

## APPENDIX B

### SETON HALL UNIVERSITY SCHOOL OF HEALTH AND MEDICAL SCIENCES

#### BY-LAWS FOR THE GOVERNANCE OF THE FACULTY OF THE DIVISION OF HEALTH SCIENCES OF THE SCHOOL OF HEALTH AND MEDICAL SCIENCES

### SETON HALL UNIVERSITY

#### BY-LAWS

#### FOR THE GOVERNANCE OF THE FACULTY OF THE DIVISION OF HEALTH SCIENCES PROGRAMS OF THE SCHOOL OF HEALTH AND MEDICAL SCIENCES

##### SECTION I: NAME

The name of the organization is “The Faculty (hereinafter referred to as ‘Faculty’) of the Health Sciences Programs (hereinafter referred to as the ‘HS Division’) of the School of Health and Medical Sciences (hereinafter referred to as ‘School’ or ‘SHMS’), Seton Hall University.”

##### SECTION II: PURPOSE

The purpose of the Faculty is to have jurisdiction over academic matters pertaining to the HS Division of the School of Health and Medical Sciences. The Faculty may also consider other University matters.

##### SECTION III: MEMBERSHIP

Membership in the Faculty of the HS DIVISION of the School of Health and Medical Sciences (SHMS) shall consist of those holding salaried, term appointments in the ranks of Instructor, Assistant Professor, Associate Professor and Professor, as well as those have been hired to serve in a Faculty position that is eligible for ranking, but that rank has not yet been assigned. **Nothing in this document is meant to apply to the Residency training program.**

##### SECTION IV: FACULTY OFFICERS

**Article 1:** A Chairperson and Vice-Chairperson of the Faculty shall be elected from the Faculty for a term of one year. The election should take place after the regularly scheduled April meeting of the Faculty. In the event of a change in officer due to resignation or absence of elected individual, the Nominations Committee will conduct an election within 30 days.

**Article 2:** The duties of the Chairperson of the Faculty shall be:

- A. To prepare and distribute to the Faculty the agenda for the meetings of the Faculty.
- B. To preside over meetings of the Faculty.
- C. To distribute provisional meeting minutes (i.e. minutes that have not been approved by the Faculty) to the Faculty at least one week in advance of meetings and post them on our Faculty Blackboard site as “unapproved minutes.”
- D. To distribute a copy of approved minutes to the SHMS Dean and post a copy on the Faculty Blackboard site within 1 week of the meeting.
- E. To conduct such correspondence as may be necessary for transmitting any action taken by the Faculty or for informing the Faculty of any faculty business.
- F. To undertake other duties as specified by the Faculty.

**Article 3:** The duties of the Vice-Chairperson of the Faculty shall be:

- A. To function as the recording secretary of the SHMS faculty.
- B. To keep a book/digital repository of the minutes of the proceedings of meetings; this shall include a record of those present.
- C. To preside over faculty meetings in the Chairperson’s absence.
- D. To undertake other duties as specified by the Faculty.

## SECTION V: MEETINGS

**Article 1:** All meetings of the SHMS faculty will be conducted according to the most current edition of *Robert’s Rules of Order Newly Revised (2000)*.

**Article 2:** A Regular Monthly Meeting of the Faculty of the HS DIVISION in SHMS will usually be held monthly from September to June. The exact dates and times shall be announced by the Chairperson of the Faculty at the beginning of the academic year.

**Article 3:** The Dean may call a Special Meeting of the Faculty, including in response to a written request of any member of the Faculty. Only the item or items of business for which the Special Meeting was called, as set forth in the formal notice and agenda sent to the Faculty, may be considered.

**Article 4:** All members of the Faculty shall have the opportunity to be present at all Regular and Special Meetings of the Faculty.

**Article 5:** Individuals holding adjunct appointments may attend meetings of the Faculty and may participate in the discussions, but they are not eligible to vote or to participate in elections.

**Article 6:** Members of the University community and others may be invited by the Faculty, Dean or Associate Dean of HS DIVISION to attend meetings and take part in the discussions, but they are not eligible to vote or to participate in elections. The Chair must be advised at least one week in advance of the meeting, when others (i.e. non-HS DIVISION Faculty Members) are invited.

**Article 7:** The Faculty reserves the right, by two-thirds vote of members, to close a meeting or portion thereof, limiting attendance to members of the Faculty, as defined in Section III.

**Article 8:** Fifty percent, plus one, of the Faculty Members shall constitute a quorum. The calculation of fifty percent plus one shall exclude members of the Faculty on leave in any given semester.

