



**GRAND VALLEY
STATE UNIVERSITY®**

**COLLEGE OF
HEALTH PROFESSIONS**

CHP BYLAWS

CONTENTS

TABLE OF CONTENTS

SECTION I.	INTRODUCTION.....	4
SECTION II.	NAME	4
Section 2.01	College of Health Professions.....	4
SECTION III.	MISSION, VISION, AND CORE VALUES.....	4
Section 3.01	Mission Statement.....	4
Section 3.02	Vision Statement	4
Section 3.03	Core Values.....	4
SECTION IV.	RELATIONSHIP OF THE COLLEGE TO GRAND VALLEY STATE	
UNIVERSITY	4
Section 4.01	Organization	4
Section 4.02	The CHP and University Policies.....	4
SECTION V.	CHP ADMINISTRATION.....	5
Section 5.01	Office of the Dean.....	5
Section 5.02	College Units.....	5
Section 5.03	College Programs	6
Section 5.04	Organizational Changes	6
SECTION VI.	MEMBERS.....	6
Section 6.01	Faculty.....	6
Section 6.02	Non-Tenure Track Faculty	6
Section 6.03	Executive, Administrative, and Professional (EAP) Staff	7
SECTION VII.	RESPONSIBILITIES OF THE FACULTY	7
Section 7.01	Faculty Participation	7
SECTION VIII.	MEETINGS	8
Section 8.01	CHP Faculty and Academic Staff Meetings, Voting, and Quorum.....	8
Section 8.02	Unit Faculty and Academic Staff Meetings, Voting, and Quorum.....	9
Section 8.03	Executive Council Meetings	10
Section 8.04	Open Meetings.....	10
Section 8.05	Minutes.....	10
Section 8.06	Notice of Meetings.....	10
SECTION IX.	COLLEGE GOVERNANCE COUNCILS	11
Section 9.01	Faculty Council	11
Section 9.02	Executive Council.....	11
SECTION X.	COLLEGE FACULTY GOVERNANCE STANDING COMMITTEES.....	12
Section 10.01	College Standing Committees	12
Section 10.02	Ad Hoc Committees	14
Section 10.03	Standing Unit Committees	14
Section 10.04	Student Representation on Unit and Program Committees.....	15

SECTION XI. COMPENSATION REVIEW 15
 Section 11.01 Portfolio 15

SECTION XII. PARLIAMENTARY AUTHORITY 15
 Section 12.01 Voting 15

SECTION XIII. EXPIRATION, REVIEW, AND RE-ADOPTION OF THESE BYLAWS 15
 Section 13.01 Expiration 15

SECTION XIV. AMENDMENTS TO THESE BYLAWS 16
 Section 14.01 Amendment Procedures 16

SECTION I. INTRODUCTION

These Bylaws delineate the structure and functions of the College of Health Professions within the context of the mission and vision of the college. They explain the relationship of the college to Grand Valley State University and provide procedures for the governance of the college, its functions, and its faculty.

SECTION II. NAME

Section 2.01 College of Health Professions

The name of this organization shall be the College of Health Professions (hereafter referred to as the “CHP”).

SECTION III. MISSION, VISION, AND CORE VALUES

Section 3.01 Mission Statement

The CHP empowers learners to impact the health and well-being of individuals and society through experiential education, evidence-based practice, and meaningful community engagement.

Section 3.02 Vision Statement

Through innovative education of tomorrow's health professionals, the CHP will support the advancement of inclusive and equitable health and health care delivery.

Section 3.03 Core Values

We are educators in the health professions with a common set of core values.

- Professional and ethical behavior
- Inclusive and equitable community
- Interprofessional education and practice
- Lifelong learning
- Innovation and excellence in teaching, scholarship, and practice
- Social responsibility
- Celebrating and supporting student success
- Individual, group, and population health and well-being

SECTION IV. RELATIONSHIP OF THE COLLEGE TO GRAND VALLEY STATE UNIVERSITY

Section 4.01 Organization

The CHP is a duly organized unit of Grand Valley State University.

