

FACULTY ADVISORY COUNCIL BYLAWS

I. KCHPFAC

A. History

1. In 1983, a committee was formed to explore the possibility of organizing the Health Professions [formerly Health Related Professions] faculty.
2. A set of guidelines for a new faculty organization was proposed and approved in the spring of 1984. The Health Related Professions Faculty Advisory Council (HRPFAC) was created and operated on the basis of those guidelines in 1984 and 1985. Bylaws were revised in spring 1987 and reviewed in fall 1987.
3. By 1991, HRPFAC had become less active. A committee was formed to investigate the revitalization of HRPFAC. Based on the positive results of a survey of all HRP faculty and discussions in the Departments, the HRPFAC Board was reformulated in spring, 1992 with a representative from each Department.
4. A new set of Bylaws was written by the new HRPFAC Board beginning in spring, 1992 and approved by the HRP faculty in the spring, 1993. The new bylaws incorporated the changes in the College, including the name of the College from Health Related Professions to Health Professions. Also included were changes in the number of departments in the College. In the 2003- 2004, the by-laws were reviewed and revised by KCHPFAC. Changes incorporated the change in the name of the college from the College of Health Professions to the Kasiska College of Health Professions. Changes also included the number of departments represented on KCHPFAC and tracking membership of KCHP faculty serving on university committees in addition to the KCHP committees. The revised bylaws were approved by the KCHP faculty in 5/04.

B. Name and Definitions

1. The name of this body is the Kasiska College of Health Professions (KCHP) Faculty. It includes all Kasiska College of Health Professions faculty with a .50 or more appointment.
 - a. All KCHP faculty have one vote per member.
 - 1) Faculty is defined as: all faculty at 0.5 FTE or more. For voting purposes, contract must come from KCHP.
 - 2) Chairs of Departments will be considered members of KCHP faculty.
2. The name of the represented body of the KCHP faculty is the Kasiska College of Health Professions Faculty Advisory Council (KCHPFAC). It consists of representatives of the KCHP departments as outlined in these bylaws.

C. Purpose

1. To organize the KCHP faculty.
 - a. Track membership of KCHP and University committees. This will be done by KCHPFAC members for the departments that they represent.
 - b. Monitor activities of KCHP committees through KCHP committee minutes, and collaborate with committees as needed. Maintain an informational relationship with the Promotion and Tenure Committee and ad hoc committees.
 - c. Organize elections and appointments to University Councils and committees when bylaws of such committees permit.
 - d. Organize KCHP faculty meeting as needed or requested by the Dean.
 - e. Serve as advisor to the KCHP Dean.

2. To provide a mechanism of formal communication with other units or offices if needed:
 - a. Communication with all KCHPFAC members.
 - b. Communication with KCHP administration.
 - c. Communication with University academic units, committees, or councils as well as other individuals, agencies or offices as needed.

D. KCHPFAC membership, Voting, Meetings

1. Membership

a. KCHPFAC

- 1) Will consist of representatives from each KCHP Department or School. Each department or school will have representation from their department. If the department is 5 or fewer faculty then a representative from a larger department may represent them. The departments and schools are as follows:

- a) Communication Sciences & Disorders, and Education of the Deaf
- b) Counseling
- c) Dental Hygiene and Dental Sciences
- d) Family Medicine
- e) Health Care Administration
- f) Health and Nutrition Sciences
- g) Institute of Rural Health
- h) School of Nursing
- i) Physical and Occupational Therapy
- j) Physician Assistant Studies
- k) Radiographic Science

- 2) The Department representatives, called KCHPFAC members, will normally serve for a 3-year term on the KCHPFAC.
 - a) KCHPFAC members will be elected or otherwise selected by the faculty in each Department or combined smaller Departments.
 - b) KCHPFAC members can succeed themselves in subsequent 3-year terms.
 - c) In the event of a vacancy on the Council that occurs before the end of the 3-year term, the faculty of Department involved will elect/select a replacement for the remainder of the 3-year term.
 - d) Terms will be adjusted, when necessary, by a vote of KCHPFAC to maintain the alternate term rotation.

Rotations are planned as follows and repeat:

1. Rotation year one:

Communication Sciences and Disorders, and Education of the Deaf

Counseling

Dental Hygiene and Sciences

Family Medicine

2. Rotation year two:

Health and Nutrition Sciences

School of Nursing

Physical and Occupational Therapy

3. Rotation year three:

Health Care Administration

Institute of Rural Health

Radiographic Science

Physicians Assistant Studies

- 3) Department Chairs may not serve on KCHPFAC. Department chairs of the smaller departments (fewer than five full time faculty) may serve on KCHPFAC.
- 4) It is expected that one member of Faculty Senate be a member of KCHPFAC if possible or a member of Faculty Senate should attend KCHPFAC meetings.
- 5) The Chair of KCHPFAC will be elected by the KCHPFAC at the end of each academic year for a two year term.
 - a) KCHPFAC chairs will serve at least one year as a KCHPFAC member before their election as chair.

c. Voting and Decision Making

- 1) All members of KCHPFAC have one vote relating to council matters.
 - a) Votes on substantial college related issues such as policy or curriculum, or as decided by the KCPHFAC, will be by ballot through the KCHP Dean's office.
- 2) Any KCHPFAC member may call for a ballot vote of all KCHPFAC members.

