



## College of Health Sciences Bylaws

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### I. PURPOSE

The purpose of college and academic unit bylaws is to create a formal, transparent, functional and common language for guiding governance and decision-making within the unit. In this way, bylaws contribute to a culture of shared governance, academic freedom, and peer-review as described in UW Reg. 2-411.

### II. PREAMBLE

Health is a multidimensional issue that touches everyone. It involves preventative health, well-being, healthcare access, the treatment of diseases and disorders, mental health, disability, and healthcare policy--all interwoven within a dynamic matrix of social, economic, technological, and political forces. The College of Health Sciences is positioned to play an impactful role in ensuring the health and well-being of the citizens of Wyoming and the Mountain West region. As the leader in clinical science and medical-health education, the goals of the College of Health Sciences are to:

- Serve as a resource for clinicians, practitioners, and teachers who seek information regarding current basic and clinical research and how this can facilitate best practices related to their respective specialties
- Conduct research that is rooted in basic science and/or designed to advance clinical practice
- Advance health research capacity by establishing strategic partnerships with the various health and community agencies that serve the state
- Develop innovative health care solutions that improve quality of--and access to--healthcare that is aligned with state health goals and global public health needs
- Stimulate community health and economic stability via research and development, entrepreneurship, and addressing health policy issues
- Provide “practice-ready” practitioners, clinicians, and teachers to meet the workforce needs of the state and region

### **III. DEFINITIONS:**

#### **A. PERSONNEL**

##### **1. Dean**

The chief administrative officer of the College shall be a Dean appointed in accordance with UW Regulations 2-8 and 1-1.

The College of Health Sciences shall be headed by a Dean who is responsible for all matters relating to the educational, research, service, and administrative affairs of the College. The Dean will encourage and promote an academic setting in which excellence in teaching, scholarship, and service is recognized and rewarded. The Dean will recommend appointments and promotions for faculty and staff of the College. The Dean shall preside at meetings of the College faculty, and will administer the College budget.

##### **2. Assistant and Associate Deans**

Assistant Deans, Associate Deans, chaired professors, and ad hoc administrative positions may be appointed by the Dean in accordance with UW Regulations. These individuals shall perform functions assigned by the Dean.

##### **3. Division Directors / Deans of Schools**

The Dean shall appoint a Division Director or School Dean to serve as the chief administrative officer of each Division/School. Division Directors/School Deans report to the College Dean and are to promote the vision of the College Dean in advancing the College mission. Division Directors/School Deans shall have general responsibility for the instructional, research, service, budget, administrative operations, and policies of their departments, in consultation with the members of the Division's/School's faculty. These administrative officers together with the Dean form the membership of the Administrative Council of the College. The Administrative Council shall serve to advise the Dean, and under his/her direction shall coordinate and cause to be implemented all faculty, student and staff activity required to fill the role and mission of the College. The Administrative Council provides administrative oversight for the College; monitors issues which affect the College and recommends actions by the academic personnel or administration; and develops and monitors short-term and long-range goals and objectives of the College.

Other program administrators may be appointed by the Dean.

Assistant/Associate Deans and Division Directors/School Deans are appointed by and serve at the pleasure of the Dean.

#### 4. **Faculty**

Faculty include all part-time and full-time personnel whose majority job descriptions in the College are primarily composed of instruction, professional development, directing student research and conducting and reporting research, creative works, and scholarship.

Temporary academic appointments are typically short-term arrangements, so for the purposes of these Bylaws, these individuals are not considered faculty despite their important contributions to educating students.

#### 5. **Staff**

Staff include full-time and part-time personnel whose majority job descriptions in the College are primarily composed of administrative services, clerical, scheduling, and budgeting support, or whose appointments facilitate execution of the college's mission in ways that are not primarily through teaching and research.

### **B. STUDENTS**

Students in the College of Health Sciences are those who are enrolled in a degree program and taking courses to earn a degree in Communication Disorders, Dental Hygiene, Kinesiology and Health, Medicine, Nursing, Pharmacy, or Social Work.

