The Faculty Organization
for the
College of Health and Human Development

PREAMBLE

The strength of any academic unit of a University is largely determined by the quality of its faculty. Indeed, the faculty is the primary intellectual force responsible for the integrity, vitality, relevance, and growth of the academic program. Decisions related to resident instruction, research, continuing education, and the welfare of the faculty and students are the domain of the faculty.

If the above responsibilities are to be carried out to their fullest, a faculty organization should exist which will:

1. Provide avenues for the faculty to achieve the aims and objectives of the College and to submit proposed actions through appropriate channels to the College, the University Faculty Senate, and the University administration,

2. Provide a faculty forum for the exchange of ideas and information, and,

3. Promote faculty unity and morale.

BYLAWS

I. Purpose of the Faculty Organization

Subject to the rules and regulations of the University, the Faculty Organization shall perform those legislative, advisory, and forensic functions described in this document.

A. Legislative Functions

The Faculty Organization, acting through its representative group (The Faculty Council), shall serve as the sole legislative body representing the College on various academic and curricular matters as authorized by the University Faculty Senate. It shall submit its actions for approval through the appropriate academic and administrative units to the appropriate University Faculty Senate Committee or the University Faculty Senate.
The Faculty Organization is charged with recommending legislation about such matters as:

1. Instructional programs, resident and continuing education,
2. Courses and programs of study,
3. Academic admissions standards and general admissions policy,
4. Graduation requirements, and
5. Scholarships and honors.

B. Advisory and Consultative Functions

The Organization, acting through the Faculty Council, shall serve as an advisory and consultative body to the administrators of the College about such matters as the establishment, discontinuation, or reorganization of organizational units and areas of instruction; utilization of physical facilities; policies and administration of libraries; University and College development; overall educational policy and planning; the University Calendar; faculty affairs; academic personnel; student affairs; general admissions policy; and other appropriate matters affecting faculty and student welfare.

C. Forensic Functions

The Faculty Organization serves as a forum for the exchange of ideas among its members on any matter which relates to the mission and goals of the College or of the University.

Note: In this document, “Organization” is synonymous with the “Faculty Organization,” and “Council” is synonymous with “The Faculty Council.”

II. Membership of the Organization

A. The Faculty Organization of the College of Health and Human Development shall include all individuals at all locations holding at least half-time academic appointments in the University and who hold rank in the College, including professors at all levels, instructors, research associates and research assistants. In the case of joint appointments, the majority of the person’s appointment must be in the College of Health and Human Development. Questions of interpretation shall be ruled on by the Faculty Council.
B. Visiting or part-time appointees to the faculty shall have parliamentary privileges of faculty members but not voting privileges.

C. Staff shall have parliamentary privileges of faculty members but not voting privileges. Student representatives appointed to Faculty Council and Committees of the Organization shall have parliamentary and voting privileges.

III. Officers of the Organization

A. The officers of the Organization shall be the Chairperson and the Vice Chairperson-Secretary. Eligibility for these offices will be constituted by:

1. Being a full-time, tenure track faculty member in the College of Health and Human Development.

2. Not holding an administrative appointment.

B. The Chairperson and Vice Chairperson-Secretary of the Organization shall serve as the Chairperson and Vice Chairperson-Secretary of the Faculty Council.

C. The Chairperson and Vice Chairperson-Secretary shall be elected as follows:

1. The Faculty Council will solicit nominations from the Faculty Organization and prepare a slate of officers

2. The Faculty Organization shall conduct these elections through a mailed ballot, bi-annually in the spring or when a vacancy exists.

3. A person shall be elected by simple majority vote of those members of the Faculty Organization who cast ballots.

4. Each shall hold office for a period of two years and shall be eligible for re-election.

D. Duties of Officers

1. The Chairperson shall preside at meetings of the Faculty Organization and the Faculty Council. The Chairperson shall appoint a Parliamentarian from the Faculty to serve during the Chairperson's term of office. The Parliamentarian may vote.

2. In the absence of the Chairperson, the Vice Chairperson-Secretary shall chair the meeting of the Organization and Council and shall appoint a temporary secretary for that meeting.
3. The Vice Chairperson-Secretary is responsible for taking the minutes of all meetings of the Organization and Council and to report those minutes to the Organization, Council and others as needed.