Section 4.02 The CHP and University Policies

Nothing in these Bylaws is intended to be inconsistent with present or future Board of Trustees (BOT) statutes, executive orders, other university policies or regulations that have been duly

issued, or the policies and procedures of the CHP as written in the college faculty manual. Where there may be an inconsistency between these Bylaws and present or future BOT Statutes, other university policies or regulations, the CHP policies or policies in the CHP faculty manual, the latter shall prevail.

SECTION V. CHP ADMINISTRATION

Section 5.01 Office of the Dean

The chief executive officer of the CHP shall be the dean. Consistent with the CHP faculty manual and university policies, the dean shall make personnel appointments as necessary to facilitate the administration of the CHP's activities and programs and shall inform the faculty.

5.01.1 Selection of the Dean

Selection will follow the CHP faculty manual and [University Policies \(BOT 4.2.10\)](#).

5.01.2 Faculty Evaluation of the Dean

Faculty evaluation of the dean will follow the college faculty manual and [University Policies \(BOT 4.2.9\)](#).

5.01.3 Interim Acting Dean

An interim dean shall be appointed in accordance with established university policies to ensure that the Office of the Dean is not left vacant, per [University Policies \(BOT 4.2.9\)](#).

5.01.4 Responsibilities and Duties of the Office of the Dean

Responsibilities and duties of the Office of the Dean will follow the college faculty manual and job description in the college faculty manual. The dean or the dean's designee will facilitate periodic elections of faculty to the college's standing committees.

Section 5.02 College Units

5.02.1 Unit Administration

Unit heads shall report to the dean or the dean's designee. Each unit head shall be a member of the Executive Council.

5.02.2 Unit Head Selection, Responsibilities, and Review

Unit head selection, responsibilities and review will be in accordance with the college faculty manual and [University Policies \(BOT 4.2.9\)](#) and [\(BOT 4.2.10\)](#). Responsibility of the unit head is defined in the college faculty manual.

Section 5.03 College Programs

Program Directors

Program directors typically report to the unit head. The program director's responsibilities are defined by the unit head and the dean in accordance with the CHP faculty manual.

Section 5.04 Organizational Changes

Proposals from any source to re-organize, create, or eliminate the college, or any of its units or programs shall be presented to the faculty by the dean or dean's designee at a duly convened college faculty meeting as soon as practicable before being implemented. While faculty approval of any proposed changes may not be required, such proposals shall be submitted to the Faculty Council for vote with the results reported in the minutes of the meeting.

SECTION VI. MEMBERS

Members of the college include the following:

Section 6.01 Faculty

Faculty is defined in the [University Policies \(BOT 4.2.1\)](#) as the following:

- 6.01.1 A person in a regular teaching, research, or professional library position; a regular appointment may be for less than full time, if at least half-time, with the agreement of the appointing unit, the appointing officer, and the faculty member
- 6.01.2 Faculty members who are also academic unit heads (in CHP, both departmental chairs and a school director are unit heads)
- 6.01.3 Academic administrators who also hold faculty rank [University Policies \(BOT 4.2.11\)](#)
- 6.01.4 The term "faculty member" as used in this document also includes primary investigators without teaching duties.

Section 6.02 Non-Tenure Track Faculty

As stated in the [University Policies](#), non-tenure track faculty are any faculty appointed to full-time or part-time positions created for purposes such as working on grants or contracts, clinical settings, scholarly engagement, filling in for regular faculty who may be absent, completing specific projects, augmenting the regular faculty, teaching a single semester's course offering, enhancing the programs of the University with distinguished visiting persons, and for other purposes. Non-tenure track faculty include visiting faculty, affiliate and senior affiliate faculty, and adjunct and senior adjunct instructors (at any rank) as defined below. Non-tenure track faculty are not required to possess a terminal degree. Non-tenure track faculty are not eligible for, nor do they accrue any credit toward academic tenure. There are no employment rights beyond the appointment terms stated below. All non-tenure track faculty are subject to evaluation procedures approved by the Provost.

