

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

Effective July 1, 2017

Preamble

The College of Health Professions, functioning as a federation of schools, is comprised of the, School of Audiology, School of Dental Hygiene Studies, School of Healthcare Administration and Leadership, School of Occupational Therapy, School of Pharmacy, School of Physical Therapy, School of Physician Assistant Studies, and the School of Graduate Psychology. Each school retains its independence and autonomy under the leadership of its 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 Hygiene Studies, School of Audiology, School of Healthcare Administration and Leadership, 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), 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 and 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. 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.
 - e. 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

- A. 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 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.
- B. 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.
- C. 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.
- D. 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 of the university and the college and as a representation to the University Council.
- E. 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.
- F. The Council provides leadership to all areas within the College.
- G. The Council is convened by the Executive Dean and Vice Provost.

VII. Standing Committees

A. Personnel Committee

1. Membership includes
 - a. One representative from each of the Schools of the College of Health Professions, and one representative at large, are elected by the CHP Faculty by approval balloting (see section 2. below). There shall be no more than two from any one school. (The School Deans and Directors have administrative responsibilities for their respective schools and are not eligible for elected offices of the CHP Faculty.)
 - b. All of the elected members shall be tenured or extended term. At least four members must be tenured at the rank of full or associate professor.
 - c. If there are no eligible tenured or extended term faculty members in a school, the school may elect a non-voting representative to participate in deliberations concerning candidates from that school only.
 - d. The Vice Provost and Executive Dean of the College of Health Professions is an *ex-officio*, nonvoting member of the Committee.
2. Approval Balloting
 - a. Elections are overseen by the CHP Faculty Chair in consultation with the Nominating Committee. Approval ballots are used to arrive at a final run-off election slate for CHP Personnel committee membership.
 - b. Approval balloting nominations for school-specific positions occur within that school. Approval balloting nominations for at-large, college-wide positions occur within the college. When an election includes both at-large and school-specific positions, the at-large elections are conducted last.
 - c. All faculty members eligible to be elected appear on an initial approval ballot. The Nominating Committee manages eligibility to ensure that all committee membership requirements at the college and university levels will be met.
 - i. Faculty members may choose to decline a nomination under certain circumstances as follows:
 1. If faculty member is an officer of another committee.
 2. If faculty member serves on the IRB.
 - ii. Faculty members may petition to decline a nomination for other workload or personal reasons pending approval by the CHP PC.
 - d. For approval ballots, voters select all acceptable candidates.
 - e. The top two vote receivers from an approval ballot appear as nominees on a run-off ballot in the college election. In the case of a tie, all those in the top two spots, and who had at least one vote, appear on the run-off ballot.
 - f. A simple majority of votes determines the winner of the run-off election. In the case of a tie, the College Executive Dean casts a vote to break the tie.

3. Terms and roles are as follows:
 - a. No member shall serve consecutive terms. Faculty members are eligible to serve again after 1 year.
 - b. The members will serve three-year terms. Terms will be staggered.
 - c. At least one tenured full or associate professor member of the CHP Personnel Committee will serve as its representative to the University Personnel Committee (UPC). Two such representatives will be elected by the CHP Personnel Committee: one to serve a three year term as the UPC representative, and one to serve as an alternate UPC representative.
4. Responsibilities are to:
 - a. Elect its chair, chair-elect and secretary.
 - b. Make recommendations to the University Personnel Committee on tenure.
 - c. Make decisions about promotions.
 - d. One tenured member of the CHP Personnel Committee with the rank of either full or associate professor will serve as its representative to the University Personnel Committee (UPC).
5. Functions of the Committee are to:
 - 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.

A. College of Health Professions Standards and Appeals Committee (CHPSAC)

1. Functions: Students may appeal to the CHPSAC regarding rulings made by the school student review committee.
2. Membership and terms of office. The CHPSAC will consist of the following members:
 - a. Chair: a CHP full-time faculty member who just completed serving as Chair-Elect elected by the CHP faculty.
 - b. Chair-Elect: a CHP full-time faculty member from a different program than that of the current chair elected by the CHP faculty.
 - c. Past-Chair: the CHP full-time faculty member who just completed serving as Chair of the CHPSAC.

