CHHS College Council*.

Article IV. Dean's Cabinet

Section 1. The Dean's Cabinet is an advisory body comprised of School Chairpersons and others that aid the Dean in the management of the College.

Section 2. Cabinet members are appointed by the Dean and serve at the pleasure of the Dean.

Article V. College Committees

Section 1. Standing committees shall be established to accomplish the purpose and operations of the CHHS. These College Committees do not report to the College Council, but instead report directly to the Dean:

- A) College Personnel Committee (CPC): The College Personnel Committee provides college-level academic review for Faculty covered by the Collective Bargaining Agreement of The University of Toledo with the UT-AAUP who seek re-appointment, promotion, or tenure.
- B) Appointment and Promotion Committee (APC) provides college-level academic review for Faculty not covered by the CBA but who are covered by the *Faculty Handbook for Faculty with Open-ended, Continuing Contract Who Are Not Covered by the Collective Bargaining Agreement* seeking appointment, or promotion. An Ad Hoc Subcommittee of the APC will be convened for consideration of faculty requesting the awarding of tenure as outlined in the *Faculty Handbook* specified above.
- C) Faculty Affairs Committee (FAC) provides faculty voice for Faculty covered by the *Faculty Handbook for Faculty with Open-ended, Continuing Contract Who Are Not Covered by the Collective Bargaining Agreement* in issues related to faculty development, faculty life, evaluation, retention and benefits.
- D) Student Grievance and Hearing Committee (SGHC) provides a process for review regarding student grievances of a non-grade nature and makes recommendations to the Dean regarding such grievances.
- E) Other standing committees of the College: Any standing committees, not authorized by name in this constitution, shall be authorized and detailed within the *Bylaws of the CHHS*.

Section 2. Ad-Hoc Committees: Under special circumstances, a standing committee of the College Council may recommend to the Dean that a committee be formed to study or make recommendations on a particular topic or issue. The governance of Ad Hoc Committees is detailed in the *Bylaws of the CHHS*.

Section 3. Special Committees: Special committees may be created by action of the Dean or majority vote of the College Faculty. The governance of Special Committees is detailed in the *Bylaws of the CHHS*.

Article VI. College Assemblies

Section 1. College Assemblies: Scheduled assemblies of the College Administration College Faculty (voting and non-voting) and College Staff.

Section 2. Special Assemblies: Any unscheduled College Assemblies or any scheduled or unscheduled meeting called by the Dean with any of the three groups defined in Article II - College Membership

Article VII. Ratification, Implementation and Bylaws

Section 1. Ratification: This Constitution is adopted by an affirmative vote of at least a two-thirds majority of the College Faculty and Staff voting in person or by

absentee ballot. This Constitution becomes effective when accepted and approved by the Dean of CHHS.

Section 2. College Bylaws: The College Faculty and College Staff shall create bylaws detailing the governance of the CHHS.

- A) Bylaws shall be established by a two-thirds majority vote of the eligible voters of the College or amended by an affirmative vote of at least a simple majority of the College Membership eligible to vote.
- B) Bylaw amendments are immediately effective, unless the amendment establishes a later date.
- C) Bylaw amendment proposals shall be submitted by the College Council Committee Chairperson to the Dean in hard copy or by electronic transmission at least two weeks prior to a College Assembly; the Dean will distribute the proposed bylaw amendment to the College Membership at least one week prior to the College Assembly, unless this rule is suspended by at least a two-thirds majority of the College Membership eligible to vote affirming suspension of the rule specifically for the amendments in question.

Section 3. College Council Bylaws: The College Council shall have bylaws detailing the governance of the CHHS College Council.

- A) Bylaws shall be established by a two-thirds majority vote of the College Faculty voting in person and eligible to vote at a College Assembly or by absentee ballot;
- B) Bylaws are amended by an affirmative vote of at least a simple majority of the College Council voting at a College Council meeting;
- C) Bylaw amendments are immediately effective, unless the amendment establishes a later date;
- D) Bylaw amendment proposals shall be submitted to the Chairperson of the College Council in hard copy or by electronic transmission at least two weeks prior to a College Council Meeting; the College Council Chairperson will distribute the proposed bylaw amendment to the College Council Membership at least one week prior to the College Council Meeting, unless this rule is suspended by at least a two-thirds majority of the College Council members affirming suspension of this rule specifically for the Amendments in question.
- E) College Council bylaw amendments are treated as new business at a Regular College Council Meeting.

Article VIII. Constitutional Amendment

Section 1. Constitution Amendment Proposals shall be presented by the College Council Committee Chairperson, either in hard copy or by electronic transmission to the Dean at least two weeks prior to a College Assembly. The Dean will distribute

the Proposal to the College Faculty and Staff at least one week prior to the College Assembly.

Section 2. An Amendment to this Constitution shall be affirmed by at least a two-thirds majority of College Membership eligible to vote at a College Assembly or by absentee ballot.

Section 3. Once ratified and upon acceptance and approval of the Dean of CHHS, the amendment takes effect immediately, unless the amendment specifies otherwise.

Article IX. Authority and Jurisdiction

Section 1. The authority and power of the College of Health and Human Services to take the actions set forth herein has been delegated and, in the ordinary course of events, will continue to be delegated from the Board of Trustees through the President and Officers of the University to the College of Health and Human Services. With regard to curricular matters, such delegation has been further delegated from the Faculty Senate and Graduate Council to the College Council of the College of Health and Human Services.