A. Visiting Faculty: Appointments will be made on full time or part time basis for one academic or fiscal year as defined in the [University Policies \(BOT 4.3.1\)](#).

B. Affiliate Faculty: Affiliate faculty are defined in the [University Policies \(BOT 4.3.1\)](#) and serve in a specialized role such as a clinical coordinator, field supervisor, for limited scholarly engagement, or may be selected to teach a limited range of courses. Affiliate faculty and senior affiliate faculty will be appointed to one of the following categories:

- *Affiliate Faculty of Instruction (or Field Practicum)*
- *Clinical Affiliate Faculty*
- *Affiliate Faculty of Practice*

C. Adjunct Instructor: Appointments to teach one or more classes for a single academic semester.

D. Senior Adjunct Instructor: Adjunct instructors are eligible for appointment as senior adjunct instructors if they have taught at the University for a minimum of five years, with at least eight consecutive semesters of teaching, and there is an ongoing need for their services. Senior adjunct instructors may be appointed to one-year contracts when a unit head determines there is a sufficient demand for the courses offered.

The University may terminate any non-tenure track faculty appointment at any time, upon seven calendar days written notice, for the following reasons:

1. Financial reasons as determined by the Provost.
2. Course and/or program elimination.
3. Committing an act of professional incompetence, moral turpitude, neglect of professional responsibilities, or conviction of a felony.
4. Failure to follow instructions and directions of the unit head and/or appointing officer.
5. Violation of University Policies and Procedures.

Section 6.03 Executive, Administrative, and Professional (EAP) Staff

EAP Staff is defined as the following in the [University Policies \(BOT 4.4\)](#):

EAP staff is defined as staff appointed to non-teaching positions although some EAP staff may have regular teaching assignments as a portion of their regular workload. Most EAP staff are exempt from federal and state overtime provisions.

SECTION VII. RESPONSIBILITIES OF THE FACULTY

Section 7.01 Faculty Participation

Tenured and tenure-track faculty participate in all of the following activities:

- 7.01.1 Teaching and curriculum development
- 7.01.2 Student advisement, recruitment, and retention initiatives
- 7.01.3 Scholarly and professional activity including research, publication, participation in professional associations and meetings, continuing education, and clinical practice
- 7.01.4 Service to the unit and university by participating in program development and on standing or ad hoc committees and task forces

7.01.5 Service in one's community that reflects one's professional expertise

Affiliate, visiting, and adjunct faculty may participate in all of the following activities:

7.01.6 Teaching and curriculum development

7.01.7 Student advisement, recruitment, and retention initiatives

7.01.8 Scholarly and professional activity including research, publication, participation in professional associations and meetings, continuing education, and clinical practice

7.01.9 Service to the unit and university by participating in program development and on standing or ad hoc committees and task forces

7.01.10 Service in one's community that reflects one's professional expertise

SECTION VIII. MEETINGS

Section 8.01 CHP Faculty and Academic Staff Meetings, Voting, and Quorum

8.01.1 Meetings

The dean or dean's designee shall schedule and chair not less than two meetings of the college faculty per academic year. At the dean's discretion, or upon the petition of a majority of full-time college faculty members, additional meetings may be called with a minimum five (5) working days advance notice to members. College meetings shall be scheduled during normal university hours between Monday and Friday and shall be scheduled on a day and at a time when the greatest number of faculty and EAP staff are available to attend.

8.01.2 Voting Rights

Visiting Faculty, Affiliate Faculty and EAP Staff:

- All visiting faculty, affiliate faculty and EAP staff are encouraged to participate, discuss, and deliberate in all college faculty meeting discussions including bylaw changes, committees, and personnel issues.
- Voting privileges are limited to personnel issues only.

Tenured or tenure-track faculty who hold a faculty appointment in CHP:

- All tenured or tenure-track faculty are encouraged to participate, discuss, and deliberate in all college faculty meeting discussions including bylaw changes, committees, and personnel issues.
- Voting privileges are inclusive of bylaw changes, committees, and personnel issues.