- d. Subcommittees and Hearing Committees, as described in 7.c.i and 7.d.iv are ad hoc and members are recruited as needed.
 - e. Conflict of interest: Any member of the committees having information that could impair his/her impartiality or give rise to a potential or actual conflict of interest shall recuse him/herself from the CHPSAC appeals process and/or the hearing on appeal.
 - f. Process of replacing vacancies: College level nominating committee will submit nominations to the CHP faculty for approval.
3. Terms of office:
- a. Committee members are elected by the CHP faculty. The Chair-Elect serves for one year then transitions to the Chair position for one year then transitions to Past-Chair for one year for a 3-year term total.
 - b. Terms start at the beginning of the academic year in the fall for all members and continue through the summer.
 - c. There are no term limits.
4. Role of Chair, Chair-Elect, and Past-Chair:
- a. Responsibilities of the Chair
 - i. The Chair will preside at CHPSAC and CHP Standards and Appeal Review Subcommittee meetings and hearings.
 - ii. The Chair will serve as the contact with the Office of the Vice Provost and Executive Dean
 - iii. The Chair will approve and sign the outcome letter from the CHP Standards and Appeal Review Subcommittee and the Hearing Panel to the student appellant.
 - iv. The Chair will be responsible for empaneling all CHP Standards and Appeal Review Subcommittees and Hearing Panels.
 - b. Responsibilities of the Chair-Elect
 - i. The Chair-Elect will serve as the Chair if the Chair has a conflict of interest or is unavailable.
 - c. Responsibilities of the Past-Chair
 - i. The Past-Chair will serve as the Chair if the Chair and Chair-Elect have a conflict of interest or are unavailable.
 - d. In the event that the Chair and, Chair-Elect, and Past-Chair are recused as a result of a conflict of interest or are otherwise unavailable, the Vice Provost and Executive Dean will select an interim-chair from the CHP full-time faculty to fulfill the duties of the Chair.
5. Voting Provisions:
- a. Outlined under “Outcomes of CHPSAC Hearings.”
6. Relationship between the CHPSAC and the CHP Faculty and School-level committees/procedures:
- a. School student review committees:
 - i. Each of the Schools of the CHP of Pacific University will have a formal student review committee which will carry out academic policy review, hear and rule on issues of

- b. The review process shall commence in a timely fashion, subject to the availability of all concerned parties, but not to exceed twenty (20) University working days following the receipt by the Vice Provost and Executive Dean of the initial request for appeal. Any request for extension of the commencement of the CHPSAC review process, either by the student or any other involved party, including the CHPSAC itself, must be by formal written request to the Vice Provost and communicated to all other involved parties.
 - i. When an appeal is received, the Vice Provost shall notify the chair of School student review committee or the School Dean/Director of the opportunity to submit a written statement in response to the issues raised in the appeal. This written statement must be received within five (5) University working days of notification. Upon the receipt of the appeal and any written response from the School, the Executive Dean and Vice Provost shall convene the CHPSAC Appeal Review Subcommittee to review the matter to determine whether grounds for the appeal exists, and then make the appropriate notification to the full CHPSAC if it is determined that the appeal should be heard.
- c. The CHPSAC Appeal Review Subcommittee:
 - i. The CHPSAC Appeal Review Subcommittee is comprised of the following members:
 1. CHPSAC Chair
 2. One full-time faculty member from the faculty at large within the CHP designated by the Executive Dean and Vice Provost.
 3. One student representative appointed by the Professional Student Senate, a CHP School Dean/Director or the Vice Provost/Executive Dean of CHP.
 4. Any member of the Subcommittee having information that could impair his/her impartiality or give rise to a potential or actual conflict of interest shall recuse him/herself from the Subcommittee and be replaced with an alternate designated by the Executive Dean and Vice Provost.
 5. If the CHPSAC Appeal Review Subcommittee determines by a simple majority that a hearing will be held, all relevant parties shall be notified in writing that an appeal hearing will occur. All individuals who will be called upon to give testimony, including the Dean/Director or designated member representative of the School, will be given at least five (5) University working days prior notice of the hearing date. Any member of the CHPSAC having information that could

impair his/her impartiality or give rise to a potential or actual conflict of interest shall promptly recuse him/herself from hearing the appeal and be replaced with an alternate.

