CAHP FACULTY RULES AND PROCEDURES

The purpose of the Rules and Procedures of the Faculty of the College of Allied Health Professions is to promote effective and efficient conduct of the affairs of the College of Allied Health Professions and to supplement the Governing Regulations of the University of Kentucky, the Administrative Regulations and the Rules of the University Senate.

Authorization for the College Faculty Organization
The faculty of a college shall consist of its dean, assistant and/or associate deans and full-time faculty personnel having the rank of assistant professor, associate professor or professor in the regular, special title, or extension series. Membership, with or without voting privileges, also may be extended by a college faculty to any other person assigned to it for administrative work, teaching or research. An individual may be assigned to more than one faculty; in this instance, one assignment shall be designated by the appropriate chancellor(s) or dean as the primary one.

The faculty shall hold regularly scheduled meetings. In addition, it shall meet in special session on the call of the President of the University, the chancellor of the academic sector, or the dean of the college, or at the request of a prescribed number of its membership. Each college faculty shall establish the quorum for the transaction of business. Copies of minutes of college faculty meetings shall be made available to all members of the faculty of the college.

Consistent with the Governing Regulations, the Administrative Regulations, and the Rules of the University Senate, the faculty of each college shall establish its own rules, including a committee or council structure necessary for the performance of the faculty's functions. After approval of these by the appropriate Chancellor, copies of the rules of the faculty and a description of its committee structure shall be made available to its members and copies filed with the secretary of the University Senate and the Senate Council office.

Within the limits established by the regulations of the University and the policies and the rules of the University Senate, the faculty of a college shall determine the educational policies of that college. It shall make recommendations to the University Senate on such matters as require the final approval of that body, and it may make recommendations on other matters to the University Senate, to the president, or to other administrative officials. The academic or scholastic requirements of a college may exceed, but not be lower than, those established for the institution as a whole by the University Senate or the Graduate Faculty. Any such differences in standards must be approved by the University Senate.

A faculty of a college may delegate by rule a defined part of the determination of its educational policies to an assembly of the college, which shall consist of the faculty and designated student representatives. The number of students voting and the method of selecting these students shall be determined by the rules of the college. (Excerpt from Governing Regulations of the University of Kentucky, Part VII, A4)

Organizational Structure of the Faculty

Membership and Privilege
- The College Faculty Membership consists of full-time and part-time professors, associate professors, assistant professors and instructors having appointments to any of the departments within the College.
- College Faculty Membership may be extended to any person appointed by the College for administrative work, teaching or research (e.g. adjunct faculty, voluntary faculty, administrative staff), by a majority vote of the College faculty.
- All College Faculty Members have the right to submit items for the agenda and attend all College faculty meetings.
Voting Faculty consists of professors, associate professors, assistant professors and instructors who are members of the College faculty, have full-time appointments and whose primary appointment is in the College. Only voting faculty members are eligible to serve on the Faculty Council or the standing committees of the College.

Voting Privileges may be extended to other members of the College faculty (e.g. part-time faculty, faculty with primary appointments in other colleges, adjunct faculty, voluntary faculty, administrative staff) by a majority vote of the College faculty.

Officers and Staff

Presiding Officer
The Dean of the College shall serve as the chairman of the faculty with the privilege to vote in the event of a tie vote of the faculty. The Dean is a non-voting ex officio member of the Faculty Council and all committees.

Recording Secretary - Staff
The Dean's administrative assistant shall serve as recording secretary of the Faculty Meetings with responsibility to record and prepare the minutes for approval by a representative of Faculty Council prior to approval by the faculty as directed below.

Meetings

Regular Meetings
Regular faculty meetings shall be scheduled monthly during the fall and spring semesters with date, time and place to be determined by the Dean in consultation with the Faculty Council, except when they determine that a meeting is not necessary.

Special Meetings
Special meetings may be called by the President of the University, the Chancellor for the Medical Center, the Dean or by written request to the Dean by eight members of the voting faculty. The agenda shall be restricted to those items for which the meeting is called.

Agenda

The agenda for each meeting shall be determined by the Dean in consultation with the Faculty Council. Items for the agenda must be submitted to the Dean at least ten working days prior to the scheduled meeting.

Any item proposed by a faculty member shall be considered for inclusion on the agenda by the Dean. Any item submitted to the Dean by a faculty member that has the written endorsement of five (5) voting members along with that of the initiator must be included on the agenda.

The agenda of each regular faculty meeting shall be distributed to the faculty at least five working days prior to the scheduled meeting.

Quorum
A quorum of the faculty shall consist of forty (40) percent of the voting membership who are not on leave of absence, sabbatical leave, or leave because of less than 12-month assignment period. A simple majority of those present and voting shall be sufficient for final decision on issues considered by the faculty. Meetings are open to anyone who wishes to attend.

