I. PURPOSE AND FUNCTIONS OF THE FACULTY ORGANIZATION

A. Purpose: The purpose of the Faculty Organization of the College of Health and Human Development is to provide avenues for the faculty to achieve the goals of the College in its teaching, research and service missions and to provide a faculty forum for the exchange of ideas and information. The Faculty Organization serves as the voice of the faculty in Health and Human Development in legislative, advisory, consultative and forensic functions, subject to the rules and regulations of the University and recognizing that the authority vested in this constitution has been delegated by the University Faculty Senate.

B. 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
2. Courses and programs of study,
3. Academic admissions standards and general admissions policy,
4. Graduation requirements, and
5. Scholarships and honors.

C. Advisory and Consultative Functions: The Faculty 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.

D. 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

A. The membership of the Faculty Organization of the College of Health and Human Development includes all individuals at all locations holding a teaching or research appointment whose tenure-home is in the College of Health and Human Development or who hold a Fixed-Term I or Fixed-Term Multi-Year research or teaching appointment in the College. 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.

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

E. The Dean of the College of Health and Human Development shall be an ex-officio member, as are other members of the College appointed by the Dean. The total number of ex-officio and appointed members shall not exceed ten percent of the full-time faculty members.

III. AMENDMENTS

A. This document may be amended by presenting the suggested amendment to the chair of the Faculty Organization. The suggested amendment shall be discussed by the Council and, if approved by a majority vote, brought to the Faculty Organization at its next meeting. A two-thirds majority vote of those members of the Faculty Organization present and voting at that meeting shall be necessary to effect any amendments in this document. Following approval, the amended Constitution and its Bylaws and Standing Rules will be submitted by the Chair to the University Faculty Senate for ratification.
BYLAWS

I. FACULTY COUNCIL AND OFFICERS OF THE ORGANIZATION

A. The voting members of the Faculty Council consists of those individuals elected as representatives of the College to the University Faculty Senate.

B. The *ex-officio* non-voting members of the Faculty Council include the following:

1. The Dean of the College, and representatives designated by the Dean,
2. The Chair of the College Curricular Affairs Committee,
3. The College Undergraduate Student Council President, and
4. The College Graduate Student Council President

C. The Faculty Council acts on behalf of the Organization in all matters under consideration in between meetings of the Organization. On any item before the Council, a majority vote of the Council shall move an issue to the Organization for consideration.

D. The officers of the Organization and Council shall be the Chair and the Secretary. The Chair and Secretary are elected annually following the University Faculty Senate elections by the voting members of the Faculty Council. The officers will be limited to three consecutive one-year terms of office.

E. Duties of Officers

1. The Chair shall preside at meetings of the Faculty Organization and the Faculty Council.
2. In the absence of the Chairperson, the Secretary shall chair the meeting of the Organization and Council and shall appoint a temporary Secretary for that meeting.
3. The Secretary is responsible for taking the minutes of all meetings of the Organization and Council and to report those minutes to the Organization, Council, Dean, and others as determined by the Faculty Council.

II. ELECTIONS

A. Except as specified elsewhere in this document, the electorate for elections and other ballots is defined as the membership of the Faculty Organization.

B. The Dean, or a representative designated by the Dean, will issue a call for nominations to the faculty for Faculty Senators, following the procedures set by the University Faculty Senate.

C. The Dean or Dean’s representative will prepare and distribute the final ballot, ensuring that all eligible members receive a ballot and that voting will be by secure and secret ballot.
D. Ballots will indicate the maximum number of votes that can be cast, which will equal the number of candidates to be elected. Electors may vote for as many candidates as they wish up to the maximum allowed.

E. Candidates for Faculty Senator may prepare a brief statement of no more than 250 words of qualifications and positions on issues. Candidate statements must be received at least five calendar days prior to the distribution of the ballots and will be distributed with the ballots.

F. Those candidates receiving the highest number of votes will be declared elected to the available full, four-year Faculty Senate terms, if open. Those candidates receiving the next highest number of votes will be declared elected to any open three-year, two-year and one-year terms, in that order. The two candidates receiving the next highest number of votes after all terms are filled will be elected alternatives to fill any unexpired terms during the year. Ties will be broken by lot.

G. In the event that the number of alternates to full unexpired terms is insufficient to replace Faculty Senators who have resigned or will be absent for a period of more than three months, the College will address the shortfall by a special election under the procedures set by the Faculty Senate.

III. COMMITTEES

A. The Faculty Organization shall determine its committee structure and composition with only the following stipulations:

1. Any College personnel or any student of the College may be appointed to a committee.
2. Chairs of Standing Committees must be members of the Faculty Organization, unless otherwise noted in the Standing Rules.
3. A majority of the voting membership of a College standing or special committee must be members of the Faculty Organization.

