

**BYLAWS
OF THE FACULTY ASSEMBLY**

**COLLEGE OF ALLIED HEALTH SCIENCES
AUGUSTA UNIVERSITY**

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PREAMBLE

The Faculty of the College of Allied Health Sciences, Augusta University, has adopted the following Bylaws in accordance with administrative policies of the Board of Regents of the University System of Georgia and Augusta University and consistent with the bylaws of the Augusta University Faculty Senate

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ARTICLE I

NAME

The name of this organization shall be the Faculty Assembly of the College of Allied Health Sciences of the Augusta University.

ARTICLE II

PURPOSE

The purpose of the Assembly shall be to enhance professional performance and development, assist in the orderly conduct of the affairs of the College of Allied Health Sciences (CAHS) at the Augusta University (AU), facilitate the performance of faculty duties and obligations, and to protect the rights and privileges of the faculty of the College of Allied Health Sciences.

ARTICLE III

MEMBERSHIP

Section 1. The membership of the Assembly shall consist of the following categories:

- A. Corps of Instruction: CAHS full-time (defined as holding a 75% or greater effort) faculty who hold the academic rank of instructor, assistant professor, associate professor, professor, and other titles as defined by the Statutes of Augusta University.
- B. CAHS emeritus faculty with academic rank/title.
- C. CAHS part-time faculty with academic rank/title.
- D. CAHS Clinical faculty with academic title.
- E. The President and Provost of AU, and the Dean, Associate and Assistant Deans of the CAHS.

Section 2. Rights and Privileges of the Corps of Instruction, full-time faculty and part-time faculty*:

- A. May attend and participate in all meetings of the Assembly.
- B. May vote on all issues pertaining to the Assembly.
- C. May serve on the CAHS Faculty Council subject to the qualifications established in these bylaws.

*While part-time faculty are considered voting members in the CAHS, this is not so at the University Assembly (AU) bylaws II.5 Part Time Personnel: Part-time personnel are those persons, regardless of rank, who serve the institution on a term-by-term basis/contract. These include those persons holding the titles part-time instructor, visiting lecturer, and visiting faculty. These part-time personnel—whether teaching or engaged in research—will have representation at the college level and, depending on college policy, may vote at that level but shall neither have the privileges of the faculty nor serve at the university level. They will not elect University Senate Senators. They are welcome to attend all meetings of the Assembly, but are non-voting.

Graduate Teaching Assistants, Post-Doctoral Fellows, Interns, and Residents will have no privileges as faculty. They have privileges in either the graduate student organization or graduate medical association. They are welcome to attend all meetings of the Assembly, but are non-voting.

Section 3. Rights and Privileges of Clinical Faculty:

- A. May attend and participate in all meetings of the Assembly.
- B. May serve on the CAHS Faculty Council, subject to the qualifications established in these bylaws.

Section 4. Rights and Privileges of the President, Provost, Dean, Associate and Assistant Deans:

- A. May attend and participate as ex-officio members in all meetings of the Assembly.
- B. May provide recommendations for development of ad hoc committees related to CAHS wide needs

ARTICLE IV

CAHS FACULTY GOVERNANCE

Section 1. Regular meetings of the Assembly shall be held at least twice each academic year. The President, in consultation with the Dean, shall determine the time and place. Special Assembly meetings may be called at the request of the Faculty Council or by written petition supported by not fewer than ten (10) voting members of the Assembly. A quorum for any Assembly meeting shall consist of twenty (20) voting members. The Assembly shall act by majority vote of the members present and voting unless specified elsewhere in these bylaws. The functions of the Assembly shall be to:

- A. Maintain effective lines of communication and interaction among the faculty members of the CAHS, the student body, and the administrators of the CAHS and Augusta University.

- B. Elect senators and committee representatives to the University Senate.
- C. Present any matter of concern to the Faculty Council for consideration and appropriate action and direct the Council to report back to the Assembly.
- D. Communicate faculty viewpoints to the administration of Augusta University.
- E. Receive reports from the CAHS senators and committee representatives of the actions and activities of the University Senate.
- F. Act on all questions that come before the Assembly.

Section 2. The CAHS Faculty Council

A. Purpose: The CAHS Faculty Council (the Council) is a representative body of the CAHS faculty, which serves to conduct the business of the Faculty Assembly, such as faculty affairs, advance programmatic, educational, and strategic goals, and to advise the Dean of the CAHS on all issues related to the CAHS.

B. Membership of the Faculty Council:

B1. The Faculty Council will be comprised of (up to) twenty-four (24) members: (up to) seventeen (17) voting members and six (6) non-voting members in addition to AU Senate committee members.

B2. Eligibility to serve on Faculty Council: Full time faculty members as defined by the Corps of Instruction for the AU Faculty Assembly, with the exception of department chairs and higher, are eligible to serve.

B3. Eligible members include faculty in the Corps of Instruction as defined by the Augusta University Assembly as full time and on an annual contract (75 percent annual full time status or higher constitutes full time).