IV. Representative Structure of the Organization—The Faculty Council

A. The Faculty Organization shall be represented by the Faculty Council. The Faculty Council acts on behalf of the Organization to facilitate the legislative, advisory and forensic functions of the Organization, and recommends action through the appropriate College and University channels. In particular:

1. The Faculty Council acts on behalf of the Faculty Organization in matters of curricular and academic policy. If the matter under consideration is of broad interest to members, input from members of the Organization shall be invited. Since the Council acts on behalf of the Organization, a vote of one-third plus one of the Council members present at the meeting shall move a particular item to the Organization’s membership for consideration.

2. The Council serves as an advisory committee to the Dean on such matters as University and College policy and procedures, and general faculty and student welfare.

3. The Council serves as a medium for communication throughout the College.

B. Membership on the Faculty Council

1. The Faculty Council shall consist of the elected Organization officers and one (1) elected representative from each department and school and two (2) students, appointed as in 4 and 5 below. Faculty eligibility shall be consistent with Article II.A.

2. The Dean of the College, or a representative designated by the Dean, shall serve as an ex-officio member of the Council without voting privileges.

3. The Chairperson of the College Curriculum Committee shall serve as an ex-officio member, without vote, of the Faculty Council.

4. The College Undergraduate Student Council President shall be appointed as a student member of the Faculty Council.

5. The Council shall appoint a graduate student representative to the Council based upon recommendations from the various Department Heads and School Directors.
6. The terms of office for Council members shall be two academic years with approximately one-half of the faculty members’ terms expiring each August. Elections for new members shall be at the end of the spring semester with terms for new members beginning the following fall semester. Student members shall be appointed annually.

C. Officers of the Faculty Council

1. The officers of the Council shall be the Chairperson and the Vice Chairperson-Secretary of the Organization.

2. The Chairperson and Vice Chairperson-Secretary shall be elected in accordance with Section III.C. of this document.

3. In the absence of the Chairperson, the Vice Chairperson-Secretary shall chair the meeting and shall appoint a secretary pro tem for that meeting only.

D. Meetings of the Faculty Council

1. Meetings of the Council shall occur at least three times each semester. In the event that the Chairperson of the Organization declares existence of a situation of special faculty concern, the Council shall be empowered to act for the Organization in all matters until this authority is terminated by actions of the Organization.

2. Each member is expected to send a substitute to meetings the member is unable to attend.

3. The Chairperson shall arrange for all meetings of the Council and establish the agenda, in consultation with the Dean of the College and the Faculty Council.

4. A simple majority of the voting membership of the Council shall constitute a quorum for the conduct of business.

5. Action on an item before the Council shall be decided by a majority vote of those members present and eligible to vote.

V. Meetings of the Organization

A. There shall be a minimum of one meeting each semester. One meeting shall be held during fall semester and one meeting shall be held during spring semester.

B. Additional meetings may be called as necessary by the Faculty Council.
C. Members of the Organization may also petition the Faculty Council to call a meeting. The petitioners shall follow the following guidelines:

1. The reason for the meeting and the issues to be discussed shall be presented, in writing, to the Faculty Council Chairperson.

2. The petition shall be signed by a minimum of twenty members of the Organization.

3. At least three representatives of the petitioners must present and discuss the petition with the Council prior to scheduling a meeting of the Organization.

D. The Chairperson of the Council shall arrange for all meetings of the Organization and establish the agenda, in consultation with the Dean of the College and the Faculty Council.

E. A quorum for the transaction of business at a meeting of the Organization shall consist of a minimum of fifty voting members of the Organization.

F. Action on an item before the Organization shall be decided by a simple majority vote of those members present and eligible to vote, or in the event of a mailed ballot, by a majority of the respondents. All votes will be taken during fall and spring semesters.

G. The date for any subsequent regularly scheduled meeting may be changed by a majority vote of the members present at any meeting, or by action of the Faculty Council.

VI. Committee Structure

A. The Chairperson of the Faculty Organization is an ex-officio member of all standing committees. The Chairperson may authorize the Vice Chairperson, Secretary or another member of the Faculty Organization to represent the Chairperson at meetings of any committee.

B. All standing committees may add to their membership with the approval of the Council, students or appropriate College personnel on the basis of their position, interest, expertise, or membership in a particular sector of the College.