B. All members of Standing Committees who are not members of the Faculty Organization shall have nonvoting privileges of the floor when the subject of discussion pertains specifically to the work of their respective committees.

IV. MEETINGS

A. There shall be a minimum of two meetings per year of the Faculty Organization. One meeting shall be held during fall semester and one meeting shall be held during spring semester.

B. Additional meetings of the Faculty Organization may be called as necessary by a majority vote of the Faculty Council.
C. Members of the Faculty 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 Chair.
2. The petition shall be signed by a minimum of twenty members of the Faculty Organization.
3. A meeting between the petitioners and the Faculty Council shall be called within five business days following the presentation of the petition to the Faculty Council Chair.
4. At least three representatives of the petitioners must present and discuss the petition with the Faculty Council prior to scheduling a meeting of the Faculty Organization.

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

E. Date, time and location of all regular and additional meetings of the Faculty Organization must be communicated to all faculty by email at least one week prior to the meeting. This rule may be suspended by a majority vote of the voting members of the Faculty Council.

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, except as specified elsewhere.

G. There shall be a minimum of five meetings per year of the Faculty Council.

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

I. Action on an item before the Faculty Council shall be decided by a majority vote of those members present and eligible to vote, except as specified elsewhere.

IV. QUORUM

A. A quorum for the transaction of business at a meeting of the Faculty Organization or through mailed ballot shall consist of 25 percent of the voting members of the Faculty Organization.

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

V. REFERENDA
The Faculty Organization may conduct referenda of the College faculty to obtain information concerning any subject under its purview.

VI. RULES OF PROCEDURE

The Faculty Organization shall establish its rules of procedure.

VII. AMENDMENTS

Amendments of the Bylaws may be adopted at any meeting of the Faculty Organization by a two-thirds vote of those members present, provided that the amendments shall have been presented in writing at least one week prior to the meeting. Following approval, the amended Bylaws will be submitted by the Chair to the University Faculty Senate for ratification.
STANDING RULES

I. RULES OF PROCEDURE

A. The rules of procedure in the meetings of the Faculty Organization and Faculty Council, except as may be otherwise specified in the Constitution, Bylaws, and Standing Rules, shall be those of the most recent edition of Robert’s Rules of Order. All motions, except as may be otherwise specified in these documents, shall be determined by a majority of the votes cast. Roll-call votes may be initiated only by the decision of the Chair or by a two-thirds majority of members present and voting.

B. The order of business for any regular or special meeting of the Faculty Organization shall be determined by the Chair of the Organization.

C. The agenda and additional information shall be distributed by the Officers of the Faculty Organization and Council no fewer than three days before the meeting to which they pertain.

D. One member of the Faculty Council will attend College of Health and Human Development Executive Committee meetings, subject to continuing invitation by the Dean.

E. To introduce new legislative or advisory and consultative business, a member of the Faculty Organization may address a communication to the Chair indicating the item of business that the senator wishes to be considered, or to any member of an appropriate Standing Committee or member of Faculty Council.

F. Forensic business provides an opportunity for any member to discuss any matter of concern to the College. To introduce forensic business a member must present in writing a title and brief summary of the matter to be discussed at least seven days before the meeting at which the matter is to be considered. The member’s name will be placed on the agenda together with the title and summary.

G. Any member of the College community may request the privilege of the floor on any item of business already before the Faculty Organization. Such a request must be made to the Chair at least five calendar days before the meeting at which the individual wishes to speak. Any member wishing to make any matter of forensic business a matter of legislative or advisory and consultative business may do so under the provision noted above.

H. At the discretion of the Chair, any member of the Board of Trustees, University faculty, administration, student body, staff, or guest of the University not a member of the Faculty Organization may be granted the privilege of the floor to make comments and recommendations for the good of the University. Requests shall be made to the Chair, in writing at least five calendar days before the meeting. The time period may be waived by the Chair.

I. The Chair shall have the authority to place a time limit on the remarks of any nonmember of the Organization.
J. The rules of this Section may be suspended only by a three-fourths vote of the members present.

K. New Standing Rules and amendments to these rules must be submitted by the Chair to the University Faculty Senate for ratification before they can be acted upon.

L. At any meeting of Faculty Council, a petition may be presented to the Chair requesting that any officer be removed from office for neglect of duty or misconduct in office. The petition must be signed by at least two Faculty Council members. The Faculty Council after appropriate investigation and discussion shall vote. A two-thirds majority vote shall be required for removal of the officer. In the case of the removal of the Chair, the Secretary shall succeed immediately to the Chair. If the Secretary is removed, the Faculty Council shall elect a replacement.