Admission to a College academic unit is determined by the individual unit. Students who are interested in health, medical, or dental fields, but who do not have a declared major in the College, can be advised by the College of Health Sciences Advising Office. Declared majors in the College will be advised by the College Advising Office or by the appropriate academic unit.

Specific units within the College have policies and procedures related to admissions, program progress, and dismissal. Matters related to student admission, probation, dismissal and reinstatement shall conform to the UW Regulations.

## **IV. VOTING PRIVILEGES, RESPONSIBILITIES AND RIGHTS OF FACULTY MEMBERS**

The voting membership of the College shall include the Dean and all members of the College Faculty, whether full-time or sharing an appointment in another college. The College faculty shall consist of all persons having the faculty rank of professor, associate professor, assistant professor, lecturer, or instructor. All individuals holding full-time temporary or lecturer positions become voting members of the faculty after employment for two consecutive academic years or longer.

The ex officio membership of the College shall have no voting privileges and shall include the (1) the President of the University and the Vice President for Academic Affairs, (2) Faculty Emeriti, (3) visiting and adjunct professors; and (4) all individuals holding temporary or part-time faculty appointments of less than two consecutive academic years.

Insofar as voting privileges on academic matters, the College Faculty as previously defined have full voting rights on decisions related to curriculum, program changes, revisions, and approval. With respect to retention, tenure, and promotion decisions, the College faculty have voting rights as allowed by the candidates or applicants for retention, tenure, and promotion.

## **V. ORGANIZATION AND GOVERNANCE**

### **A. Academic Units**

The academic units of the College of Health Sciences include:

- Division of Communication Disorders
- Division of Kinesiology and Health
- Family Medicine Residency Program
- Fay W. Whitney School of Nursing
- School of Pharmacy
- Division of Social Work
- Wyoming Institute for Disabilities (WIND)
- WWAMI

Faculty in these academic units are authorized to conduct instruction, conduct appropriate research, and to establish degree requirements for their programs.

Questions of autonomy and jurisdiction between units in the College shall be decided by the Dean.

## **VI. MEETINGS**

The Dean shall announce and conduct at least one meeting each fall and spring semester to update College faculty and staff on issues relevant to the College. In addition, the Dean shall call and conduct meetings with an Administrative Council (defined below) as necessary for effective functioning of the College.

## **VII. STANDING COMMITTEES**

The following standing committee and councils shall be established:

### **A. Tenure and Promotion Committee**

The Tenure and Promotion Committee shall review all candidates for reappointment, extended year contracts, sabbatical leaves, promotion, and tenure in the College and report their recommendations to the Dean in writing.

The Committee is composed of tenured faculty representing each academic unit of the College where tenure is available and there are tenured faculty. College Committee members are elected by their respective academic units.

The Dean, or the Dean's representative, will be an ex-officio member without vote. Elected members shall serve staggered four-year terms and when possible should not be re-elected for consecutive terms. A member serving as a replacement may be elected to a subsequent full term. Associate or Assistant Deans and Department Heads may not serve as elected members on the Committee. Members of the University Tenure and Promotion Committee may not serve on the College Committee. A member of the Committee being considered for promotion may not be present during that discussion and vote.

Two fixed term, promoted non-tenure track academic personnel will be elected by their fixed term, non-tenure track peers in the College, and will participate in Committee discussions only for cases that pertain to other non-tenure-track personnel. In addition, two fixed term, promoted Clinical Faculty will be elected by their Clinical Faculty peers in the College, and will participate in Committee discussions only for cases that pertain to other Clinical Faculty. These non-tenure-track representatives will serve staggered four-year terms and when possible, will not be re-elected for consecutive full terms. Clinical Faculty or fixed term non-tenure track representatives should be distributed across the scope of relevant units in the College. Fixed term, non-tenure-track personnel serving as a replacement may be elected to fulfill a subsequent full term. Fixed term, non-tenure-track members may participate and vote only on non-tenure-track cases.