C. All standing committees are encouraged to invite individuals to render testimony or advice on particular questions as circumstances might indicate. They are also encouraged to appoint ad hoc committees as needed.
D. All standing committee positions begin with the fall semester. No faculty member may serve longer than four (4) consecutive years on a given committee nor more than two (2) consecutive years as its chairperson; exceptions may be approved by the Faculty Council.

E. All committees shall be available for consultation with the Dean of the College.

VII. Committees of the Organization

A. College Curricular Affairs Committee

1. Charge

The College Curricular Affairs Committee shall continually examine and evaluate all academic offerings of the College. It shall be the avenue for College consideration of all curricular proposals originating in the departments/schools. After Committee action, a summary of proposals and action on them is sent to the Faculty Council for informational purposes.

   a. Curricular proposals

      Undergraduate and graduate proposals must be forwarded by department heads/school directors to the appropriate Dean who will in turn submit them to the Chairperson for Committee review and action.

   b. General Procedures

      The Committee will adhere to the procedures established by the University’s Senate Committee on Curricular Affairs.

2. Membership and Officers

   a. There shall be one (1) voting faculty member representing each Department or School and two (2) additional voting faculty representatives from the Commonwealth Educational System. The College Representative to the University’s Senate Committee on Curricular Affairs, the College Representative to the Graduate Council Subcommittee on New and Revised Programs and Courses, and the Associate Dean for Academic Affairs will serve in an ex-officio capacity.
b. Members shall be appointed or elected by each department and school and all Commonwealth Educational System units according to their procedure. Appointments shall be made no later than the end of spring semester for the following academic year. The term of appointments shall be for two years with approximately one-half of the terms expiring each year.

c. The Chairperson of the Committee shall be elected by the members of the Committee.

d. A Vice Chairperson-Secretary shall also be elected by the Committee and shall serve in the absence of the Chairperson. This person shall succeed to chair of the committee upon the termination of the term of office of the elected Chairperson of the Committee.

3 Meetings

a. This Committee shall meet on call of the Chairperson.

B. Academic Standards Committee

1. Charge

The Academic Standards Committee is responsible for recommending College policies regarding the academic performance of undergraduate students of the College. Members of the Committee will serve on the College Grievance Panel in accordance with the Senate guidelines of operation for this Panel. The College Grievance Panel shall recommend action on cases of academic dishonesty and faculty/student problems of an academic nature. While basically concerned with policy recommendations, the Committee may act, upon call, as an advisory group to the Dean on matters related to academic standards and student affairs.

2. Membership and Officers

a. There shall be one (1) faculty member representing each Department or School and two (2) student members. Members will be appointed or elected by each department/school according to its procedure. The two student members shall be appointed by the Faculty Council. Appointments shall be made no later than spring semester for the following year. The term of appointment for faculty shall be for two academic years, with approximately one-half of the appointments expiring each year. Student representatives shall be appointed for one year. The Associate Dean for Academic Affairs will serve in an ex-officio capacity.
3. Meetings

a. The Committee shall meet on call of the Chairperson.

4. General Procedures

a. The procedures for this Committee shall be consistent with those described in University policies and procedures which apply to its charge.

C. Scholarships and Awards Committee

1. Charge

a. The Scholarships and Awards Committee is responsible for recommending to the Dean the names of students, faculty or alumni who may be eligible for special College or University scholarships or awards.

2. Membership and Officers

a. There shall be one (1) faculty member representing each Department or School. Members shall be appointed by each Department and School.

   Appointments shall be made no later than spring semester for the following academic year. The term of appointment shall be for two academic years with approximately one-half of the appointments expiring each year. Staff support will be assigned from the Dean’s office to serve in an ex-officio capacity.

b. The Chairperson of the Committee shall be elected by members of the Committee.

c. The Vice Chairperson-Secretary shall be elected by the members of the Committee and shall serve in the absence of the Chairperson.

3. Meetings

This committee shall meet on call of the Chairperson.

4. General Procedures

The Committee will adhere to the procedure established by the University’s Senate Committee on Admissions, Records, Scheduling and Student Aid. College scholarship recipients will be named by mid-July prior to the year for which their scholarships are awarded.
D. Promotion and Tenure Committee

1. Charge

The purpose of the College Promotion and Tenure Committee is to assist the Dean, Academic Administrators, Department and School Promotion and Tenure Committees, and other faculty in providing maximal opportunities for each faculty member to achieve his/her professional and personal goals within the University community in relation to the objectives of the University, the College, and the Department.