Parliamentary Procedures
Faculty meetings shall be conducted according to Robert's Rules of Order, Revised.

Minutes

The minutes of each faculty meeting will be prepared by the recording secretary of the faculty and circulated to the faculty council representative within 3 days. They will then be circulated to the entire faculty within 10 days of the meeting.

The recording secretary of the faculty is responsible for supervising the maintenance of files of the faculty meeting minutes and correspondence in the College administrative offices.
Faculty Rights and Responsibilities
The faculty shall have no management or administrative functions either in itself or through its committees except those listed below. The following are the faculty rights and responsibilities:

- to review and approve or disapprove recommendations on new courses, curricula and programs.
- to review, evaluate, and recommend appropriate changes in existing courses, curricula, programs and educational policies.
- to establish appropriate faculty committees and accept or reject their reports and recommendations.
- to review, evaluate and recommend appropriate changes in existing admission, retention and graduation requirements and standards.
- to initiate, review and approve or disapprove recommendations for new admission, retention and graduation requirements and standards.
- to handle other matters as may be delegated to it by the Governing Regulations of the University of Kentucky.
- to make recommendations, as deemed appropriate, to the Dean, the Chancellor for the Medical Center, the President of the University, and the University Senate.
- to determine the form of the College's Student Advisory Council and its areas of responsibility as discussed in Section VI. 1.6 of University Senate Rules.

Faculty Council and Standing Committee Functions and Structure
The College Faculty Council and the standing committees described below are the means by which the College faculty exercises its rights and responsibilities and governs itself. The standing committees of the faculty are the Academic Affairs Committee and the Committee on Student Affairs. The meetings of these three bodies shall generally be open to anyone who wishes to attend.

Faculty Council

The Faculty Council -
- Shall maintain liaison with the departments, units, programs of the College, and with other Faculty Councils within the University;
- Shall serve upon request in an advisory capacity to the Dean;
- Shall develop and provide mechanisms to inform the faculty about University Medical Center and College organizations (e.g. CAHP faculty handbook, new faculty orientation, etc.);
- Shall interpret the Rules and Procedures of the College and may recommend to the faculty any modification thereof.
- May make recommendations to the faculty on any matters that should be addressed to the Dean of the College, the Chancellor for the Medical Center, the President of the University or the University Senate;
- Shall study and make recommendations relative to specific issues which have college-wide, long range impact;
- Shall review and evaluate existing educational policies and programs;
- Shall appoint members of the standing faculty committees in April of each year. Committee members shall be selected from the voting membership of the faculty and may not be members of the Faculty Council or of more than one faculty standing committee. No later than April 1 of each year, the Council shall approve the Chair-elect for each standing committee based on the recommendations from the respective committees. It shall inform the faculty of all committee appointments;
- May charge faculty standing committees with matters for study and recommendations;
- Shall be responsible for the organizing and planning of faculty enrichment; details regarding Faculty Council Policies and Procedures are found in Section III.E.
- Shall be responsible for overseeing standing and ad hoc faculty committees in order to expedite faculty business;
- Shall be responsible for conducting all college faculty elections;
- Shall receive, review and recommend to faculty requests for voting and non-voting membership in the College Faculty organization.
- Shall act for the faculty when the faculty is unable to meet; and
- Shall perform other responsibilities as delegated to it by the faculty.

The Faculty Council Chair -
• Shall appoint a recording secretary for each meeting.
• Shall appoint Council members or alternates to perform the following duties:
  Coordinate elections
  Circulate committee preference list.
  Generate correspondence as determined by the Council.
• Shall serve as chair of the faculty meeting in the absence of the Dean or the Dean's representative.
• Shall maintain a record of attendance at Council meetings.

Recommendations and Reports
• Recommendations for action are made to the faculty.
• Interim or progress reports shall be presented to the faculty as needed or on request.
• An oral or written annual report of activities shall be presented to the faculty.

Meetings
• Regular meetings of the Faculty Council shall be held at least once a month during fall and spring semesters.
• Additional or special meetings of the Faculty Council may be called by the chair, alternate chair, or a majority of the Council members upon notifying the Council members at least one day prior to the meeting.
• A quorum of the Faculty Council shall consist of a simple majority of the voting membership.
• Faculty Council meetings shall be conducted according to Robert's Rules of Order, Revised.
• Minutes of the Faculty Council shall be prepared by the member serving as recording secretary and circulated to all council members within seven working days. Copies of the Faculty Council minutes shall be on file and available to the faculty in the College administrative offices.