**Article 9:** The standard order of business at all meetings shall be:

- A. Announcements by the Dean or the Dean's designee
- B. Approval of Agenda
- C. Approval of Minutes
- D. Reports of Officers and Standing Committees
- E. Special Committee Reports
- F. Special Orders
- G. Unfinished Business and General Orders
- E. New business

**Article 10:** Voting

- A. Unless otherwise specified in the By-Laws, all decisions concerning Faculty motions will be decided according to the vote required by Roberts Rules of Order Newly Revised (2000).
- B. When a Faculty vote is to occur, only members who are participating in that meeting (either in person or virtually) are eligible to vote, unless a majority of the members have approved a motion to conduct an anonymous, virtual vote utilizing the Faculty Blackboard site.
- C. No proxies of any kind will be allowed.
- D. The Chair is responsible for conducting all Faculty voting, except in the case of election voting, which is the responsibility of the Nominations and Elections Committee. The Chair shall tally votes and announce them in-person to the Faculty at meetings and via a

posting on the Faculty Blackboard site and email communication in the case of a virtual vote.

## SECTION VI: COMMITTEES

**Article 1:** There shall be the following HS DIVISION standing Committees: By-Laws Committee, Student Performance Review and Grievance Committee (SPGRC), Grievance Committee, Nominations and Elections Committee and Program Review Committee. Additionally, HS DIVISION Faculty will have standing membership on the following SHMS Committees: Graduate Medical Education (GMEC) and SHMS Appointment and Promotions.

The HS DIVISION committees will function as a committee of the whole. They will elect a Chair from among their members unless otherwise specified below. The Chair shall be a voting member of the committee. Election of the Chairperson of each HS DIVISION Committee will take place during the first meeting of the committee each fall semester.

Each Committee Chairperson will be responsible for transmitting in a timely manner to the Chairperson of the HS Division Faculty and to the Dean, a written report of the activities of that committee.

**Article 2:** The By-Laws from each standing HS DIVISION Committee must be presented to the HS DIVISION By-Laws Committee for its approval and recommendation to the HS DIVISION Faculty.

**Article 3:** By-Laws Committee

- B. The Committee shall consist of 3 members of the Faculty, elected for three-year terms by anonymous ballot, two to be elected in odd-numbered years, and one in even-numbered years. No two members may be from the same Department.
- C. It shall be an ongoing function of the Committee to review and supervise the By-Laws and SHMS Faculty Guide in operation, and to propose to the Faculty any changes it deems necessary to adjust or update them.

**Article 4:** SHMS Graduate Medical Education (GMEC)

- A. This committee shall be responsible, within guidelines established by the University, for recommending academic policy to the faculty and administration of the HS DIVISION of the School of Health and Medical Sciences including, but not limited to the addition or deletion of courses to existing curricula.
- B. The Committee shall include one member from each of the Departments in the HS Division of the SHMS, elected by the Departmental faculty to serve a term of three years. New members will be elected every three years, so that three or four are replaced in consecutive 3- year cycles.
- C. Proposals for new curricula courses and the deletion of existing courses, must be approved by both the GMEC and the Dean. The SHMS Dean should be consulted on

any changes that would impact the budget and resources of the School, including but not limited to new programs and changes in required credits.

- D. Revisions to existing HS DIVISION courses are accomplished by the approval of Department Faculty and HS Division Faculty.

**Article 5:** SHMS Appointment and Promotions committee

- A. HS DIVISION appointments and promotions will be addressed by the SHMS Appointment and Promotions Committee, with representation from all HS DIVISION programs participating in the deliberations.
- B. The committee shall consider all requests for new appointments, reappointments, and promotions for the faculty of the SHMS.
- C. HS DIVISION Membership on the SHMS Appointment and Promotions committee:
  1. One full-time Faculty Member at the rank of Associate or Full Professor who has served on the SHMS faculty for at least 2 years shall be elected by the faculty of each Department in HS Division.
  2. All HS DIVISION members shall serve a term of three years with the elections staggered.

**Article 6:** Student Performance Review and Grievance Committee (SPRGC)

- A. The Committee shall review the academic standing of all students. The Committee will make recommendations to the Dean regarding a course of action such as academic probation, medical leave, personal leave of absence, or dismissal from a program.
- B. If the Dean overrules the recommendation of the SPRGC, he shall explain the reasons for this decision to the SPRGC within two weeks, either in writing or by a special meeting with the committee at a mutually convenient time.
- C. The Committee will meet with the Department Chairs and Program Directors for the HS Division at the end of each academic semester, after grades have been posted to identify students who are not meeting program requirements.
- D. The Committee will comprise one representative from each academic program within SHMS, elected by the members of each Department. Each member will serve a three-year term, and elections to fill vacant seats will occur each year, to stagger representation.