8.01.3 Quorum

A quorum consists of fifty percent of the eligible voting members.

8.01.4 Voting Process

- Voting on college business shall be conducted electronically. College business is defined as issues that potentially affect all faculty in the college and

excludes personnel matters, subcommittee voting, and voting within units. Electronic voting will adhere to the following process:

- A discussion regarding a college vote will be held using the CHP discussion tool of the Learning Management System to ensure faculty participation. The discussion tool allows for full and open input by faculty as well as faculty responses to other faculty comments within the discussion for a period of ten days. Faculty input may also result in a need for discussion opportunities at college meetings.
- Faculty input and comments from the CHP discussion tool of the Learning Management System will be reviewed by Faculty Council.
- If, based upon the review, Faculty Council decides a vote is in order, a call for the vote will be made using the University email system to communicate with CHP faculty.
- Eligible CHP faculty will cast their ballots electronically using an available electronic platform that ensures participant confidentiality (as approved by the Provost's office). The voting period will close at the end of seven days.
- At least 50 percent of eligible CHP faculty must participate in the vote for it to be valid.
- If 50 percent of eligible CHP faculty do not participate, efforts will be made to move for a re-vote with increased faculty participation.
- A vote outcome will be determined based upon simple majority.

Section 8.02 Unit Faculty and Academic Staff Meetings, Voting, and Quorum

8.02.1 Meetings

Unit heads shall schedule and chair not less than two meetings of the program faculty meetings per academic year. At the unit head's discretion, or upon the petition of a majority of voting unit faculty members, additional meetings may be called. A minimum of five (5) working days-notice is to be provided to the members. All unit meeting notices shall be in writing and accompanied by an agenda. Minutes shall be recorded for all unit meetings.

8.02.2 Voting Rights

Units may, by written policy approved by a majority of the unit, establish voting rights for faculty and EAP staff members.

8.02.3 Quorum in Program Meetings and Voting

A quorum shall consist of one more than half of the eligible voting members of the program. Programs have the ability to vote on their own business matters and units vote on unit matters. Voting by proxy and voting by mailed-in ballots are **not** permitted. See Section I.19 Minutes for personnel review quorum requirements.

Section 8.03 Executive Council Meetings

The Office of the Dean shall be advised by an executive council of the college. The dean, or in the absence of the dean, the dean's designee, shall chair the Executive Council. The Executive Council shall meet monthly, or as often as necessary, to advise the dean and vote on matters affecting the college. A meeting of the Executive Council may be called by a simple majority of its members requesting a meeting. A minimum of five (5) working days-notice shall be given to members of the council. Minutes of executive council meetings shall be recorded, transcribed, and made available upon request to members of the college faculty within ten (10) working days after a meeting.

Section 8.04 Open Meetings

All meetings conducted by and for the college shall be open to other interested parties with prior approval or invitation. However, this provision shall not apply to portions of meetings devoted to deliberation and decisions involving faculty personnel decisions, individual students, or other confidential matters.

Section 8.05 Minutes

The results of the deliberations of all meetings, conducted by and for the college and its units, including all committees thereof, shall be recorded as minutes, transcribed, and made available to faculty members upon request with the exception of the personnel committee. The minutes of the personnel committee shall be taken as prescribed in the [University Policies \(BOT 4.2.10.2B\)](#):

Electronic or mechanical recording is not permitted at any time during personnel committee meetings. However, minutes shall be taken and include any vote taken, the numerical results of all votes, date, time, place of the meeting, and names of who were in attendance. The following must be present and vote on the personnel action in order to constitute a recommendation of the personnel committee: four when there are five members, four when there are six members, and five when there are seven members, or if more than seven members, then two-thirds (2/3) of the size of the personnel committee rounded up to the nearest whole number. See [BOT 4.2.10.2A](#) for composition of a personnel committee. The dean shall not be present during a vote of the personnel committee. While proxy and absentee votes are not allowed, absent committee members may send their evaluations to all committee members. If the personnel committee is unable to carry out its responsibilities due to the absence of one committee member who misses three consecutive meetings, the dean will be notified for the purpose of facilitating the designation of an appropriate replacement.