3. Meetings

a. KCHPFAC

- 1) Will meet on a monthly basis. Additional meetings will be scheduled by the chair for carrying out the purposes of KCHPFAC as needed.
- 2) KCHPFAC meetings will be open to all KCHP faculty.

b. KCHP faculty

- 1) KCHP faculty meetings will be scheduled if the KCHPFAC Council identifies a problem or need.
- 2) KCHP faculty meetings may be requested by any KCHP faculty through the following procedure:
 - a) KCHP faculty member notifies KCHPFAC Chair of the need for a meeting, with specific concern identified.

1. This will be presented to KCHPFAC council for review.

b) The KCHPFAC may set a meeting date.

E. Responsibilities and Functions of the KCHPFAC Officers

1. Chair, KCHPFAC

- a. Call KCHPFAC meetings and preside at these meetings.
- b. Develop the agenda for KCHPFAC and KCHPFAC meetings.
- c. Distribute notice of KCHPFAC meeting(s) and agenda one week prior (except in emergency).
- d. Facilitate appropriate appointments and elections to KCHP and university standing committees.

- e. Designate one KCHPFAC member as vice-chair for the academic year.
 - f. Designate one KCHPFAC member for the academic year as secretary at KCHPFAC meetings.
 - g. KCHPFAC Chair will attend monthly department/program chairs meeting with the Dean.
 - h. KCHPFAC chair will request Faculty Senate representation at KCHPFAC meetings.
 - i. Will serve on the Dean's Advisory Committee when called by the Dean.
2. Vice-Chair, KCHPFAC
- a. Chair KCHPFAC meetings and KCHPFAC meetings in the absence of the KCHPFAC Chair.
 - b. Coordinates and maintains with the Dean's office an updated faculty list with KCHP and University committee assignments.
 - c. KCHPFAC Vice-Chair will attend monthly department/program chairs meeting with the Dean in the absence of the KCHPFAC Chair.
 - d. Will serve on the Dean's Advisory Committee when called by the Dean.
3. Secretary
- a. The secretary will record and formulate the minutes of each KCHPFAC meeting.
 - b. Distribute KCHPFAC meeting minutes to the KCHPFAC, KCHP Dean and to KCHP faculty.
 - c. Will serve on the Dean's Advisory Committee when called by the Dean.
4. KCHPFAC Members
- a. Provide input for KCHP faculty meeting agenda(s) with specific details if necessary.

- 1) Every attempt must be made to set a KCHP meeting date which includes as many KCHP faculty as possible.
 - 2) Emergency KCHP faculty meetings will be held as soon as all departments can be notified.
- b. KCHPFAC members will keep their Department Chairs and faculty aware of KCHPFAC activities through announcements and discussion at Department faculty meetings, posting minutes and other appropriate means of communication.
 - c. KCHPFAC will maintain awareness of KCHP committee activities and Faculty Senate activities.

F. Committees

1. Standing Committees of the College will be as follows:
 - a. Kasiska College of Health Professions Faculty Advisory Council
 - b. Curriculum
 - c. Professional Achievement Award
 - d. Promotion and Tenure Advisory Committee
 - e. Research and Faculty Development
 - f. Scholarship
 - g. Scholastic Appeals
 - h. Clinical Faculty Promotion Committee
2. The KCHP Standing Committees will carry out their function as determined by their own bylaws and guidelines.
3. Committee Reports
 - a. All standing committee chairs will send minutes to the KCHPFAC chair to be distributed to the KCHPFAC for

the purpose of promoting awareness of KCHP committee activities in all KCHP departments.

- b. KCHP Committee chairs provide an updated list of the members to the CHPFAC Chair by October 1 of each year.
4. KCHP faculty representation on University committees
- a. KCHPFAC nominations, recommendations for appointment and elections shall include all departments whenever reasonable and possible. This process will be managed by the KCHPFAC Vice-Chair and overseen by the KCHPFAC.
 - 1) To ensure equitable representation and ensure fairness of departmental representation on Faculty Senate, (1) One senator should be a research faculty member, (2) Two senators should be clinical faculty members, (3) Two senators should be academic faculty, and (4) One senator should be research, academic, or clinical faculty. Furthermore, no department/school may have more than one representative from its department/school serving as senators concurrently.
 - 2) No two Curriculum Council representatives will be from the same KCHP Department.
 - 3) As much as possible Faculty Senate and Curriculum Council representatives will rotate among the Departments.

G. KCHPFAC Amending Bylaws

- 1. There are two methods to introduce proposed amendments.
 - a. KCHPFAC members can submit a proposed amendment as an agenda item.
 - b. KCHP faculty members can submit a proposed amendment in writing to the KCHPFAC.
- 2. The KCHPFAC will vote on all proposals.

3. Amendment proposals which receive a majority vote by the KCHPFAC (a tie means the proposal will not pass) will be presented to KCHP faculty by ballot for a vote.
4. A proposed amendment which receives a two-thirds vote by all the KCHP faculty voting will be implemented.

Revised and adopted by KCHP Ballot – April 2009