II. COLLEGE COMMITTEES

A. The Chair of the Faculty Organization is an ex-officio non-voting member of all standing committees. The Chair may authorize another member of the Faculty Organization to represent the Chair at meetings of any committee.

B. All standing committees may add students or appropriate College personnel on the basis of their position, interest, expertise, or membership in a particular sector of the College, as additional ex-officio non-voting members to their membership, with the approval of the Faculty Council and Dean.

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 start of the fall semester and end with the start of the subsequent fall semester. No faculty member may serve longer than four consecutive years on a given committee nor more than two consecutive years as its chair. Exceptions may be approved by the Faculty Council.

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

F. College Curricular Affairs Committee

1. Charge: The College Curricular Affairs Committee (CAC) 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 proposals are approved through the policies and procedures of each department or school, they must be forwarded to College Curricular Affairs Committee for review and action, adhering to the policies and procedures of the University Faculty Senate, The Administrative Council on Undergraduate Education, and the Graduate Council.
2. Expectations of Departments
a. Each department should have one or more committees to provide initial review and then approval for all curricular proposals (add, drop and changes in courses, majors, minors, certificates, etc.). Common methods of addressing this include having a single curriculum committee that reviews all undergraduate and graduate proposals or having program committees for each academic program serve as the curriculum committee for that program.

b. Proposals that are reviewed by the department committee responsible for curriculum should be communicated to all faculty in the department by email or at faculty meetings prior to approval so they are aware of curricular changes and can participate in curricular discussions. Departments may choose to have final approval for curricular proposals be given by the entire faculty (or graduate faculty for graduate proposals) or delegated to a committee.

c. Departments should ensure that faculty teaching at all campuses are involved in their curricular matters. In cases where a degree program is available on Penn State campuses other than University Park, at least one faculty member from one of the Commonwealth Campuses offering the degree should be represented on the committee(s) responsible for review and approval of curriculum.

3. Membership and Officers
a. There shall be one voting faculty member representing each Department or School and two additional voting faculty representatives from the Commonwealth Campuses. 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 a Dean’s representative will serve in an ex-officio non-voting capacity.

b. Representatives from departments at University Park shall be elected or appointed using the procedures approved by their faculty.

c. The Dean’s Office in the College of Health and Human Development will be responsible for conducting the selection of Commonwealth Campus members of the CAC. Commonwealth Campus representatives from each of the department committees will be asked to vote for their representatives. The two persons receiving the most votes will serve as CAC representatives for the Commonwealth Campuses. Ties will be broken by drawing lots.

d. The Chair of the Committee shall be elected by the members of the Committee.

e. A Vice Chair shall also be elected by the Committee and shall serve in the absence of the Chair. This person shall succeed to chair of the committee upon the termination of the term of office of the elected Chair of the Committee.
f. Appointments shall be made no later than spring semester for the following year.

4. Meetings: This Committee shall meet when called by the Chair.

G. Academic Standards Committee

1. Charge: The Academic Standards Committee is responsible for action on cases of academic dishonesty, grade mediation, and other 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 or Associate Dean on matters related to academic standards and student affairs.

2. Membership and Officers: There shall be one faculty member representing each Department or School and six student members, including four undergraduate students and two graduate students. Faculty members will be appointed or elected by each department/school according to its procedure. The student members shall be appointed by the Faculty Council, in consultation with the College Undergraduate Student Council and the College Graduate Student Council. Appointments shall be made no later than the end of spring semester for the following year. The term of appointment shall be for one year. The Dean or a representative designated by the Dean will serve in an *ex-officio* non-voting capacity.

3. Meetings: The Committee shall meet when called by the Chair.

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

H. Scholarship Committee

1. Charge: The Scholarship 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. This Committee is responsible for making college level annual scholarship award decisions except in those cases where a different office has responsibility for awarding.

2. Membership and Officers: This Committee consists of five departmental faculty members, with membership rotating among the department/schools according to a schedule determined by the Dean. Faculty members will be appointed or elected by each department/school according to its procedure. Faculty members typically serve three-year terms before rotating off the committee. Election or appointments shall be made no later than spring semester for the following academic year. The Chair of the Committee shall be elected by members of the Committee. The Dean appoints two *ex-officio* non-voting members of the committee, one staff member serving as the College coordinator for scholarship awarding, and one staff member serving as the College stewardship coordinator in the Development Office.
3. Meetings: The Committee meets at least once per academic year based on the awarding timetable provided by the Office of Student Aid, typically in mid to late May. Any college level awarding decisions that need to be made at other times may be made by the Dean’s Scholarship Committee which consists of the Associate Dean for Undergraduate Studies and Outreach, the Assistant Dean for Undergraduate Education, and a representative of the Center for Student Advising and Engagement.