The Academic Affairs Committee

The Academic Affairs Committee –
• Shall consider departmental proposals relative to admissions criteria and procedures; new courses, curricula and programs; changes in courses, curricula and programs; and the termination of courses, curricula and programs and recommends for faculty or administrative action;
• May review and recommend admission, retention and graduation standards and requirements;
• May review and recommend regarding the academic policies and programs of the college;
• Shall develop guidelines and schedules for the submission of proposed academic actions;
• Shall perform other responsibilities as delegated to it by the faculty or the Faculty Council;
• Shall submit in a timely manner a copy of the minutes of all meetings to the Chair of the Faculty Council and to the central files in the College administrative offices; and
• Shall submit an annual report to the Faculty Council and to the central file.

Membership
• Five members selected by the Faculty Council from the voting membership of the College faculty.
• Student representative from the Student Advisory Council, voting.
• Dean, ex officio, non-voting.
• Director of Student Services, ex officio, non-voting.
• Term: Three years; No more than two consecutive terms may be served.
• Chair: In March of each year the Committee shall recommend a chair-elect to the Faculty Council.
• Recommends and reports to: Faculty
• Meetings: Monthly during fall and spring

The Committee on Student Affairs

The Committee on Student Affairs –
• Shall review, promote, and assist in activities related to student welfare;
• Shall promote, support and counsel the Student Advisory Council;
• Shall review and promote the mission and functions of the Office of Student Affairs;
• Shall provide counsel to the Director, assistant Dean for Office of Student Affairs regarding the
activities of that office;
- Shall provide criteria and selection assistance for the Dean’s Awards, as requested;
- Shall develop guidelines and assist in the distribution of College financial aid, such as scholarships, loan monies, and assistantships;
- Shall submit a copy of the minutes of all meetings in a timely manner to the faculty secretary, Chair of the Council and to the central file in the College administrative offices; and
- Shall submit an annual report to Faculty Council and to the central file.

Membership
- Five members selected by the Faculty Council from the voting membership of the faculty.
- Director of Student Services, ex officio, voting.
- Faculty Advisor to Student Advisory Council, ex officio, voting.
- Student representative from Student Advisory Council, ex officio, voting.
- Dean, ex officio, non-voting.
- Terms: Two years; No more than two consecutive terms may be served.
- Chair: In March of each year the Committee shall recommend a chair-elect to the Faculty Council.
- Recommends and reports to Faculty
- Meetings: Monthly during fall and spring semesters or as needed.

Amendments
The Rules and Procedures of the Faculty of the College may be amended at any regular or special meeting of the College faculty provided at least one month has elapsed between circulation to the faculty of the proposed amendment(s) and final consideration for passage. Amendments shall become effective after approval by the Chancellor for the Medical Center.

Glossary

Faculty, adjunct
Those fully-qualified teaching, research and/or creative personnel who contribute significantly to teaching and/or research in a unit but who are employed either by a non-university agency or by the University with primary appointments in a non-faculty position. Adjunct faculty are not eligible for election to the University Senate. Faculty membership and privileges may be extended by any education unit to which the individual is assigned. (AR II-1.0-1, Section X)

Faculty, full-time
Those members with a nine, ten, eleven, or twelve month tenured or non-tenured appointment who participate fully in a program of a department and who are designated as “full-time” in the Notice of Academic Appointment and Assignment form. All full-time teaching and research faculty members who are either tenured or who are eligible for tenure and who have the rank of Assistant Professor or higher are eligible for election to the University Senate. All such faculty members including those with the rank of Instructor are members of the College faculty with full voting privileges.

Faculty, part-time
Those persons who have an official faculty appointment, receive a salary, and participate substantially, but less than full-time, in the program of a college. Part-time faculty are not eligible for election to the University Senate. Faculty membership and privileges may be extended by any educational unit to which the individual is assigned. (AR II-1.0-1, Section I.M)

Faculty, voluntary
Those persons who have an official faculty appointment in a college for which no salary is received and who devote part of their time to the program. Voluntary faculty are not eligible for membership in the University Senate. Faculty membership and privileges may be extended by any educational unit to which the individual is assigned. (AR II-1.0-1, Section I.0)
Joint appointment
A term applied when an individual holds two or more intra-University faculty appointments. In such an instance, one of the appointments is designated as the PRIMARY appointment. The possibility of tenure applies only to the primary appointment. To persons with SECONDARY appointments in an academic unit, faculty membership and privileges may be extended by that unit. (GR, Part X.B.)

Staff, administrative
Those positions which, along with Professional Staff, are exempt (i.e., salaried rather than on hourly wage) and which are defined in Section 5.1.1 of the University of Kentucky Staff Personnel Policy and Procedures. The Personnel Office determines for each proposed position whether it is administrative or professional, and this decision is based on the amount of time devoted to administrative tasks.