**Article 7:** Grievance Committee

- A. As described in the SHMS **Faculty Guide, Article 12**, the Grievance Committee comprises elected members who serve a full term, and appointed members who are added as needed to expedite a specific grievance. The elected members should be elected at the same time as the election of the Faculty Chairperson.
- B. These two elected members shall not come from the same academic Department.

- C. Along with the duties described in Article 12 of the Faculty Guide, these officers shall serve as resources for the faculty on the Grievance Process.

**Article 8:** Nominations and Elections Committee

- A. This committee shall function for the purpose of elections (e.g., call for nominations, post slate of candidates and conduct election) of faculty to appropriate SHMS and University committees, as well as to any offices requiring the election of SHMS Faculty Members.
- B. The Committee shall consist of three (3) full-time members of the SHMS faculty, with no two members being from the same Department. Members are elected at the same time as the election of the Faculty Chair person.

**Article 9:** Program Review Committee

- A. This committee shall function for the purpose of assuring that each HS DIVISION program's academic program is periodically reviewed. The timing for these reviews will be either the timing established by external review organizations for HS DIVISION professional programs that are accredited, and, for HS DIVISION programs that are not accredited, at a minimum of every six years. The committee will only convene when program reviews are required.
- B. For HS DIVISION programs that are accredited by outside agencies, the self-evaluation reports and accrediting agency recommendations constitute the Program Review documents. Other programs will complete a self-evaluation study, secure an SHU Faculty Member (i.e. a Faculty Member outside the Department) to conduct an independent program review, as well as a non-SHU faculty consultant who is knowledgeable of the Department's specialty. The non-SHU faculty consultant is confirmed by the Dean from a list provided by the Program Chair of up to three possible consultant names and their credentials. After the two reviews by faculty outside the HS Department/Program have been conducted, the Program Chair has the option of adding Departmental/Program responses to each report. All review documents are then submitted to the Dean, and, after the Dean adds his review of the materials and recommendations, the complete Department/Program review is forwarded to the Provost.
- C. The Committee will comprise one representative from each academic program within SHMS, elected by the members of each Department. Each member will serve a two-year term, and elections to fill vacant seats will occur each year, to stagger representation.

**Article 10:** Representatives to the Senate

The HS Division in the School of Health and Medical Sciences has four (4) seats on the University Faculty Senate. The faculty of the HS Division shall elect individuals to fill each of these seats for a term of two (2) years with overlapping terms. These individuals will attend the monthly meetings of the University Faculty Senate and shall participate in other Faculty Senate committees. Up to four (4) alternates shall also be elected to serve. The alternates shall attend the meetings if the senators cannot attend.

**Article 11:** The Faculty may establish other committees as necessary and desirable. At the time a committee is established, the duties and powers of the committee, and the method of selection of its members, will be specified by the Faculty.

## SECTION VII: ELECTIONS

### **Article 1:** Nominations

When Faculty elections are required, the Nominations Committee shall be directed by the Chair to conduct an election, beginning with a call for nominations that specifies the position(s) to be elected.

### **Article 2:** Elections

- A. Elections shall be by anonymous vote, utilizing the on-line ballot system that is available on the Faculty's Blackboard site.
- B. The ballot will be prepared by the Chairperson of the Nominations and Elections Committee and distributed to all members of the Faculty via email.
- C. All elections will be determined by a majority vote of those voting.
- D. All ties shall be decided by a re-vote.
- E. All elected officers/representatives shall serve for his/her full office term unless they cease to be a member of the Faculty, they are excused by the Faculty at the personal request of the individual officer/representative, or, they are removed from office by 2/3 vote at any official regular or special meeting of the Faculty.
- F. Should an office/position become vacant during its term, the Faculty, at its next Regular Meeting, will elect an acting representative by majority vote. At the same meeting the Nominations Committee will be directed to conduct an election for the position.

## SECTION VII: AMENDMENTS

A proposed amendment to the HS Division's By-Laws may only be raised by the Provost, the Office of the Dean, or a member of the HS Division Faculty. For a proposed amendment to become an official part of the HS Division's By-Laws, it must be approved by the Provost. In order for this to occur, the proposed amendment must be reviewed and ratified first by an approved vote of 2/3 of the voting faculty of the HS Division, before it can be moved to the Provost's office for final consideration.