- d. The CHPSAC Hearing Panel:
 - i. Following a decision that an appeal hearing will be held, the student appellant, the School representative(s) and each member of the CHPSAC will be provided with a copy of the procedural details of the appeals process. Each member of the CHPSAC Hearing Panel also will be provided, in a timely fashion, with a complete copy of the student file, including all letters, any recorded and or transcribed proceedings, and relevant actions and written statements by the School academic standards committee and administrators. These latter materials shall not be further copied or reproduced.
 - ii. Hearings before the CHPSAC Hearing Panel are administrative hearings governed by the CHP bylaws.
 - 1. While some of the language governing CHPSAC bylaws may appear similar to language used in legal proceedings, CHPSAC hearings are not legal proceedings. Many rules and procedures used in civil and criminal proceedings do not apply to CHPSAC hearings.
 - 2. Notice must be given to students of the right to have a non-attorney advocate who may also be present during the hearing. The advocate may provide support to the appellant, but may not speak for the student. In cases where the student may be facing criminal issues arising from the same incident before the CHPSAC, an attorney may be present for the sole purpose of protecting the student's rights in the public system. The attorney may not speak for the student. In these types of cases the College reserves the right to have counsel present. The College is under no obligation to hold its process in abeyance and may choose to allow internal proceedings to continue even while public process may be happening concurrently.
 - iii. The CHPSAC will limit its scope to reviewing the policies and procedures as they apply to the case.
 - iv. Hearings will be conducted by a CHPSAC Hearing Panel consisting of the following members:
 - 1. CHPSAC Chair
 - 2. One full-time CHP faculty member mutually agreed upon by the Vice Provost and Executive Dean and the CHPSAC Chair. The designated faculty member

- will be from outside the program of the student appellant.
3. One full-time CHP faculty member designated by the Executive Dean and Vice Provost and mutually agreed upon by the appellant and the CHPSAC Chair.
 4. One student selected from among the schools or programs represented on the Professional Student Senate, but not from the appellant's school or program, designated by the Executive Dean and Vice Provost.
 5. One CHP dean or director from a school or program other than the appellant's school or program, designated by the Executive Dean and Vice Provost.
8. Outcomes of CHPSAC Hearings:
- a. Evidence of substantial, material error in procedure by the School student review committee.
 - i. If the CHPSAC Hearing Panel finds that a substantial material procedural error has occurred at the school level, it will identify the procedural error, identify how it is to be rectified, and determine if it is feasible to return the matter to the school student review committee. If the matter is returned to the school student review committee, appeal rights become available at the conclusion of any such school student review committee reconsideration. If the CHPSAC retains jurisdiction, the CHPSAC will not impose a greater sanction than that originally levied by school student review committee.
 - b. New evidence that is:
 - i. If the CHPSAC Hearing Panel finds that new evidence has become available to the appellant that would be sufficient to alter the decision, and is presented to the CHPSAC Hearing Panel, the case will be returned to the original school student review committee for reconsideration. Appeal rights become available at the conclusion of any school student review committee reconsideration.
 - c. Evidence that the sanction(s) imposed was disproportionate to the severity of the violation or that a sanction is unnecessarily extreme in light of the standard being upheld.
 - i. Standards of conduct will be evaluated according to the policies, procedures and ethical and professional standards of the school or program in which the appellant is enrolled. If the CHPSAC Hearing Panel concludes that a sanction is disproportionate to the severity of the violation, or that a sanction is unnecessarily extreme in light of the standard being upheld, it will usually return the issue of sanction to the appropriate school or program hearing body, but the CHPSAC may retain jurisdiction and issue a new sanction.