Faculty Council and Committee Policies

Faculty Council Policies and Procedures

Membership

• General
All full-time faculty members whose primary appointments are in the College are voting members of the faculty. These include deans, associate and assistant deans, professor, associate professors, assistant professors, and instructors.

All adjunct faculty, voluntary faculty, lecturers, and part-time faculty are non-voting members of the faculty as are those who hold second appointments in the college. These persons may, however, be considered for voting status. Administrative staff members employed full-time by the College may be considered for membership, either voting or non-voting. Faculty council will review applications for non-voting membership and make their recommendation to faculty for approval or non-approval based on the established criteria.

Faculty members change in status will automatically precipitate review of faculty members voting status. (i.e., Full-time to Part-time)

• Voting
Six faculty representatives and two alternates will be elected from the voting membership of the faculty who are not regular members of the College’s Administrative Council.

The first and second alternates have voting privileges when substituting for an absent Council member.

• Non-voting
Dean, ex officio

Voting Procedures

The Faculty Council will use the following guidelines in their review of applications for voting membership in the College and their recommendation to the faculty for approval or non-approval.

Voting privilege is the business of the Faculty and a serious responsibility. A voting member should be conversant and considerably involved in the issues of curriculum and academic standing as they affect the major purpose of the College - the education of the students. Therefore, a voting member should have:

• Awareness of trends in the health professions and specific knowledge of issues, trends and academic preparation in the Allied Health Profession;
• Familiarity with the needs and view of the students of the College through frequent personal contact;
• General knowledge of the policies, procedures, rules and regulations of the College, Medical Center and University;
• Specific knowledge of the assumptions, goals and objectives of the College and the Medical Center.

In addition to the previous guidelines, the applicant must meet one of the following criteria:
• The prospective voting member shall have a major responsibility to direct teaching of students in the College of Allied Health Professions, in a numbered for-credit course;
  or
• A major responsibility in research directly related to instruction of students in the College of Allied Health Professions, in a numbered for-credit course;
  or
• Demonstrate an active interest and involvement in the business of the Faculty of the College of Allied Health Professions, by attendance at faculty meetings, service on committees, etc., as a non-voting member for the period of one year.

Application for non-voting or voting status may be initiated by the applicant or his/her department chair by submitting a letter documenting how the individual fulfills the above criteria.

**Elections to Faculty Council**
Nominations and elections to the Faculty Council shall take place during the month of February and shall be by letter ballot. Twice as many eligible members of the faculty as there are places to be filled, plus ties for the last position, shall be nominated and, their willingness ascertained, shall be voted on for membership in the Council.

• **Term of Office**
  1. Term of office for Council members shall be for two years, July 1 to June 30.
  2. Term of office for alternates shall be for one year, July 1 to June 30.
  3. Only two consecutive terms as a full member may be served.

• **Vacancies**
  1. If a member resigns or becomes ineligible to serve, the first alternate will become a member until the next election. At that time a member of the voting faculty will be elected for any unexpired term.
  2. If the position of first alternate becomes vacant the second alternate shall become first alternate.
  3. If the position of second alternate becomes vacant the member of the faculty who at the last election received the next highest number of votes shall serve until the next election.

• **Responsibilities of members and alternates**
  1. The members shall elect a chair and chair-elect.
  2. Members and alternates shall attend all scheduled meetings. The chair must be notified prior to each meeting of any inability to attend. Three absences without notification within one academic year will result in ineligibility to serve on the Faculty Council.
  3. The Council may remove from office any member who fails to attend at least seventy-five percent (75%) of the meetings in any academic year.
  4. Members and alternates may submit items for the agenda.

**Responsibilities of the Chair**
• The Chair shall appoint a recording secretary for each meeting.
• The Chair shall appoint Council members or alternates to perform the following duties:
  • Coordinate elections
  • Circulate committee preference list
  • Generate correspondence as determined by the Council
  • The Chair shall serve as chair of the faculty meeting in the absence of the Dean or the Dean's representative
• The Chair shall maintain a record of attendance at Council meetings

Recommendations and Reports
• Recommendations for action are made to the faculty.
• Interim or progress reports shall be presented to the faculty as needed or on request.
• An oral or written annual report of activities shall be presented to the faculty.

Meetings
• Regular meetings of the Faculty Council shall be held at least once a month during fall and spring semesters.
• Additional or special meetings of the Faculty Council may be called by the chair, alternate chair, or a majority of the Council members upon notifying the Council members at least one day prior to the meeting.
• A quorum of the Faculty Council shall consist of a simple majority of the voting membership.
• Faculty council meetings shall be conducted according to Roberts Rules of Order, Revised.
• Minutes of the Faculty Council shall be prepared by the member serving as recording secretary and circulated to all council members within seven working days. Copies of the Faculty Council minutes shall be on file and available to the faculty in the College administrative offices.

