

# **COLLEGE OF HEALTH PROFESSIONS**

## **Governance Code of Organization and Procedure**

**Reviewed and updated by CHP Executive Council August 8, 2017**

**Approved by the College Membership**

**August 16, 2017**

**Approved changes to Bylaws Sections: 4.2.4; 8.5.1.4; 8.5.2 – 8.5.4.2**

**CHP Executive Council April 12, 2022**

**College Faculty Membership May 16, 2022**





|                                     |  |    |
|-------------------------------------|--|----|
| 8.2                                 | Academic Affairs Committee.....                      | 10 |
| 8.2.3.                              | Graduate Curricular Issues .....                     | 10 |
| 8.3                                 | Faculty/Staff Affairs Committee .....                | 10 |
| 8.4                                 | Student Affairs Committee.....                       | 11 |
| 8.5                                 | Tenure and Promotion Committee .....                 | 11 |
| ARTICLE 9: ADVISORY COMMITTEES..... |  | 13 |
| 9.1                                 | Technology Advisory Committee .....                  | 13 |
| 9.2                                 | Inter-professional Education Advisory Committee..... | 13 |
| ARTICLE 10: AMENDMENTS.....         |  | 14 |
| 10.1                                | Amendments.....                                      | 14 |



2 No - 

Non-voting members include all those not listed in Section 3.1, such as assistant instructors, lecturers, adjunct faculty, emeritus and retired

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.

## 2 Eb

4.2.1 The electorate shall include eligible voting members of the College of Health Professions, with one exception. The electorate for each department chair is defined by university policy 2.15.

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, university support staff, student, etc.); for example:

4.2.3.1 Only faculty (a) 2.15 (b) 2.15 (c) 2.15 (d) 2.15 (e) 2.15 (f) 2.15 (g) 2.15 (h) 2.15 (i) 2.15 (j) 2.15 (k) 2.15 (l) 2.15 (m) 2.15 (n) 2.15 (o) 2.15 (p) 2.15 (q) 2.15 (r) 2.15 (s) 2.15 (t) 2.15 (u) 2.15 (v) 2.15 (w) 2.15 (x) 2.15 (y) 2.15 (z) 2.15 (aa) 2.15 (ab) 2.15 (ac) 2.15 (ad) 2.15 (ae) 2.15 (af) 2.15 (ag) 2.15 (ah) 2.15 (ai) 2.15 (aj) 2.15 (ak) 2.15 (al) 2.15 (am) 2.15 (an) 2.15 (ao) 2.15 (ap) 2.15 (aq) 2.15 (ar) 2.15 (as) 2.15 (at) 2.15 (au) 2.15 (av) 2.15 (aw) 2.15 (ax) 2.15 (ay) 2.15 (az) 2.15 (ba) 2.15 (bb) 2.15 (bc) 2.15 (bd) 2.15 (be) 2.15 (bf) 2.15 (bg) 2.15 (bh) 2.15 (bi) 2.15 (bj) 2.15 (bk) 2.15 (bl) 2.15 (bm) 2.15 (bn) 2.15 (bo) 2.15 (bp) 2.15 (bq) 2.15 (br) 2.15 (bs) 2.15 (bt) 2.15 (bu) 2.15 (bv) 2.15 (bw) 2.15 (bx) 2.15 (by) 2.15 (bz) 2.15 (ca) 2.15 (cb) 2.15 (cc) 2.15 (cd) 2.15 (ce) 2.15 (cf) 2.15 (cg) 2.15 (ch) 2.15 (ci) 2.15 (cj) 2.15 (ck) 2.15 (cl) 2.15 (cm) 2.15 (cn) 2.15 (co) 2.15 (cp) 2.15 (cq) 2.15 (cr) 2.15 (cs) 2.15 (ct) 2.15 (cu) 2.15 (cv) 2.15 (cw) 2.15 (cx) 2.15 (cy) 2.15 (cz) 2.15 (da) 2.15 (db) 2.15 (dc) 2.15 (dd) 2.15 (de) 2.15 (df) 2.15 (dg) 2.15 (dh) 2.15 (di) 2.15 (dj) 2.15 (dk) 2.15 (dl) 2.15 (dm) 2.15 (dn) 2.15 (do) 2.15 (dp) 2.15 (dq) 2.15 (dr) 2.15 (ds) 2.15 (dt) 2.15 (du) 2.15 (dv) 2.15 (dw) 2.15 (dx) 2.15 (dy) 2.15 (dz) 2.15 (ea) 2.15 (eb) 2.15 (ec) 2.15 (ed) 2.15 (ee) 2.15 (ef) 2.15 (eg) 2.15 (eh) 2.15 (ei) 2.15 (ej) 2.15 (ek) 2.15 (el) 2.15 (em) 2.15 (en) 2.15 (eo) 2.15 (ep) 2.15 (eq) 2.15 (er) 2.15 (es) 2.15 (et) 2.15 (eu) 2.15 (ev) 2.15 (ew) 2.15 (ex) 2.15 (ey) 2.15 (ez) 2.15 (fa) 2.15 (fb) 2.15 (fc) 2.15 (fd) 2.15 (fe) 2.15 (ff) 2.15 (fg) 2.15 (fh) 2.15 (fi) 2.15 (fj) 2.15 (fk) 2.15 (fl) 2.15 (fm) 2.15 (fn) 2.15 (fo) 2.15 (fp) 2.15 (fq) 2.15 (fr) 2.15 (fs) 2.15 (ft) 2.15 (fu) 2.15 (fv) 2.15 (fw) 2.15 (fx) 2.15 (fy) 2.15 (fz) 2.15 (ga) 2.15 (gb) 2.15 (gc) 2.15 (gd) 2.15 (ge) 2.15 (gf) 2.15 (gg) 2.15 (gh) 2.15 (gi) 2.15 (gj) 2.15 (gk) 2.15 (gl) 2.15 (gm) 2.15 (gn) 2.15 (go) 2.15 (gp) 2.15 (gq) 2.15 (gr) 2.15 (gs) 2.15 (gt) 2.15 (gu) 2.15 (gv) 2.15 (gw) 2.15 (gx) 2.15 (gy) 2.15 (gz) 2.15 (ha) 2.15 (hb) 2.15 (hc) 2.15 (hd) 2.15 (he) 2.15 (hf) 2.15 (hg) 2.15 (hh) 2.15 (hi) 2.15 (hj) 2.15 (hk) 2.15 (hl) 2.15 (hm) 2.15 (hn) 2.15 (ho) 2.15 (hp) 2.15 (hq) 2.15 (hr) 2.15 (hs) 2.15 (ht) 2.15 (hu) 2.15 (hv) 2.15 (hw) 2.15 (hx) 2.15 (hy) 2.15 (hz) 2.15 (ia) 2.15 (ib) 2.15 (ic) 2.15 (id) 2.15 (ie) 2.15 (if) 2.15 (ig) 2.15 (ih) 2.15 (ii) 2.15 (ij) 2.15 (ik) 2.15 (il) 2.15 (im) 2.15 (in) 2.15 (io) 2.15 (ip) 2.15 (iq) 2.15 (ir) 2.15 (is) 2.15 (it) 2.15 (iu) 2.15 (iv) 2.15 (iw) 2.15 (ix) 2.15 (iy) 2.15 (iz) 2.15 (ja) 2.15 (jb) 2.15 (jc) 2.15 (jd) 2.15 (je) 2.15 (jf) 2.15 (jg) 2.15 (jh) 2.15 (ji) 2.15 (jj) 2.15 (jk) 2.15 (jl) 2.15 (jm) 2.15 (jn) 2.15 (jo) 2.15 (jp) 2.15 (jq) 2.15 (jr) 2.15 (js) 2.15 (jt) 2.15 (ju) 2.15 (jv) 2.15 (jw) 2.15 (jx) 2.15 (jy) 2.15 (jz) 2.15 (ka) 2.15 (kb) 2.15 (kc) 2.15 (kd) 2.15 (ke) 2.15 (kf) 2.15 (kg) 2.15 (kh) 2.15 (ki) 2.15 (kj) 2.15 (kk) 2.15 (kl) 2.15 (km) 2.15 (kn) 2.15 (ko) 2.15 (kp) 2.15 (kq) 2.15 (kr) 2.15 (ks) 2.15 (kt) 2.15 (ku) 2.15 (kv) 2.15 (kw) 2.15 (kx) 2.15 (ky) 2.15 (kz) 2.15 (la) 2.15 (lb) 2.15 (lc) 2.15 (ld) 2.15 (le) 2.15 (lf) 2.15 (lg) 2.15 (lh) 2.15 (li) 2.15 (lj) 2.15 (lk) 2.15 (ll) 2.15 (lm) 2.15 (ln) 2.15 (lo) 2.15 (lp) 2.15 (lq) 2.15 (lr) 2.15 (ls) 2.15 (lt) 2.15 (lu) 2.15 (lv) 2.15 (lw) 2.15 (lx) 2.15 (ly) 2.15 (lz) 2.15 (ma) 2.15 (mb) 2.15 (mc) 2.15 (md) 2.15 (me) 2.15 (mf) 2.15 (mg) 2.15 (mh) 2.15 (mi) 2.15 (mj) 2.15 (mk) 2.15 (ml) 2.15 (mn) 2.15 (mo) 2.15 (mp) 2.15 (mq) 2.15 (mr) 2.15 (ms) 2.15 (mt) 2.15 (mu) 2.15 (mv) 2.15 (mw) 2.15 (mx) 2.15 (my) 2.15 (mz) 2.15 (na) 2.15 (nb) 2.15 (nc) 2.15 (nd) 2.15 (ne) 2.15 (nf) 2.15 (ng) 2.15 (nh) 2.15 (ni) 2.15 (nj) 2.15 (nk) 2.15 (nl) 2.15 (nm) 2.15 (nn) 2.15 (no) 2.15 (np) 2.15 (nq) 2.15 (nr) 2.15 (ns) 2.15 (nt) 2.15 (nu) 2.15 (nv) 2.15 (nw) 2.15 (nx) 2.15 (ny) 2.15 (nz) 2.15 (oa) 2.15 (ob) 2.15 (oc) 2.15 (od) 2.15 (oe) 2.15 (of) 2.15 (og) 2.15 (oh) 2.15 (oi) 2.15 (oj) 2.15 (ok) 2.15 (ol) 2.15 (om) 2.15 (on) 2.15 (oo) 2.15 (op) 2.15 (oq) 2.15 (or) 2.15 (os) 2.15 (ot) 2.15 (ou) 2.15 (ov) 2.15 (ow) 2.15 (ox) 2.15 (oy) 2.15 (oz) 2.15 (pa) 2.15 (pb) 2.15 (pc) 2.15 (pd) 2.15 (pe) 2.15 (pf) 2.15 (pg) 2.15 (ph) 2.15 (pi) 2.15 (pj) 2.15 (pk) 2.15 (pl) 2.15 (pm) 2.15 (pn) 2.15 (po) 2.15 (pp) 2.15 (pq) 2.15 (pr) 2.15 (ps) 2.15 (pt) 2.15 (pu) 2.15 (pv) 2.15 (pw) 2.15 (px) 2.15 (py) 2.15 (pz) 2.15 (qa) 2.15 (qb) 2.15 (qc) 2.15 (qd) 2.15 (qe) 2.15 (qf) 2.15 (qg) 2.15 (qh) 2.15 (qi) 2.15 (qj) 2.15 (qk) 2.15 (ql) 2.15 (qm) 2.15 (qn) 2.15 (qo) 2.15 (qp) 2.15 (qq) 2.15 (qr) 2.15 (qs) 2.15 (qt) 2.15 (qu) 2.15 (qv) 2.15 (qw) 2.15 (qx) 2.15 (qy) 2.15 (qz) 2.15 (ra) 2.15 (rb) 2.15 (rc) 2.15 (rd) 2.15 (re) 2.15 (rf) 2.15 (rg) 2.15 (rh) 2.15 (ri) 2.15 (rj) 2.15 (rk) 2.15 (rl) 2.15 (rm) 2.15 (rn) 2.15 (ro) 2.15 (rp) 2.15 (rq) 2.15 (rr) 2.15 (rs) 2.15 (rt) 2.15 (ru) 2.15 (rv) 2.15 (rw) 2.15 (rx) 2.15 (ry) 2.15 (rz) 2.15 (sa) 2.15 (sb) 2.15 (sc) 2.15 (sd) 2.15 (se) 2.15 (sf) 2.15 (sg) 2.15 (sh) 2.15 (si) 2.15 (sj) 2.15 (sk) 2.15 (sl) 2.15 (sm) 2.15 (sn) 2.15 (so) 2.15 (sp) 2.15 (sq) 2.15 (sr) 2.15 (ss) 2.15 (st) 2.15 (su) 2.15 (sv) 2.15 (sw) 2.15 (sx) 2.15 (sy) 2.15 (sz) 2.15 (ta) 2.15 (tb) 2.15 (tc) 2.15 (td) 2.15 (te) 2.15 (tf) 2.15 (tg) 2.15 (th) 2.15 (ti) 2.15 (tj) 2.15 (tk) 2.15 (tl) 2.15 (tm) 2.15 (tn) 2.15 (to) 2.15 (tp) 2.15 (tq) 2.15 (tr) 2.15 (ts) 2.15 (tt) 2.15 (tu) 2.15 (tv) 2.15 (tw) 2.15 (tx) 2.15 (ty) 2.15 (tz) 2.15 (ua) 2.15 (ub) 2.15 (uc) 2.15 (ud) 2.15 (ue) 2.15 (uf) 2.15 (ug) 2.15 (uh) 2.15 (ui) 2.15 (uj) 2.15 (uk) 2.15 (ul) 2.15 (um) 2.15 (un) 2.15 (uo) 2.15 (up) 2.15 (uq) 2.15 (ur) 2.15 (us) 2.15 (ut) 2.15 (uu) 2.15 (uv) 2.15 (uw) 2.15 (ux) 2.15 (uy) 2.15 (uz) 2.15 (va) 2.15 (vb) 2.15 (vc) 2.15 (vd) 2.15 (ve) 2.15 (vf) 2.15 (vg) 2.15 (vh) 2.15 (vi) 2.15 (vj) 2.15 (vk) 2.15 (vl) 2.15 (vm) 2.15 (vn) 2.15 (vo) 2.15 (vp) 2.15 (vq) 2.15 (vr) 2.15 (vs) 2.15 (vt) 2.15 (vu) 2.15 (vv) 2.15 (vw) 2.15 (vx) 2.15 (vy) 2.15 (vz) 2.15 (wa) 2.15 (wb) 2.15 (wc) 2.15 (wd) 2.15 (we) 2.15 (wf) 2.15 (wg) 2.15 (wh) 2.15 (wi) 2.15 (wj) 2.15 (wk) 2.15 (wl) 2.15 (wm) 2.15 (wn) 2.15 (wo) 2.15 (wp) 2.15 (wq) 2.15 (wr) 2.15 (ws) 2.15 (wt) 2.15 (wu) 2.15 (wv) 2.15 (ww) 2.15 (wx) 2.15 (wy) 2.15 (wz) 2.15 (xa) 2.15 (xb) 2.15 (xc) 2.15 (xd) 2.15 (xe) 2.15 (xf) 2.15 (xg) 2.15 (xh) 2.15 (xi) 2.15 (xj) 2.15 (xk) 2.15 (xl) 2.15 (xm) 2.15 (xn) 2.15 (xo) 2.15 (xp) 2.15 (xq) 2.15 (xr) 2.15 (xs) 2.15 (xt) 2.15 (xu) 2.15 (xv) 2.15 (xw) 2.15 (xx) 2.15 (xy) 2.15 (xz) 2.15 (ya) 2.15 (yb) 2.15 (yc) 2.15 (yd) 2.15 (ye) 2.15 (yf) 2.15 (yg) 2.15 (yh) 2.15 (yi) 2.15 (yj) 2.15 (yk) 2.15 (yl) 2.15 (ym) 2.15 (yn) 2.15 (yo) 2.15 (yp) 2.15 (yq) 2.15 (yr) 2.15 (ys) 2.15 (yt) 2.15 (yu) 2.15 (yv) 2.15 (yw) 2.15 (yx) 2.15 (yy) 2.15 (yz) 2.15 (za) 2.15 (zb) 2.15 (zc) 2.15 (zd) 2.15 (ze) 2.15 (zf) 2.15 (zg) 2.15 (zh) 2.15 (zi) 2.15 (zj) 2.15 (zk) 2.15 (zl) 2.15 (zm) 2.15 (zn) 2.15 (zo) 2.15 (zp) 2.15 (zq) 2.15 (zr) 2.15 (zs) 2.15 (zt) 2.15 (zu) 2.15 (zv) 2.15 (zw) 2.15 (zx) 2.15 (zy) 2.15 (zz)