If the matter is returned to the school student review committee, appeal rights become available at the conclusion of any such school student review committee reconsideration.

- d. Decisions of the CHPSAC Hearing Panel require a simple majority of votes to carry except for decisions supporting an appellant's claim of evidence of disproportionate sanction, which requires a unanimous vote of the CHPSAC Hearing Panel. The standard of proof to be used is preponderance or weight of believable evidence. Decisions of the CHPSAC that are not returned to the original school are final with no further appeal available within the College. However, the student appellant has the right to further appeal this decision to the University Standards and Appeal Board.
 - i. The Vice Provost and Executive Dean's Office will send the appellant written notification of the CHPSAC Hearing Panel decision from the CHPSAC Chair by email and followed by certified mail. In some cases, the appellant may also be informed in person by the Chair of CHPSAC. Copies of the letter indicating the decision will also be provided to the Vice Provost and Executive Dean of CHP, Provost of University, the Vice President for Student Affairs, the Dean or Director of the School from which the appellant appealed a decision and the Chair of the school student review committee from which the appellant appealed a decision.
 - ii. The Vice Provost and Executive Dean's Office will retain copies of the recorded and or transcribed proceedings of each meeting and hearing by the CHPSAC for a minimum of three (3) years after the appellant has left Pacific University. Deliberations by CHPSAC Hearing Panel members following receipt of oral and written testimony during a hearing will not be recorded or transcribed and shall remain confidential.

B. Interprofessional Education and Practice Committee

1. Membership
 - a. Representatives should have in depth knowledge of core professional curriculum within their school/program.
 - b. One representative from each CHP School
 - c. One representative from each college with health-related curricula that request to participate in IPE programming
 - d. One representative from the Health Professions Library
2. Terms and Roles
 - a. Three year terms with no term limits
 - b. Appointed by the College Dean or Unit Director
3. Responsibilities and Functions
 - a. Elect a chair and secretary annually.

- b. Serve in an advisory role to the College Deans and the School Deans/Directors regarding IP Education and Practice curricula and programming.
- c. Review IPE programming and make recommendations as requested.
- d. For the Concentration in Interprofessional Education, provide general advice to potential applicants, aid in confirming students participation in experiences, and verify completion of prerequisites (ICC, IPC) as request by the clinical coordinator
- e. Generate IPE ideas as charged.

A. Nominating Committee

- 1. Membership Includes
 - a. One representative from each of the Schools of the College of Health Professions (CHP) is elected by the CHP Faculty.
- 2. Terms and roles are as follows:
 - a. No term limits.
 - b. The members will serve three-year terms.
 - c. If a current nominating committee member goes on extended leave (e.g. sabbatical, maternity leave, etc.) during her/his term of service, a replacement nominating committee member will be elected by the CHP faculty to complete the original nominating committee member's term of service.
- 3. Responsibilities and Functions of the Committee are to:
 - a. Elect its chair.
 - b. Seek nominees for open positions from each program. As a point of order, nominations can be accepted from the floor at the time of voting.
 - c. The Chair will maintain a database for CHP and University service positions for CHP faculty
 - i. Updates to elected CHP and University service positions will reflect official votes noted in the CHP faculty meeting minutes.
 - ii. Updates to non-elected CHP service positions will reflect information provided by the chairs of the relevant CHP committees as the information becomes available.
 - iii. Updates to non-elected or appointed University service positions will reflect information provided by the Administrative Aide to University Governance in the Office of Academic Affairs as the information becomes available.
 - d. Report status of nominations to the CHP Faculty Chair at least one week prior to a CHP Faculty meeting when there are positions to be voted on.
 - e. Administer the voting process for open positions. The nominating committee will inform the CHP Faculty Chair of the results.