Section 8.06 Notice of Meetings

Unless individual faculty or staff members make other arrangements as provided under this subsection with both the dean's office and the office of the faculty or member's unit head, the notice for all meetings conducted by the college or its units shall be emailed to each faculty and staff in the college, accompanied by an agenda and minutes of the preceding meeting if not previously distributed, and provide at least five (5) working days advance notice of the time and place of the meeting. The advance notice and minutes distribution requirement of this subsection may be waived if approved by a two-thirds (2/3) majority vote of the attendees at scheduled faculty meetings. Faculty and staff who request that notice be transmitted by means other than

their college email shall annually deliver a written hardcopy of such request to both the offices of the dean and the respective unit head and program coordinator.

SECTION IX. COLLEGE GOVERNANCE COUNCILS

College of Health Professions Preamble: The college Faculty Governance is a deliberative and broadly representative forum that exists to consider the activities of the CHP in all of its facets, with particular attention to educational objectives and those matters that affect the common interests of faculty, staff, and students. Any standing committee may recommend general policies and otherwise advise the dean of the college. All standing committees are authorized to initiate policy proposals as well as to express their judgment on policies submitted to it by the administrative officers of the university and its various academic divisions. The college Faculty Governance is also empowered to request information through appropriate channels from the university administration. *(Approved in the reorganization of the CHP, January 2013).*

Section 9.01 Faculty Council

(Approved in the reorganization of CHP, January 2013)

- 9.01.1 **Charge:** To serve as the chief faculty organization of the college; to assist in carrying out the college mission; to review standing committee reports; to represent faculty interests and concerns to the dean; to make recommendations to the dean; and to make minutes of the meetings available to college faculty electronically and stored on the L/drive.
- 9.01.2 **Membership:** To be comprised of one faculty member elected from each unit of the college (with the exception of the School of Interdisciplinary Health (SIH) where three faculty members will be elected) to serve a term not to exceed three (3) years. These terms will be staggered. Each year, the membership of the council shall elect, by a simple majority, a chair to serve a one-year term. The dean or dean's designee serves as an ex-officio non-voting member.

Section 9.02 Executive Council

(Approved in the reorganization of CHP, January 2013)

- 9.02.1 **Charge:** To advise the dean on matters of academic planning, leadership, instruction, administration, and matters of concern to the faculty; to serve as a forum for policy debate and discussion; to make recommendations to the dean relevant to financial matters, strategic planning, personnel evaluation, and overall administration; and to make minutes of the meetings available to the college faculty.
- 9.02.2 **Membership:** To be chaired by the dean and comprised of the dean, associate/assistant deans, unit heads, the chair of the Faculty Council (ex-officio), and others as identified by the dean.

SECTION X. COLLEGE FACULTY GOVERNANCE STANDING COMMITTEES

Section 10.01 College Standing Committees

The standing committees of the college are the Curriculum Committee, the Personnel Committee, the Governance Policies Committee, the Scholarship Committee (*previously the Research and Development Committee*), and the Justice and Equity Action Committee. All standing committees shall elect a chair annually by simple majority.

The proposal for a new standing committee is recommended by the Governance Policies Committee and presented to Faculty Council for review and faculty vote, if needed. The Faculty Council sends their recommendation to the CHP Dean for final approval.

10.01.1 Curriculum Committee (*Approved in the reorganization of CHP, January 2013*)

Charge: To review and recommend new courses, course changes, program changes, and general education courses, as well as new programs and program self-evaluations; to identify common educational objectives of the programs and to facilitate interdisciplinary education among the various units of the college and university. Formal approval by the Curriculum Committee with the signature of the chair is required before curriculum proposals can be forwarded to the dean.

Membership: To be comprised of one faculty member elected from each unit of the college (with the exception of the School of Interdisciplinary Health (SIH) where three faculty members will be elected) to serve a term not to exceed three (3) years. These terms will be staggered. Each year, the membership of the committee shall elect, by a simple majority, a chair to serve a one-year term. At the dean's discretion, additional members may be appointed to assist in the timely review of all curricular proposals.