### 5 M R

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

### AR 6 M

#### 6 G R

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 Targeted emails will be used for disseminating committee agenda, minutes and reports. Committee minutes and reports will be made available to all constituents.

AR 7 M W  
7 6 6 6

The overall committee governance purposes are as follows:

- x To formulate and recommend committee policy and specific major strategies.
- x To review and make recommendations



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, am mpoinmeoa58c 0.001hn.614 0 289on.12 (l)8 (ons)(be)4.2 ( a)16.2T-(i)18.9 (ec)12.3 (t)2 9.

### 8.1.2 Membership

The membership of the Executive Council will include:

- x The college dean;
- x The college associate and assistant deans;
- x The college assistant to the dean;
- x The college business manager
- x The chairpersons of the college's academic departments;
- x The college-level directors and executive directors;
- x A faculty representative elected by the faculty of the whole; and,
- x An unclassified representative who teaches less than 50%; and,
- x A university support staff representative elected by the university support staff.

### 8.1.3 Advisory Bodies to the Executive Council

The Technology Advisory Committee, Interprofessional Education Advisory Committee (Article 9), and Student Leadership Council shall serve as advisory bodies to the Executive Council.



### 8.2.1 Purpose

The purpose of the Academic Affairs Committee is to:

- x Review, make recommendations and approve.1 Affair (unclear)

### 8.3.2 Membership

The membership of the Faculty/Staff Affairs Committee will include one representative from each academic department, to be elected from within each respective department. Membership may include: faculty, university support staff, and unclassified professionals. Each department shall elect the one person they believe will best represent the interests of their department on this particular committee. Currently, the academic departments in the College of Health Professions are:

- Communication Sciences & Disorders
- Dental Hygiene
- Medical Laboratory Sciences
- Nursing
- Physical Therapy
- Physician Assistant
- Public Health Sciences

One ex-officio voting member from the dean's office may be appointed annually by the dean.



### 8.4.1 Purpose

The purpose of the Student Affairs Committee is to:

- xConduct student appeal hearings, in accordance with the CHP Academic Grievance Policy;
- xDecide on academic exceptions and grievances in accordance with department, college, and university level policies;
- xReview and make recommendations related to academic advising;
- xReview and make recommendations related to CHP student issues that may arise within academic exceptions and grievances;
- xReview and make recommendations for planning and evaluation of student issues; and
- xMake strategic plan recommendations related to student affairs initiatives.

### 8.4.2 Membership

The voting membership of the Student Affairs Committee will include one representative from each academic department, to be elected from within each respective department. Each department shall elect a representative who is an unclassified professional who teaches at least 50% or tenure line (both are considered faculty). Currently, the academic departments in the College of Health Professions are:

- Communication Sciences & Disorders
- Dental Hygiene
- Medical Laboratory Sciences
- Nursing
- Physical Therapy
- Physician Assistant
- Public Health Sciences

One ex-officio non-voting member on this committee will include one person from the CHP Advising Center, to be appointed annually by the dean.

The Dean's Student Group Advisor will also serve on this committee as a non-voting liaison from the CHP student groups.



### 8.5.1 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:

- 8.5.1.1 Develop, promote, and maintain procedures and criteria for the evaluation of candidates for tenure and promotion and related matters.
- 8.5.1.2 Review candidates for tenure and promotion in the area of teaching, scholarship, and service in accordance with established procedures and criteria.
- 8.5.1.3 Maintain congruence of procedures and criteria with those of Wichita State University.

8.5.1.4 Support annual evaluation of

AR

9

DI

9

9

9

9

9.1.1 Purpose  
The

Public Health Sciences

AR 0 M

10 h

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.