New Faculty Orientation
• Faculty Council shall host orientation meetings at least once a year for new faculty members joining the College.
• Orientation should coincide close to Medical Center Orientation. Invitations to the orientation will be included in the welcoming letter extended by the Council along with copy of Faculty manual.
• Orientation meeting will be led by the Chairperson of the Council along with the Director of Student Services and any other person invited by the Chairperson.
• Information to be presented to new faculty may include:
  • Relevant Governing Rules and Regulations of University
  • Organization of the College
  • Program descriptions
  • Rules and Procedures of the Faculty Organization
  • Medical Center Organization
  • Promotion and Tenure Guidelines
  • Any other items of important at the time or of interest to new faculty
  • The Faculty Handbook shall serve as the basis of information provided during orientation
  • Check with Dean for possible support for refreshments.

Election Committee
• Organizational Structure
  • The committee consists of three members of Faculty Council. This group is a subcommittee of Faculty Council for the purpose of Faculty selections.
  • Members are appointed for each academic year.
  • Members of the Committee shall decide who will call meeting(s) and provide Committee direction.

• Responsibilities of Election Committee
  • Shall coordinate any and all Faculty elections
  • The election procedure will be as follows:
    a) determine number of vacancies
    b) determine eligible faculty members
    c) request nominations (nominate double the number of vacancies, whenever possible)
d) 

e) 
f) ascertain willingness of nominee to serve in descending order of frequency of nomination until double the number of vacancies is acquired 
g) formulate the ballot and mail (see calendar for schedule) 
h) after computation of the ballots, results will be disseminated to the faculty 
i) a tabulation sheet of the ballots will be kept in Faculty Council files at least 1 years 
j) ballots are then destroyed

**Election of Chair and Chair-Elect**

At the first meeting of the Academic year (August), Faculty Council members will nominate and elect a Chair-Elect from the newly elected members having a two-year tenure on the Council. Ideally, the Chair-Elect will assume the functions of Chair in the following year. Circumstances, however, may preclude this from happening (e.g., resignations, sabbatical, a change in position). In such cases, Faculty Council members will nominate and elect an incoming Chair from the members who will remain on the Council the following year.

**Removing Members of Faculty Council**

Faculty Council members who fail to attend at least 75% of the meetings in any academic year may be removed from office following review by Faculty Council at the end of the academic year. The review will examine extenuating circumstances that may have caused the violation. At the conclusion of the review, Faculty Council will vote on expulsion or retention of the member.

**Ad Hoc Committees**

Ad hoc committees of the Faculty Council shall be formed to assist the Council in short-term projects such as social events, fact-finding efforts, or project development. The ad hoc committees shall not perpetuate themselves beyond accomplishment of the tasks assigned by Faculty Council.

Ad hoc committees shall be composed primarily of faculty other than those serving on Faculty Council or the Standing Committees. Some ad hoc committees may require the particular expertise or background of faculty members who serve these other groups.

**Committee Appointments**

Faculty Council should gather information from a variety of sources before appointing Standing and Ad Hoc Committee members in April of each year. This information may be collected when ballots for elections are sent out and returned to the Faculty Council for their consideration. Sources of information should include but not be limited to:

- Individual faculty about their own preferences;
- Individual faculty for their recommendations of other faculty; and
- Committees for their recommendations about particular needs (e.g. particular expertise needed, faculty they might recommend, and so on).

Faculty Council should consider several additional factors when making committee appointments. Individual faculty member's willingness to serve is of primary importance for final appointment. However, recognition of some of the other factors may induce Faculty Council to consider faculty who have not indicated a preference and to seek their commitment to serve. These factors include but are not limited to:

- Faculty members commitment to existing Standing Committees;
- Collegial support for a faculty member to serve on Council;
- Recommendations of the current year's committee about needs which certain faculty could fulfill; and
- Where possible, distribution of appointments among tenured and non-tenured faculty.

Ad hoc committees *that are* formed at times other than when most committee assignments are made need not follow same process for selection. Assignments should be based on Faculty Council's
assessment of the needs represented by the charge to the committee and their determination of how best to make assignments.

**Miscellaneous Policies**

- **Support Services**
  Support for the typing of Faculty Council related materials is not available. Individual members will need to arrange typing within their academic departments.

- **Minutes of Faculty Council Meetings**
  Recording, typing, and distribution of the Minutes of Faculty Council Meetings will be the responsibility of the members of the Council on a rotating basis. The Recorder will also provide a copy of Minutes for the permanent file in the Office of Student Services.