B4. Voting Members: There will be up to fourteen (14) departmental/program representatives who will be voting members. Departments with a single program are allowed 1 representative. For departments with multiple programs, they are allowed 1 representative from each program. Regardless, departments with multiple programs must provide at least two (2) representatives of the CAHS Faculty Council each year. Voting members also will include CAHS senators, the President-elect and the Past-president.

B5. Ex-officio Members: There will be up to six (6) non-voting members in addition to the committees designated at the University level requiring CAHS representation consistent with AU bylaws and policies as follows:

- a student representative

- a Graduate School Representative
- the Dean of the CAHS or his/her designee,
- the President of the CAHS Council (will cast a vote in the event of a tie vote)
- the Associate Dean of Academic Affairs
- a Library Liaison.

C. Leadership of the CAHS Council

- C1. President of the CAHS Faculty Council – The position of President is a three year elected position (from the CAHS Corps of Instruction) with the individual serving the first year as President-elect, the second year as President, and third year as Past-President.
- C1a. The President presides as a non-voting member of the CAHS Faculty Council.
- C1b. The President will cast a vote in the event of a tie vote.
- C1c. The President will serve as the presiding officer at the CAHS Faculty Assembly meetings.
- C1e. The President will, when needed, appoint 3 faculty council members to serve on the Student Progression Subcommittee. One member will be named as the chair.
- C2a. The Past-President will assume all duties and responsibilities in the absence of the President or in the event that the President is not able to fulfill the term of office.
- C2b. The President-elect will chair the CAHS Faculty and Staff Awards Committee.
- C3. The Past-President will chair the Nominations Committee responsible for administering the annual election of a President-elect and senators.
- C4. Associate Dean Academic Affairs will serve as a non-voting advisory member to the Council. In this role, he/she will provide university-level coordination and support to the Council, including but not limited to recommending agenda items to the President of the CAHS Council and guiding the curriculum revision process.
- C5. Unfinished terms of officers, and/or senators will be filled by a special election as needed per the guidelines in D4.

D. Elections

- D1. The voting members of the Faculty Council will be elected from the entire CAHS faculty.
- D1a. The voting members of the Council shall be elected from and by the faculty of each department during the spring semester immediately preceding their term of office.
- D1b. Only full time faculty (75% effort or greater) with at least two (2) years of experience, calendar or academic, in the CAHS can serve on the faculty council.

D1c. The number of terms on the council will be limited to three (3) consecutive terms. This will include any partial terms, which will be counted as one of the three terms.

D1d. Each year, approximately one-half of the members will be elected. Each member serves for two years or until a replacement is duly seated.

D1e. In the case of absence of a department/program representative, a member of the department may attend the meeting and be allowed to vote.

- D2. Required elections will be held in the spring of each and results reported in time for member to commence their responsibilities effective July 1 of each year.
- D4 Special elections may be held at the direction of the council as circumstances in the CAHS dictate.
- D3. Election to positions described herein will require a majority of the eligible votes cast.
- D4. Where there is no clear majority, a run-off election between the two candidates with the highest number of votes cast will be held. Candidates will be elected per Section 2D3.

E. Other Committees, Appointments, and Elections.

- E1. A student may be appointed by the President to serve during the President's term.
- E2. Promotion and Tenure Committee of the CAHS shall have 9 members with 5 elected by the CAHS Corps of Instruction and 4 appointed by the Dean. This can be revisited to determine changes to increase to 11 members with 6 elected members. At least 3 committee members should be at the rank of professor with tenure. The overall purpose of this committee is to oversee (i.e., implement) the CAHS promotion and tenure process as described in its separate bylaws. An ad hoc committee from the Faculty Council and chair of the CAHS Promotion and Tenure Committee will periodically review the CAHS Promotion and Tenure bylaws and recommend changes to the Faculty Council. The Faculty Council will review the recommended changes and allow the Corps of Instruction to vote on such changes. Only recommended changes approved by the Corps of Instruction will be forwarded to the Dean.
- E3. A Faculty Grievance Committee shall be constructed from the Faculty Council in accordance with the AU Bylaws, Policies and Procedures.
- E4. CAHS Representation to the following University Senate Committees is determined according to *AU Bylaws, Policies and Procedures III, 2.2.6.3.4 Committee Membership*. Only members of the Corps of Instruction may serve. Each CAHS representative to a University Committee will submit reports to the Faculty Council at least twice per year.
- E4a. Athletics Committee

- E4b. Budget Advisory and University Resources Committee
- E4c. Curriculum and Academic Policies Committee
- E4d. Faculty Development Committee
- E4e. Faculty Rights and Responsibilities Committee
- E4f. Governance and Communication Committee
- E4g. Grievance Committee
- E4h. Information Technology Committee
- E4i. Promotion and Tenure Committee
- E4j. Student Affairs Committee

E5. The Graduate School Representative(s) are to be elected from the CAHS faculty who have Graduate School appointments with the number of CAHS representatives to be determined by the Graduate School. The elected Graduate School Representative will serve a 3-year term beginning July 1 and can serve 2 terms. The “at large” representative or Appointed Director will be appointed by the Dean or a representative of the Dean and will not have a term limit. See <http://gradschool.uga.edu/faculty/council.html>

F. Responsibilities and Duties: Voting members of the Council shall serve for a term of two years. The student member of the Council will serve a one-year term. Ex-officio members shall serve as long as they are in the positions listed in B2 above. Responsibilities of the voting members include representing the viewpoints of their respective department on actions and issues relating to the policies and functioning of the Faculty Assembly and Council, the College of Allied Health Sciences, the Augusta University, and the Augusta University Assembly. Voting members shall be responsible for communicating any and all actions or inquiries of the Faculty Council to their respective department for evaluation and response.

