

**PACIFIC UNIVERSITY**  
**COLLEGE OF HEALTH PROFESSIONS FACULTY**  
**Organizational Bylaws**

**(Approved 10/17/07)**

The College of Health Professions, functioning as a federation of schools, is comprised of the School of Occupational Therapy, School of Physical Therapy, School of Physician Assistant Studies, School of Professional Psychology, School of Dental Health Science, and the School of Pharmacy. Each school retains its independence and autonomy under the leadership of the respective Dean/Director, who reports directly to the Executive Dean and Vice-Provost.

**I. Objectives**

The central objective of this organization is to provide a framework whereby the faculties of the member schools are represented in the governance system of Pacific University.

**II. Membership**

Faculties of the School of Occupational Therapy, School of Physical Therapy, School of Physician Assistant Studies, School of Professional Psychology, School of Dental Health Science, and the School of Pharmacy constitute the College of Health Professions Faculty (CHPF).

**A. FACULTY:** persons contracted by the University for primarily teaching, research, library services, or other scholarly pursuits, or administrative assignments carrying academic rank. The term "faculty" includes full or part-time faculty appointments with such other designations as teaching faculty, research faculty, clinical faculty, studio faculty, coaching faculty, and professors emeriti. (As defined by the University Handbook, Chapter 2.2.1.5)

1. **FULL-TIME FACULTY:** teaching, library and research faculty with full-time notices of appointment who carry classroom teaching, laboratory teaching, clinical teaching, research, coaching or library assignments equal to at least .625 FTE. Such faculty include tenured, tenure-track and non-tenure-track faculty. Persons holding administrative contracts with academic rank are not considered full-time faculty. (As defined by the University Handbook, Chapter 2.2.1.6)

2. **PART-TIME FACULTY:** persons contracted by the University for teaching, research, library services, or other scholarly pursuits, or administrative assignments carrying academic rank, but whose appointments are less than full-time. (As defined by the University Handbook, Chapter 2.2.1.7)

**B. VOTING MEMBERS:** all full-time faculty are eligible to vote with their component group and at meetings of the College of Health Professions. The Deans/Directors at the school level are considered voting members. Part-time faculty will have the privilege of the floor at all meetings but are without a vote. A majority of voting members shall constitute a quorum to do business.

### III. Functions

- A. Each School, under the leadership of its Dean or Director will have the responsibility for developing its own academic standards (including grading) and curriculum and professional goals, providing its activities are not detrimental to or in conflict with the programs of another school or college, or with general University requirements.
- B. The CHPF will consider matters brought before it from the faculties of the member schools, its standing committees and the University Council. It will take appropriate action on major policy recommendations from the University Council, and on items such as approval of candidates for degrees already approved by each School, faculty elections, and the initiation of new University policy.
- C. The CHPF will meet at least four (4) times during each academic year to receive reports from the Directors and Deans of the Schools, the faculty representatives to the University Personnel Committee, chairpersons of its standing committees, and the Chair of the CHPF, and to act on all appropriate matters brought before it.

### IV. Officers of the Faculty

- A. Chairperson shall serve for a two-year term with no more than two consecutive terms with a minimum of two years between any future term(s). The election to a second two-year term would occur at the end of the first year of the first term of service. In this case the Chairperson would be the Chairperson-elect during the second year of the first term. The individual elected will be a tenured/extended-term member of the faculty with at least six years of service at Pacific. (Exceptions to this requirement may be made when fewer than fifty percent of the faculty members have tenured/extended-term status.)
  - 1. The Chairperson of the CHPF shall:
    - a. Develop the agenda and chair all Faculty meetings. (The seven-day agenda rule as found in the University Handbook applies.)
    - b. On request, speak as an advocate for faculty before any appropriate governance unit. The Chairperson is obligated to separate her/his personal views from formal faculty positions.
    - c. Be a member of the University Council, and report its activity at all CHPF meetings.
    - d. Appoint a Nominating Committee for all elected CHPF positions including the Personnel Committee. The Nominating Committee must present a slate of at least two nominees for a given position. Nominations from the floor will be accepted. All schools and free-standing programs are to be represented on the nominating committee.
    - e. During the final year of the Chairperson's term of office, keep the Chairperson-Elect fully informed of his/her activities with and on behalf of the faculty.
    - f. Attend meetings of the college faculty chairs.

2. Chairperson-Elect
  - a. The Chairperson-Elect shall be elected for a one-year term which will be immediately followed by a two-year term as CHPF Chairperson.
  - b. The Chairperson-Elect shall be responsible for biennial review of the bylaws.
3. Secretary
  - a. The Secretary of the Faculty shall record the deliberations and the actions at all faculty meetings. The Secretary shall ensure that the minutes are distributed at least one week prior to the next meeting and that an official set of minutes is maintained and passed on to the next secretary. A copy of minutes will be maintained at the CHP University Library.
  - b. The Secretary will be elected by a majority vote every two years from the full-time faculty with no limit on the number of terms.