The Committee reviews and evaluates all candidates recommended for promotion or tenure by departments or schools, and operates in accordance with the University Promotion and Tenure Procedures and Recommendations, PS-23; Administrative Guidelines provided annually by the Provost; and the College of Health and Human Development Guidelines for Promotion and Tenure.

2. Membership and Officers

The Committee shall consist of one (1) person elected from each Department or School at the University Park campus and two (2) persons elected by the Commonwealth Educational System. There shall be no more than two members from any one Department or School. Only tenured faculty at the rank of Associate or Full Professor shall be eligible for membership. The representative to the College Committee may not also serve on their Department or School committee. Election to this Committee shall be such that approximately one-third of the Committee is elected each year in such a manner that representation from each Department, School and the Commonwealth Educational System remains as noted above. No academic administrators may serve on this Committee. The Chair shall be appointed by the Dean from the Committee membership.

3. Meetings

The Committee shall meet on call of the Chairperson.
4. General Procedures

The entire membership will be eligible to vote on the tenure of a University Park faculty member; and on promotions to Associate Professor. When a Commonwealth Educational System faculty member’s tenure or promotion candidacy is being reviewed, the voting committee shall consist of three members, the two CES members and one University Park member chosen by the Committee Chair. Only members who are Full Professors will be able to vote on the promotion of a faculty member to Full Professor rank. When there is not a minimum of five (5) Full Professors on the Committee, the Dean shall appoint an additional number to serve as a subcommittee for review of those promotions. Additional procedures will be congruent with those set forth in documents noted under the “Charge” above.

VIII. College Ombudsman

The Office of Ombudsman was established in accordance with Administrative Guidelines for the Implementation of the Faculty Rights and Responsibilities Report of the University Faculty Senate passed on May 3, 1973.

A. Functions of the Ombudsman:

1. Clarification of misunderstandings.

2. Advising administrators as to appropriate course of action.

3. Assisting in the informal resolution of differences.

4. Assuring that appropriate department and school, college and/or campus procedures are exhausted before referring the case to higher levels.

5. Informing the University Provost’s Office and appropriate college or campus officials if a matter cannot be resolved at the lower level and the case is to be referred to the Committee on Faculty Rights and Responsibilities.

6. The Ombudsman shall not:

a. Hold hearings.

b. Exceed the role of conciliator and advisor.

c. Substitute his or her judgment for that of appropriate administrative and/or faculty bodies.

d. Serve as counsel for either party to a complaint before the hearing board.
B. Unit

1. The Ombudsman unit for the College shall consist of the faculty members of the College. The faculty is defined in accordance with the Senate regulations.

C. Nominations and Election Procedures

1. An Ombudsman and an Alternate Ombudsman shall be elected.

2. A candidate for the position must be nominated by the Faculty Council and shall be a full-time tenured faculty member in the Ombudsman Unit who is not:
   a. classified as an administrator nor fulfilling a College role which requires some administrative supervision of others;
   b. a candidate for an advanced degree at The Pennsylvania State University.

3. No fewer than two names shall appear on the slate.

4. The Faculty Organization shall conduct these elections through a mailed ballot. The person receiving the most votes shall be Ombudsman; the person receiving the next highest number shall be the Alternate.

D. Term of Office

The term of office for Ombudsman shall be two (2) years. If he/she is not able to complete the two-year term, the alternate will assume the position. An election would then be held as soon as possible to elect a new alternate Ombudsman. In the case that both should be unable to complete their terms, an election would be held to replace both.

IX. Ad Hoc Committees

The Chairperson of the Organization may appoint ad hoc committees with special charges and time limitations to study and make recommendations on matters not appropriate for a standing committee. The chairpersons of such ad hoc committees shall be members of the Organization.

X. Amendments

This document may be amended by presenting the suggested amendment in accordance with Section V.C. to the Organization Chairperson. The suggested amendment shall be discussed by the Council and, if warranted, brought to the total Organization. A two-thirds majority vote of those present and voting shall be necessary to effect any amendments in this document.