E1. A vote by email may occur for time sensitive decisions.

G. Agenda: The agenda of the CAHS Faculty Council will be set by the President of the CAHS Council and members of the CAHS Faculty Council.

H. Meetings: Will be held once every month at a standing date and time. A quorum for any Council meeting shall consist of no fewer than four voting members.

I. Meetings and Minutes: The business of the CAHS Faculty Council will be made available to the CAHS faculty electronically with a clear mechanism for dissemination. The minutes shall be distributed no later than one (1) week from the adjournment of the meeting.

Section 3. Functions of the CAHS Faculty Council:

A. The Past-President of the CAHS will oversee the nomination and election process of the CAHS representatives to the University Senate.

- B. The President-Elect will chair the faculty and staff awards committee of the CAHS. The President-Elect is responsible for maintaining up-to-date records for the awards that will be presented each year. The Faculty Council will vote for any additions and/or deletions of the awards given.
- C. The Council may conduct special elections as requested by the President of the CAHS Council.
- D. The Council will review the bylaws biennially and make recommendations for revision as needed.
- E. The Council will oversee the selection process for the CAHS Faculty Awards and the nomination process for the John. F. Beard Award.
- F. The Council will make recommendations to the Dean of the CAHS regarding the development and revision of guidelines for faculty appointments, promotions, tenure and post-tenure review. The Council will assure compatibility within the CAHS, the Augusta University, and the Policies of the Board of Regents.
- G. The Council will monitor standards related to faculty rights and responsibilities derived from academic appointment, academic freedom and tenure, and make recommendations regarding these standards to the Dean of the CAHS as needed.
- H. The Council, via a subcommittee, will serve as a review and advisory body for the Dean of the CAHS in appeals procedures for faculty regarding reappointment, promotion, tenure and/or post-tenure review issues.
- I. The Council, via the Student Progression Subcommittee, will serve as a review and advisory body for the Dean of the CAHS in appeals procedures for students.
- J. The Council will develop and recommend strategic goals related to the CAHS to the Dean.
- K. The Council will advise the Dean of the CAHS on the affairs of the college.
- L. The Council will review requests for program revisions (including curricular changes) and make recommendations based on that review to the CAHS Associate Dean of Academic Affairs or persons/positions of necessity designated by the Dean.
- M. The Council may form ad hoc committees to provide advice to the Council as requested by the President of the CAHS Faculty Council.

ARTICLE V

University Senate Senators

Section 1. University Senate senators shall be elected from the Corps of Instruction, excluding Department Chairs as prescribed elsewhere in these bylaws. The number of senators to be elected shall be determined in accordance with the Statutes and the Policies and Procedures of the AU University General Assembly.

Section 2. The President of the Council may serve as a senator to the University Faculty Senate.

Section 4. Senators shall assume their responsibilities on July 1 of the year of election. The term of each senator shall be three (3) years. Senators may hold their offices for two consecutive terms. After a six-year period of service, an individual is ineligible for one year before again being able to serve in the Senate. Senators will each have a vote at the University Senate.

Section 4. The duties of the senators shall be:

- A. Attend all University Senate meetings.
- B. Take recommendations from the CAHS Assembly and Council to the University Senate and report its actions and recommendations to the CAHS Assembly and Council.
- C. Submit a report to the President of the CAHS Faculty Council at all regular Assembly meetings. Oral or written reports are to be presented at each Faculty Council meeting and will become part of the meeting minutes. The minutes will reflect any case where no report is submitted or required.

Section 5. If a senator is unable to fulfill an obligation, the Faculty Council President may appoint a faculty member to fulfill the remaining term or as to such time a new representative can be elected.

ARTICLE VI

AMENDMENTS TO THE BYLAWS

Section 1. These bylaws shall be subject to automatic review biennially by the Faculty Council. It shall be the responsibility of the Council to review the bylaws and propose amendments thereto. Proposed amendments shall become effective upon adoption by the Faculty Assembly and approval by the University Senate.

Section 2. Any proposed amendment(s) shall be submitted in writing to the Assembly members at least four (4) weeks prior to a regular meeting of the CAHS Faculty Assembly.

Should the proposed amendment/s be approved by the majority of the members at the Assembly meeting, a ballot, paper or electronic, will be distributed to all members eligible to vote. Adoption shall require a two-thirds majority vote of the ballots returned to the Council.

Section 3. Results of the vote shall be reported electronically and to the members at the next Assembly meeting.

ARTICLE VII

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Assembly and Council in all cases to which they are applicable and in which they are not inconsistent with these bylaws or any rules of order the Assembly may adopt.