- **Duplication of Materials**
  The duplication of Faculty Council documents (Agenda, Minutes, ballots for elections, etc.), and related supplies will be billed to the Dean's account. The Dean's offices will provide an access code for copy machine use.

- **Permanent Record**
  Copies of all documents related to the Faculty Council will be kept in a permanent file maintained in the Dean's Office. Records will be kept for the Faculty, Faculty Council, all Standing Committees, and special committees.

- **Agenda for Faculty Meetings**
  The Faculty meeting Agenda will be the responsibility of the dean in consultation with the Faculty Council. The Agenda will be circulated at least 5 days prior to the scheduled date of the Faculty meeting.

  The Chair of the Faculty Council will submit any action items from Faculty Council to the Dean 7 working days prior to the meeting. The final version of the Agenda will be submitted to the Director of Student Services for typing, duplication, and distribution. The Director will also be responsible for room reservations for the meeting. In the absence of circulated agenda of a faculty meeting, faculty members may assume that a meeting will not be held.

**Calendar**

**August**

- Council Meeting (beginning of school)
  - Election of Council Chair and Co-chair
  - Establish rotation for taking minutes
  - Review previous year and establish goals and objectives for new year
  - Assign Council Member to:
    - Council correspondence
    - Elections

- Council Chair
  - Make appointment with Dean
  - Notify Dean of Council Meeting dates and times
  - Obtain updated faculty list and list of voting faculty from Dean's office
  - Obtain list of faculty/ staff for bulk email of Faculty Council announcements.
  - Arrange when proposed items for Faculty Meeting should be into Dean's office each month
  - Ask to be advised of:
    - Administrative Council Meeting
    - New faculty
    - Faculty leaving the College
    - Any correspondence from Senate or Medical Center Chancellor relative to elections
Discuss what support the Dean can provide for retreats
Publish and update quarterly on the web
List of voting members of the college
Committee members and chairs
College directory
Chair assigns FC members to obtain reports from Chairs of standing committees. Oral reports to be made at monthly FC meetings.

**September**
Council Meetings
- Decide on date for new faculty orientation. Should be no later than October.
  - Traditionally, has occurred just prior or just after a College Faculty Meeting.
  - Schedule room.
- Write letters to new faculty (Welcome, date for orientation and Faculty Manual)
- Decide on items for September Faculty Meeting

**October**
- Monitor Retreat Committee
- Routine business

**November**
- Review progress on Retreat and all committees
- Routine business

**December**
- Review progress on Retreat and all committees
- Establish meeting times for Spring Semester
- Schedule room for Council Meetings in Spring

**January**
- Faculty Retreat
  - Council member(s) in charge of elections should begin activity
  - Routine business
  - Update voting faculty list from Dean’s office
  - Update CAHP Faculty Handbook on line

**February**
- Ballots go out for nomination for Faculty Council
  - Committee preference list and any other election that is necessary
  - Contact Chancellor’s Office to establish date for meeting in April

**March**
- Election ballots go out with names of nominees that have agreed to serve.
  - Results should be available no later than April 1
- Discuss and decide on issues to be raised with Chancellor
- Appoint Standing Committee members from preference list
- Letters of appointment to Standing Committees
- Routine Business

**April**
- Welcome letters to new Faculty Council members
- Review and approve proposed chairs for Standing Committees (Announce to faculty)
- Meeting with Chancellor
- Decide on date for combined meeting of new and old Council members
- Review and revise CAHP Faculty Handbook
- Remind Standing Committee Chairs that annual written reports are due in May
Routine business

May
Meeting of old and new Council members
Review annual reports from Standing Committees

Student Affairs Committee Policies and Procedures

Functions
- Review, promote, and assist in activities related to student welfare
- Promote, support, and counsel the Student Advisory Council (SAC)
- Review and promote the mission and functions of the Office of Student Affairs
- Provide counsel to the Director of the Office of Student Affairs regarding activities of the Office, including, but not limited to: development of placement programs; registration, advising, and available counseling services; college recruitment and retention programs; alumni affairs, College commencement program
- Provide criteria and selection assistance for the Dean's awards as required
- Develop guidelines and assist in the distribution of College financial aid, such as scholarships, loan monies and assistantships
- Submit a copy of the minutes of all meetings to the faculty secretary
- Submit an annual report to the Faculty Council

Membership
- Five members of the voting faculty
- Director of Student Affairs, ex-officio, voting
- Faculty advisor to Student Advisory Council, ex-officio, voting
- Student representative from Student Advisory Council, ex-officio, voting
- Dean, ex-officio, non-voting

Election of Chairperson
- The chair-elect of the Committee shall be elected no later than February and reported to the Faculty Council by March
- Terms of office for the chair can be either one or two year terms
- If possible, the chair should be a person with at least six months prior service on the Committee