If available, a tenured senior faculty member from a department outside the College shall be appointed by the Dean to serve a one-year term with full voting rights.

## **B. Curriculum and Instruction Committee**

The Curriculum and Instruction Committee monitors the credit instruction offered by the College. The Committee reviews and approves new courses and/or programs, reviews course proposals for new courses (to avoid duplication with courses existing in the University), processes course changes which affect the Bulletin, and recommends College-wide requirements. The Committee also monitors interdisciplinary course changes that could affect the College's academic offerings. The Committee is composed of seven academic personnel - one from each academic unit of the College. Members are appointed by their respective Division Director/School Dean and serve three-year staggered terms.

## **C. Faculty Development Committee**

The Faculty Development Committee is responsible for recommending development activities and advising the Dean regarding faculty awards. The Committee is composed of seven academic personnel - one from each academic unit of the College. Members are appointed by their respective Division Director/School Dean and serve three-year staggered terms.

#### **D. Research Committee**

The Research Committee promotes and facilitates College and unit research initiatives by promoting, coordinating, and planning interdisciplinary research programs of excellence. The Committee identifies collaborative research opportunities, advises the Dean regarding the development and distribution of research resources and the establishment and evaluation of research centers and institutes. The Committee also identifies research opportunities where the College may excel based on academic personnel expertise and strengths and needs of the State of Wyoming and nation. The Committee is composed of seven academic personnel - one from each academic unit of the College. Members are appointed by their respective units. Students are appointed by their respective Division Director/School Dean and serve one year terms.

#### **E. Student Affairs Committee**

The Student Affairs Committee recommends policies, services and resources which contribute to the recruitment, admission, progression, and retention of students, and monitors and publicizes resources for student scholarships and loans. The Committee serves as the Student Appeals Board for all student appeals, with the exception of appeals involving academic dishonesty. The Committee is composed of seven academic personnel and seven students - one academic personnel and one student from each academic unit of the College. Academic personnel are appointed by their respective units and serve three-year staggered terms. Students are appointed by their respective Division Director/School Dean and serve one year terms.

#### **Other Committees:**

Ad hoc committees, as necessary for the administrative and academic welfare of the College, may be established by the Dean following consultation with the Administrative Council. The Dean shall have the responsibility of establishing other committees to advance the mission of the College.

### **VIII. CURRICULUM OF THE COLLEGE**

Faculty in each academic unit are responsible for determining and administering their curricula and maintaining accreditation as appropriate. All new or modified courses will require a Course Action Request Form to be considered and approved by the College's Curriculum and Instruction Committee and then by the University-level Course Committee. Academic unit faculty are responsible for assuring that assessment and improvement plans are consistent with their curriculum and program needs.

### **IX. AMENDMENT OF THE BYLAWS**

Any member of the College faculty may propose amendments of the College Bylaws to the Administrative Council. The Administrative Council recommends to the Dean whether the

proposal should be submitted to the faculty for a vote. For the recommended proposals, the Dean will send out a ballot with the exact wording of the proposed change(s). The deadline for returning ballots to the Dean's Office shall be two weeks from the date of mailing. The Dean's Office compiles, distributes, collects and counts the ballots.

Consistent with UW 2-411, Bylaws must be approved by a majority of faculty voters. The Bylaws must also be approved by the Provost and Vice President of Academic Affairs and must be reviewed every three (3) years.

**X. CONFLICT BETWEEN COLLEGE BYLAWS AND UNIVERSITY REGULATIONS, POLICIES AND PROCEDURES**

University of Wyoming Regulations and Standard Administrative Policies and Procedures (SAPP) take precedence over College and Academic Unit Bylaws.

Exceptions to University Regulations and Standard Administrative Policies and Procedures must be approved by the Provost and President, and where appropriate, by the Board of Trustees.

**BYLAWS ACCEPTED BY FACULTY VOTE ON:** October 22, 2021

**Approved by Provost:** November 11, 2021