4. General Procedures: The Committee will adhere to the procedure established by the University’s Faculty Senate Committee on Admissions, Records, Scheduling and Student Aid and other policies and procedures of the University.

I. 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 at the second, fourth and sixth year as well as candidates being considered for promotion or tenure. Reviews are conducted in accordance with the University Promotion and Tenure Policy, AC-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 person from each Department or School at the University Park campus; one (1) person selected by the Dean; and, if there are candidates being reviewed who are based at any of the University’s Commonwealth campuses, one (1) person whose tenure home is the College of Health and Human Development and who is based at a Commonwealth Campus. 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. Faculty members will be appointed or elected by each department/school according to its procedure. Election or appointment to this Committee shall be held or made annually in the spring semester for service during the following academic year. 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 when called by the Chair.

4. General Procedures: The entire membership will be eligible to vote on the tenure of a University Park faculty members and on promotions to Associate Professor. 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 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 consistent with those set forth in documents noted under the “Charge” above.

J. Undergraduate Program Committee

1. Charge: The Undergraduate Program Committee has the responsibility of advising the Dean and the Dean’s Executive Committee on all matters related to undergraduate programs in the College.

2. Membership: There shall be one faculty member representing each Department or School elected or appointed by each department using its procedures. The Chair of the Committee shall be the Associate Dean of Undergraduate and Outreach Programs, who serves as an ex-officio non-voting member. The Assistant Dean of Undergraduate Programs, The Director of Outreach, the Lead Advisor, and the Assistant Dean for Diversity and Inclusion also serve as ex-officio non-voting members.

3. Meetings: The committee shall meet regularly during the fall and spring semesters with a minimum of 4 meetings per academic year.

4. General Procedures: The committee will adhere to the policies and procedures established by the University Faculty Senate and other relevant University policies and procedures governing undergraduate academic programs.

K. Graduate Program Committee

1. Charge: The Graduate Program Committee has the responsibility of advising the Dean and the Dean’s Executive Committee on all matters related to graduate programs in the College.

2. Membership: There shall be at least one faculty member representing each Department or School elected or appointed by each department using its procedures. The Chair of the Committee shall be the Associate Dean of Research and Graduate Programs, who serves as an ex-officio non-voting member. The Dean and Associate Dean may appoint other staff and faculty members as ex-officio non-voting members.

3. Meetings: The committee shall meet regularly during the fall and spring semesters, with a minimum of 4 meetings per academic year.

4. General Procedures: The committee will adhere to the policies and procedures established by the Graduate Council and Graduate School and other relevant University policies and procedures governing graduate academic programs.
III. GRADUATE COUNCIL

A. The Graduate Council Representatives have the responsibility to represent the graduate faculty of the College on the Graduate Council, which is responsible for educational policies and procedures of the Graduate School.

B. Members of the graduate faculty are elected for two-year staggered terms in the spring semester for service the following academic year to serve as representatives and at least one alternative under policies and procedures established by the Graduate Council and Graduate School. Only members of the graduate faculty of the College may vote in the election.

IV. COLLEGE OMBUDSPERSON

The Office of Ombudsperson 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 Ombudsperson: The functions of the ombudsperson

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 Ombudsperson shall not:
   a. Hold hearings.
   b. Exceed the role of conciliator and adviser.
   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: The Ombudsperson unit for the College shall consist of the faculty members of the College as defined in Section II of the Constitution.

C. Nominations and Election Procedures

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

2. Candidates for the position must be nominated by the Faculty Council and shall be a full-time tenured faculty member in the Ombudsperson 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 by a secure and secret ballot. The person receiving the most votes shall be Ombudsperson; the person receiving the next highest number shall be the Alternate.

D. Term of Office: The term of office for Ombudsperson shall be two years. If an Ombudsperson 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 Ombudsperson. In the case that both should be unable to complete their terms, an election would be held to replace both.

V. AD HOC COMMITTEES

The Dean or the Chair of the Faculty Organization, in consultation with the Faculty Council, 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 chairs of such ad hoc committees shall be members of the Organization.

VI. AMENDMENTS

Amendments to the Standing Rules may be adopted at any meeting of the Faculty Organization by a majority vote of those members present, provided that the amendments have been presented in writing in the agenda for that meeting. Following approval, the amended Standing Rules will be submitted by the Chair to the University Faculty Senate for ratification.

Ratified by Senate Council February 25, 2020