Duties of the Chairperson
- Submit an annual summary report to Faculty Council by July 1 of each year
- Call monthly meetings and set agenda for such meetings
- May act on behalf of the Committee when an opinion is required

Minutes
- Responsibility for taking minutes of the meeting is carried out on a rotational basis among members to be determined by the Committee
- The typing and dissemination of copies is undertaken by the Office of Student Affairs, including the forwarding of a copy to the Chair of Faculty Council

Storage of Committee Files
- Responsibility for storing committee files, to include minutes of meeting and other records, shall be given to the Office of Student Affairs
- The files shall be maintained as the permanent record of the Committee in all of its activities
**Relationship to the Office of Student Affairs**
- Provide support to the Office of Student Affairs as this unit carries out its mission
- Shall receive a report from the Director of Student Affairs annual report, to include the objectives for the new academic year, at the first meeting of the fall semester

**Relationship to the Student Advisory Council**
- Provide support to the Student Advisory Council
- Shall receive and review the minutes of each SAC meeting and, afterwards, offer recommendations to the organization
- Shall review SAC's goals for the academic year regarding its planned activities

**Dean's Awards**
- Promote the Dean's Awards and give assistance to the Dean in the development of criteria or in the selection process, as requested

**Financial Aid**
- Assist in the distribution of College financial aid, such as scholarships, loans, and assistantships
- Oversee the College Emergency Loan Fund
  The Director of Student Affairs shall meet with the Chair, or another member of the Committee if the chair is unavailable, to review each loan application. The applicant must be currently enrolled in the College, or, if the application is received between terms, present evidence that he/she will be enrolled within 45 days.

**Academic Affairs Committee Policies and Procedures**

**Course and Program Review and Approval Process Guidelines**
- **College Review and Approval**

**Step 1: Consideration by the Committee**

**Submission:** The initiating Department Chair prepares five (5) copies of appropriate course form(s) or program description and submits with cover letter (memo), explaining course/program proposal, to Chair of the Academic Affairs Committee (AAC).

**Circulation:** Submit course/program proposal in time to allow copies to be circulated to committee members and other department chairs and notification of its availability sent to each faculty member, at least ten (10) working days prior to the AAC meeting at which the proposal has been scheduled for committee review.

AAC Chair will assign to agenda and circulate to other committee members and academic units (department chairs) for their consideration prior to the AAC meeting at which the proposal is to be reviewed.

**Meeting:** AAC meets monthly and considers course/program proposals at these regularly scheduled monthly meetings, unless requested to meet earlier and/or at other specially called meetings. It is imperative that the Chair or another faculty member of the initiating department who is thoroughly familiar with the proposal attend the AAC meeting when the proposal is scheduled for review.

College faculty/chairs in other CAHP academic units who have communicated concerns and/or recommendations regarding the proposal in writing to the AAC Chair may also request attendance at the committee's scheduled review of the
proposal.

**Action:** Disposition of proposal following review by AAC:

**Recommended Approval As Submitted:** AAC Chair will notify the Chair of the initiating Department of this action by the committee and remind him/her of the next step in the review and approval process.

**Recommended Approval as Amended:** AAC Chair will notify the Chair of the initiating Department of this action and the changes that have been recommended by the committee and remind him/her of the next step in the review and approval process.

**Recommended Disapproval Referral:** AAC Chair will refer the proposal back to the Chair of the initiating Department for reconsideration and explain the committee's questions, comments and concerns. The Department considers AAC's recommendations and decides on one of the following two options: 1) revise the proposal and resubmit to AAC or 2) appeal.

**Step 2: Consideration by the Dean**

**Notification:** The AAC Chair notifies the Chair of the initiating Department and other Department Chairs of the committee's recommendation on the course/program proposal.

**Circulation:** In the case of a recommendation for approval by AAC, the course/program proposal is transmitted to the Dean's Office for further action by the College.

**Action:** Following notification of AAC recommended approval for transmittal to the Dean's Office: a) the Chair of the initiating Department forwards the proposal as recommended to the Dean for a College Approval Signature; b) a written synopsis of the proposal in memorandum form also is prepared by the initiating Department and forwarded along with the proposal to the Dean's Office; and c) an appropriate number of copies (17) of the proposal with an original are provided to the Dean's Office for transmittal by the Dean to the Secretary of the Academic Council of the Medical Center (ACMC). The Dean's Office is responsible for payment for the departmental duplication of the required copies for ACMC and for duplication of all other copies for further circulation.