10.01.2 Personnel Committee

Charge: To review all recommendations from the units for promotion, tenure, contract renewal, sabbatical leaves, and the process of faculty evaluation; to make recommendations to the dean; to carry out additional duties as prescribed in the college faculty manual and the [University Policies \(BOT 4.2.9\)](#) and [\(BOT 4.2.10\)](#).

- a. The University Policies identify the procedure for personnel items in [\(Section 2.10\)](#).
- b. In addition, the college has established its own guidelines for contract renewal, tenure, and promotion as charged by the [University Policies \(Section 2.9.1C\)](#).
- c. Each college must establish its own standards and criteria for evaluation at each rank and tenure. College standards and criteria may be more specific than university standards and criteria but may not contradict or conflict with them. After approval by the dean, these standards and criteria must be submitted to the provost for approval.

- d. In response to this charge, the college has established a system where points are given in the areas of teaching, scholarship, and service. The college approved documents can be found in the faculty manual regarding guidelines for annual review, contract renewal, tenure, promotion, and administrative reassignment.
- e. As approved by the college faculty, Affiliate faculty members will have their annual reviews completed with 100 percent weighting on the teaching document.

Membership: To be comprised of one tenured faculty member elected from each unit of the college (with the exception of the School of Interdisciplinary Health (SIH) where three faculty members will be elected) to serve a term not to exceed three (3) years. These terms will be staggered. No member shall serve more than two (2) consecutive three-year terms (six years). Each year, the membership of the committee shall elect, by a simple majority, a chair to serve a one-year term. Faculty Council of the college, in consultation with the dean, may select an additional faculty member to serve as a diversity advocate, who serves ex-officio and without the right to vote. The voting members for any personnel action are the members who are not from the unit of the faculty member being considered, and also exclude the members who have a conflict of interest, as defined in the university policies. If a unit does not have a faculty member meeting the qualifications for the College Personnel Committee, eligible faculty will be determined by the provost in consultation with the dean of the college and then elected by a college vote.

10.01.3 **Governance Policies Committee** (*Approved in the reorganization of CHP, January 2013*)

Charge: To review proposed changes to the college Governance Policies; to submit changes to the faculty for amendment and vote; to take faculty recommended changes to the University Counsel for review; to make recommendations to the dean; with the dean's approval, to incorporate changes into the current college Governance Policies and distribute.

Membership: The committee will be comprised of one member per academic unit (with the exception of the School of Interdisciplinary Health (SIH) where three faculty members will be elected) with three-year staggered appointments. The representative from each academic unit will be elected by the academic unit. (*Amended and approved at CHP Faculty Meeting 12/5/2012*)

10.01.4 **Scholarship Committee**

Charge:

- a. Provide assistance in development of research skills and support scholarship advancement
- b. Coordinate research efforts across the college to promote interprofessional scholarship
- c. Support dissemination of College faculty scholarship
- d. Compile an annual report of scholarship completed by each department

- e. Create and maintain a college scholarship website containing highlights, resources, procedures and events
- f. Make decisions regarding faculty scholarship reported in the points document in the 'other' category
- g. Maintain a record of scholarship recommendations made to faculty council pertaining to the faculty activity report
- h. Evaluate and make recommendations regarding College scholarship policies

Membership: One representative from each of the college departments shall be appointed by department chairs to serve three-year staggered terms on the Faculty Scholarship Committee and three representatives from the School of Interdisciplinary Health. At the dean's discretion, additional committee members may be appointed to assist in the timely completion of the committee's duties.

10.01.5 **Justice and Equity Action Committee** (*Approved by faculty vote and dean, May 2023*)

Charge: This committee is charged with supporting the expressed vision of the university's Division of Inclusion and Equity by responding to regional and national trends, and by contributing to local and national discourse on the responsibility of higher education to provide justice and equity to all students, faculty, and staff. Grand Valley aspires to embody the innovative and entrepreneurial spirit of our region, thus becoming recognized as a practice model and resource for justice and equity in West Michigan.