V. Faculty Senators

- A. Full-time faculty within the CHP (defined in II.A.1) who have at least one year of service at Pacific University are eligible to serve as senators (6 total) within the Faculty Senate of the University.
- B. The term of service is 3 years and these terms will be staggered so that there is only turnover of approximately 1/3 of the faculty senators at the start of each traditional academic year.
- C. Nominations and elections will take place during the spring semester so that senators elected by the CHP faculty begin their term of service in the fall of the following academic year.
- D. No more than 2 senators can come from the same school or program within the College.
- E. If a current senator goes on extended leave (*e.g.* sabbatical, maternity leave, etc.) during her/his term of service, a replacement senator will be elected by the CHP faculty to complete the original senator's term of service.
- F. Duties of Faculty Senators
  1. Attend meetings of the Faculty Senate.
  2. Report to the CHP faculty on proceedings and issues in the Senate and solicit feedback to determine the collective view of the College faculty.
  3. Represent and work as an advocate for CHP faculty views/positions within the Senate even if this conflicts with her/his personal views.
  4. Participate in Senate subcommittees, task forces, etc. as appropriate to ensure that the interests and viewpoints of CHP are adequately represented.

VI. College of Health Professions: Deans and Directors Council

The Deans and Directors of the Schools are administratively responsible to the Executive Dean and Vice-Provost. The Executive Dean serves as representative of the College and regularly reports with the Chair of the Faculty of the College of Health Professions to the University Council the various activities of the Schools that are of general interest and concern. The School Deans and Directors are charged to communicate routinely to their

Original Approved May 1, 2003; modified 3/31/04; 5/5/05; 2/21/07; 10/17/07

colleagues and students the substantive actions of the University Council, the College of Health Professions: Deans and Directors Council and the various standing committees. Upon request, the School Deans and Directors may appear before any governance unit on matters which they consider germane to their School.

The Deans and Directors have administrative responsibilities for their respective schools and are not eligible for elected faculty offices of the CHP or the University Faculty.

- A. The functions of the CHP Directors and Deans Council are: (1) to keep the School Directors and Deans in continuous communication among themselves and with other governance bodies of the University; (2) to recommend representatives to the University Council (UC), the CHP personnel Committee, and to other standing committees on the campus.
- B. To fulfill its communication function, the CHP Deans and Directors will meet on a bi-weekly basis but no less than once every quarter. To fulfill the function of representation, the Executive Dean serves as the representative to the personnel committees of the university and the college and as a representation to the University Council.
- C. The Council will discuss major changes planned in the curriculum or new programs of any of the Schools and ensure that these changes are brought before the College of Health Professions faculty for approval.
- D. The Council provides leadership to all areas within the College.
- E. The Council is convened by the Executive Dean and Vice-Provost.

## VI. Standing Committees

### A. Personnel Committee

#### 1. Membership includes:

- a. Seven at-large members, at least one from each of the six Schools (Dental Science, OT, PA, PHARM, SPP, PT), are elected by the CHP. No more than two shall be from any one school. (The Deans and Directors have administrative responsibilities for their respective schools and are not eligible for elected offices of the CHP.)

- b. At least five of the seven at-large members shall be tenured. The other two members may be on tenure-track, extended-term, or term contract with at least six years of service at Pacific University.
  - c. The Executive Dean of the College of Health Professions. This Dean/Director serves as the designated representative of the Deans and Directors and does not vote.
  - d. The Vice-President for Academic Affairs is an *ex officio*, nonvoting member of the Committee, as he/she is of any and all such committees and faculties.
2. Terms and roles are as follows:
- a. No at-large member shall serve more than two (2) consecutive terms.
  - b. The seven at-large members will serve three-year terms. Initially, the staggering of these terms will be determined by the Committee (one appointed to a one-year term, another to a two-year term, the third to a three-year term). Note: A new staggering plan for academic year 2006-7 will be used to maintain experience on the committee. The 2006-7 staggering plan is:
 

Dental Science:	1 year term, then normal rotation
O.T.	3 year term starting 2006-7
PA	Continue normal rotation
Pharmacy	3 year term starting 2006-7
P.T.	Start 3 year normal rotation in 2007-8
SPP	Continue normal rotation
At Large	Continue normal rotation
  - c. Two members of the CHP Personnel Committee will serve as its representatives to the University Personnel Committee (UPC). Those representatives will be elected by the CHP for a three-year term. These two representatives will attend UPC meetings for their three-year terms (Chapter 2 of University Handbook specifies 3 year terms- JCT). Their two three-year terms will be staggered.
  - d. Presentations of 1) faculty for review by the Committee and 2) other personnel matters pertinent to their School (e.g., approval of search committees, etc.) will be done by the respective School Director or Dean.
  - e. With the exception of the Executive Dean serving as the designated representative to the Committee, Deans and Directors only attend meetings for presentation and discussion of faculty for review from their School and other personnel matters pertinent to their School.
  - f. The Vice-President for Academic Affairs is an *ex officio*, nonvoting member of the Committee, as he/she is of any and all such committees and faculties.
3. Responsibilities are to:
- a. Elect its chair and secretary.
  - b. Make recommendations to the University Personnel Committee on tenure.
  - c. Make decisions about promotions.
  - d. Two members of the CHP Personnel Committee will serve as its representatives to the University Personnel Committee (UPC).
4. Functions of the Committee are to:

Original Approved May 1, 2003; modified 3/31/04; 5/5/05; 2/21/07; 10/17/07

- a. Conduct pre-tenure and extended term reviews;
  - b. Conduct tenure and extended-term reviews and forward recommendations to the University Personnel Committee;
  - c. Conduct promotion reviews and approvals;
  - d. Conduct periodic reviews of tenured and extended-term faculty;
  - e. Review, work with faculty to ensure successful proposals for, and make recommendations for approval of leaves/sabbaticals to the Dean/Director;
  - f. Conduct termination reviews;
  - g. Report activities of the University Personnel Committee to the CHP faculty;
  - h. Report activities of the University Personnel Committee to the CHP Personnel Committee;
  - i. Approve Search Committees membership recommended by the respective Dean/Director;
  - j. Review job descriptions.
- B. College of Health Professions Standards and Appeals Committee
- Each of the schools has a formal academic standards committee which will carry out academic policy review, hear and rule on issues of student academic progress, alleged unprofessional conduct, or issues of alleged violations of the Academic Code of Conduct. Membership on school academic standards committees shall be determined by individual schools according to standard procedures.
1. Functions:
- a. The purposes of the CHP Standards and Appeals Committee include: 1) provide an appeals process for students of this college that is comparable to the other colleges; 2) make decisions about clinical and professional issues that are unique to the schools of this college; and 3) uphold the CHP faculty's responsibility to ensure the safety of patients and the public.
  - b. The Health Professions Standards and Appeals Committee will decide to hear appeals of school academic standards committee rulings if one or more of the following criteria are met:
    - i. there was an error in procedure by a school academic standards committee;
    - ii. new evidence sufficient to alter a decision is available; or
    - iii. the sanctions(s) imposed was not appropriate in relation to the severity of the violation.
2. Membership (Five [5] voting members):
- a. The CHP Deans/Directors shall appoint a Dean/Director to serve on the committee on a case-by-case basis.
  - b. One faculty member elected by the CHP faculty. Membership for this faculty position is for a period of two years. The elected faculty member will serve as chair of the committee.
  - c. An alternate chair from a second program will be elected by the CHPF for a period of 2 years but only has voting capabilities if the chair is unable to complete her/his duties secondary to a conflict of interest.

Original Approved May 1, 2003; modified 3/31/04; 5/5/05; 2/21/07; 10/17/07

- d. One faculty member mutually agreed upon by the appellant and the Committee Chair.
  - e. Two students appointed by the Professional Programs' Council. Students are appointed for one year.
3. Procedures:
- a. All requests for appeals of rulings by school academic standards committees shall be submitted in writing to the Dean or Director of the student's program within ten school days after the ruling is received by the student. The request must note which criteria (see B.1.b) is the grounds for the appeal.
  - b. The Dean or Director will notify the Chair of the Health Professions Standards and Appeals Committee within ten school days of receipt of the student's written request for an appeal.
  - c. The Committee will convene, within fifteen school days after notification by the Dean/Director, to consider whether to grant the appeal.
    - i. Appeals dealing with introduction of new evidence are returned by the Health Professions Standards and Appeals Committee to the original academic standards committee for reconsideration.
    - ii. If the appeal involves inappropriate sanctions or procedural errors, the Health Professions Standards and Appeals Committee will schedule a hearing (within 20 school days) and rule on the appeal. The decision will be final within the College.
    - iii. If the appeal does not meet the criteria stated in section B.1.b., the committee will deny the appeal.
    - iv. If the student appellant does not meet the identified timelines, the committee can deny the appeal.
  - d. Documents pertinent to the case will be sent to the Chair at least 10 school days prior to the hearing and made available for the Committee to review.
  - e. During the hearing:
    - i. The hearing will be audiotaped or otherwise electronically audio-recorded and, following the hearing, the recording will be sealed and kept with the student's appeal file.
    - ii. The appellant will be present for the entire hearing and may have an advocate, such as the Dean of Students, present. The advocate cannot be an attorney.
    - iii. The representative(s) from the student's respective school will be questioned first and will not be present for the student's questioning.
  - f. Following the hearing:
    - i. The committee will meet privately to discuss and vote on the appeal
    - ii. If no additional information is needed, the decision should be made that day, but must be made within 5 school days;
    - iii. If additional information is needed, the committee must receive it within 5 school days and a decision will be made within 5 school days of its receipt.
  - g. The Chair will notify the student appellant by phone, and in writing via return receipt mail. The Chair will also notify the student's Dean/Director by phone (on

the same day as the student is notified) and will send him/her a copy of the notification letter.

h. Further appeal may be taken to the University Standards and Appeals Board.

C. Task Forces

Task forces may be appointed by the Chair of the CHPF upon the affirmative vote of the CHPF.