• **University Senate Review and Approval**

**Step 3. Consideration by Academic Council of Medical Center**

**Submission:** Once the Secretary of the ACMC has received submission of the proposal from CAHP, it will be placed on the agenda for review at the next appropriate regularly scheduled meeting of ACMC. It is the responsibility of the Chair of the initiating CAHP Department to contact the ACMC Secretary to establish the time and date of this Council meeting.

**Circulation:** In addition to forwarding the original and required copies of the proposal to the ACMC, the Dean also prepares and distributes the required Senate communication (memo) to all other Deans, Department Chairs and members of the University Senate.

**Meeting:** Dates and times of the regularly scheduled meetings of the ACMC may be obtained from the Dean's office or from the ACMC Secretary. It should be noted
that copies of the proposal forwarded to the ACMC by CAHP must be circulated to members of the council at least 15 working days prior to one of the regularly scheduled meetings in order for it to be placed on the agenda for consideration at that meeting.

**Action:** If recommended and/or approved by the ACMC, the proposal and/or other required written communication regarding this action by ACMC will be forwarded to the Chancellor’s Office (Medical Center) and to the Senate Council for further disposition of the proposal by the University Senate.

**Step 4. Consideration by the Senate Council**

Senate Council will determine final disposition of the CAHP proposal submitted by ACMC via the Chancellor’s Office (Medical Center) and any further consideration or review by appropriate Academic Councils (Undergraduate/Graduate) and/or Committees of the Senate. Follow-up and inquiries on the Senate Council’s disposition and/or assignment regarding the proposal should be made by the Chair of the initiating CAHP Department to the Secretary of the Senate Council.

**Note:** The CAHP Department Chair should notify the Chair of the CAHP Academic Affairs Committee by written communication (memo) concerning the final disposition of the proposal following Senate and/or Senate Council action. The AAC files would then contain the most current and/or final status of all course/program proposal submitted by the College.

**Course Proposal Development and Preparation Guidelines**

**Application for a New Course**

The following items should be considered:

1. Is the course numbered and titled correctly?
2. Are the lecture or laboratory or clinical hours calculated properly?
3. Is the course description clear and accurate?
4. Are the prerequisites for the course appropriate?
5. What effect will the course have upon the semester course load of the student?
6. Is the rationale for the new course appropriate and justifiable?
7. Who will teach the course? Are resources and personnel currently available?
8. Are adequate facilities available?
9. Is the course available to students in CAHP only? Available to students in other colleges? Are faculty and/or personnel from other colleges available for course instruction and supervision?
10. Does the proposed course fit into the existing curriculum and/or degree program of the Department?
11. If the proposed course is intended as part of the required curriculum for a Departmental degree program, does it fit into this curriculum in the proper sequence?
12. Are the major teaching objectives and outline and/or reference list for the proposed course well defined and appropriate?

**Minor Course Change**

Minor course changes are those restricted to any one or more of the following:

1. Change in course number within the same hundred series.
2. Editorial change in description which does not imply or involve change in the content or emphasis of the course.
3. Editorial change in title which does not imply change in the content or emphasis of the course.
4. Change in prerequisite which does not imply change in the content or emphasis in the course.
5. Cross-listing a course within another Department and/or College.

**Change in an Existing Course**

A change in an existing course applies to all changes not listed under (2) above. The following items should be considered:
1. Is the course numbered and titled correctly?
2. Are lecture and laboratory or clinical hours calculated according to University requirements (e.g., lecture 15 contact hours = 1 semester credit hour; Laboratory 30 contact hours = 1 semester credit hour)
3. Are the present and proposed course descriptions accurate?
4. Are the prerequisites still appropriate for the proposed change?
5. If Consent of Instructor is used for the course proposal, is justification available to academic units or committees who need a definition of the phrase?
6. Is the rationale for the proposed course change appropriate and justifiable?
7. Are the course objectives stated appropriately in terms of the proposed change in the course? (e.g., is this a goal oriented course with broad objectives? Is this a seminar with specific content and objectives or a variable topical seminar with more general objectives? If the course is a topical seminar, are examples of topical seminar objectives available upon request?)
8. Is the course available to students in CAHP only? Is it available to students in other colleges? If so, are faculty and/or personnel from other colleges available to provide supervision or instruction of the course?

**Application to Drop a Course**
The following items should be considered:
1. Is the rationale for dropping the course understandable and appropriate?
2. What effect will this have on the students in the departmental degree program? Other departments? College? Medical Center? University?
3. Does the proposal to drop the course have an effect upon students who wish to transfer from community colleges?

**Other General Considerations and Questions**
1. Will the course proposal involve an added cost or expense to the initiating Department? College? Medical Center? University Students? What are the total number of credit hours required by the department for graduation from the involved degree program? Does the course proposal increase the number of hours required for graduation from the program? Is data available to justify and document the increase?