A. College of Health Professions Clinical Coordinators Committee

1. Function
 - a. To improve communication between various programs that offer experiential education, both CHP and University-wide.
 - i. To fulfill its communication function, the Clinical Coordinators Committee will meet on a monthly basis, but no less than twice a semester, and will disseminate the minutes of these meetings to all the clinical coordinators offices.
 - b. To provide a structured setting to share ideas, brainstorm, encourage discussion, collaboration, and exploration of topics concerning experiential education.
 - c. To identify and streamline and/or standardize processes related to experiential education across the CHP and University, when appropriate.
2. Membership includes:
 - a. One faculty or staff representative from each of the schools and as appropriate programs; said representative should have in depth knowledge of the administration of the experiential portion of the curriculum within his/her school/program.
 - b. Representatives from the other colleges (or programs in those colleges) with experiential curricula are invited to be members.
3. Responsibilities
 - a. Elect its Chair, Chair-Elect and Secretary.
 - b. To advise affiliated programs, the CHP Deans and Directors Council, as well as the Vice Provost and Executive Dean of CHP and other University administrators on issues regarding the operations and administration of experiential education.

A. Diversity Committee

1. Function: The Pacific University College of Health Professions Diversity Committee serves as a mechanism to share ideas and streamline processes regarding matters of diversity and inclusion between different programs within the College of Health Professions, as well as at the University level in cooperation with the University Diversity Committee. It serves the diverse interests of faculty, staff, and students, as well as the needs of the CHP and the entire university community. The Diversity Committee has the following functions:
 - a. Provide a structured setting to share ideas with faculty, staff and students within the CHP
 - b. Encourage discussion, collaboration, and exploration of topics concerning diversity and inclusion to foster and promote diversity in its various forms at the CHP (and our community partner institutions/affiliates) communication between various programs that offer experiential education, both CHP and University-wide.

- c. Assist in enacting the CHP and the university-wide strategic plan and mission in core areas connected to diversity.
 - d. Communicate and collaborate between and across the University (including academic and non-academic units, programs, centers, offices and committees) that offer events, activities, curricular subject matter, and opportunities for engaging in and showcasing teaching, service and scholarship in areas related to diversity and inclusion
 - e. Advise the CHP Deans and Directors Council, as well as the Vice Provost and Executive Dean of the CHP on issues regarding the organization and implementation of events and activities related to diversity and inclusion
 - f. Identify and offer campus---wide events and activities (including curricular, extra---curricular/co--- curricular) across the CHP and University, when appropriate
 - g. Prepare and Review Committee policies and procedures with the approval of the CHP Faculty and the Vice Provost and Executive Dean for the College of Health Professions according to Chapter two guidelines of the Faculty and Governance Handbook. The policies and procedures manual is intended to provide consistency, continuity, guidance, and cohesion.
2. Membership: Members shall have an interest in the areas of diversity and inclusion within their respective programs, or within the CHP or University at large. They shall serve as the representatives to support communication between their constituents and the committee. This committee encourages and welcomes membership by staff, students, and faculty members.
- a. One CHP Faculty and Staff:
 - i. Each program/school within the CHP may have a collective vote (avoid the exclusion of vote/influence based on size of the program), although additional faculty and staff from the program are encouraged to attend
 - b. University Faculty and Staff:
 - i. Membership is encouraged for all programs at the CHP--- level, as well as other Colleges in which a mutual interest in diversity and inclusion is identified and aligned.
3. Responsibilities:
- a. Elect its Chair Elect and Recorder.
 - b. Make recommendations to the CHP Deans and Directors Council, the Vice Provost and Executive Dean for the CHP, and the CHP Community in regards to the operations regarding development, administration, exchange and fostering of diversity and inclusion on campus, and in coordination with others both within the University and beyond.
 - c. Develop connections with student diversity groups formally and informally (e.g., inviting them to our meetings and activities as active participants).

B. Task Forces

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