Membership: The committee will be comprised of one member per academic unit (with the exception of the School of Interdisciplinary Health (SIH) where three faculty members will be elected) with three-year staggered appointments with the addition of at least one representative from CHP Student Services.

Section 10.02 Ad Hoc Committees

10.2.1 **Charge:** To carry out specific, short-range assignments; such committees shall report recommendations and/or findings to the dean and Faculty Council, and upon request, to interested parties. Additional duties will be determined by the established ad hoc committee or dean.

10.2.2 **Membership:** The dean shall appoint members to the college's Ad Hoc Committees. Tenure of the ad hoc committees will be limited to six (6) months and will be subject to renewal if the dean wishes to extend the ad hoc committees' deadlines for completion of their business. The dean or dean's designee shall be an ex-officio member of all of the college's ad hoc committees.

Section 10.03 Standing Unit Committees

10.03.1 Unit Committees

Each unit/program of the college may establish such committees and procedures for appointing members as necessary to effectuate the purpose and mission of individual programs as well as to administer curricular and educational programs offered by the program.

10.03.2 Program Advisory Committees

Each unit/program within the college may create an advisory council consisting of individual representatives of the needs of the unit/program. Each unit/program advisory council may have one or two public members and one student representative. The unit head/program director shall be an ex-officio member. The dean shall approve the recommendations of the unit head/program director for membership on the committee. The purpose of the committee is to advise and advocate for the program. A copy of meeting minutes will be given to the dean.

Section 10.04 Student Representation on Unit and Program Committees

Students may **not** serve on the College Personnel Committee, the Governance Policies Committee, or the Curriculum Committee. Students may be appointed to other college unit and program committees by a majority vote of the committee members. Students shall be non-voting members of college unit and program committees.

SECTION XI. COMPENSATION REVIEW

Section 11.01 Portfolio

Any faculty member requesting compensation review will turn in a portfolio for review to the unit head. The unit head will review the portfolio and write an evaluation based on university and college criteria. The unit head will forward the portfolio and the evaluation to the dean for review for compensation adjustment. The dean will review the salary adjustment with the faculty member. Unit heads will submit their portfolios directly to the dean for review.

SECTION XII. PARLIAMENTARY AUTHORITY

Section 12.01 Voting

College meetings will be conducted according to the current bylaws. No less than fifty percent (50%) majority vote of members present can vote to “set aside” the bylaws and conduct meetings according to the current edition of *Robert’s Rules of Order*. If the bylaws are silent regarding meeting rules, *Roberts Rules of Order* can be used by a two-thirds (2/3) majority vote of present members.

SECTION XIII. EXPIRATION, REVIEW, AND RE-ADOPTION OF THESE BYLAWS

Section 13.01 Expiration

Unless otherwise directed by the university president or the president’s designee, the Governance Policies Committee of the college shall review the bylaws and submit a recommendation to re-adopt, revise, or amend at a meeting of the college faculty and staff.

SECTION XIV. AMENDMENTS TO THESE BYLAWS

Section 14.01 Amendment Procedures

Any article or subsection of an article in these bylaws may be amended at a meeting of the college faculty and staff. The following procedures must be followed:

- 14.01.1 **Adequate Notice.** Any proposal to amend these bylaws must be in writing. The proposed amendment must use the current wording of the article or subsection of an article and the proposed new wording of the article or subsection. The proposed amendment must be received by the chair of the Governance Policies Committee at least 15 working days before the faculty and staff meeting date when it is to be voted on by the membership. A proposal may not be submitted between May 1 and September 1 of each academic year.
- 14.01.2 **Voting on Bylaws Revisions.** At a college faculty and staff meeting, a quorum shall be present to amend the bylaws. All amendments must be to voting members no less than ten (10) working days before the next designated college-wide meeting. To be adopted, amendments must be passed by not less than a fifty percent (50%) affirmative vote of the faculty and staff present and voting.