

**College of Health and Human Services  
Faculty Organization Bylaws**

CHHS Implementation: 7/02

Revised 5/05, 7/07, 5/10, 10/13, 01/14, 04/14, 5/17, 5/18, 5/19

The College of Health and Human Services (CHHS) at the University of North Carolina at Charlotte is defined as all persons who are appointed in academic, administrative or staff positions in the College as well as students who are enrolled in educational offerings of the College of Health and Human Services.

The College of Health and Human Services is structured and governed to facilitate the achievement of its mission. Faculty governance shall be accomplished through the establishment of a Faculty Organization. Principles of shared governance guide the organization that serves as a forum by discussion for faculty and staff on related academic issues.

While the governance of the faculty shall be conducted through the Faculty Organization, the day-to-day business of the College must be implemented through an academic department or a school with input available from all involved faculty and staff members. Thus, shared governance requires the informed participation and collaboration between administrators, faculty, and staff. This input occurs by meetings and collaboration within and among the academic and administrative units. Unless otherwise noted, “unit” refers to academic and administrative units. All faculty members are responsible and accountable for quality academic programs. Concerns, policies, and issues, which involve the overall function and success of the College of Health and Human Services, are forwarded to the appropriate College Committee.

## The Faculty Organization I.

### OBJECTIVES

The College of Health and Human Services Faculty Organization will:

1. Establish and maintain sound academic and governance policies for the College;
2. Ensure avenues are present through which educational aims and administrative goals are integrated into programs of highest possible quality for the education of health and human service providers;
3. Ensure a forum for faculty discussions about policies and procedures that impact the faculty role or faculty work performance;
4. Propose and promote the programs of the College;
5. Utilize the knowledge and skills of all faculty in planning and problem solving;
6. Serve in part as a channel for information exchange between University faculty and administration. Serve as a conduit for sharing faculty concerns with college administration;
7. Foster and support a spirit of open inquiry and critical thinking;
8. Provide a forum for deliberation and decision-making on all business pertinent to the College;
9. Establish mechanisms for the creation of committees and other structures within the College;
10. Provide support for quality health initiatives through education, research, and service programs;
11. Promote College of Health and Human Services participation in research to contribute to the body of knowledge to enhance the quality of health care, provision of human services, and health education;
12. Facilitate participation in local, state, and national efforts to advance health and human services;
13. Promote the College's participation in the academic and administrative community of UNC Charlotte;
14. Review policies and provide recommendations for incorporation of new policies into the College of Health and Human Services' Policy and Information and Handbook;
15. Compile and prepare ballots and conduct and tabulate results of elections for all Faculty Organization Committees and officers;
16. Maintain current list of all Faculty Organization committee memberships;
17. Appoint interim members to Faculty Organization offices where vacancies of one semester or less exist; and
18. Review and recommend changes in the Bylaws to establish or maintain congruence between Bylaws and current College of Health and Human Services and Faculty Organization operation and governance.

## II. MEMBERSHIP

### A. Governing Faculty

1. Definition: All persons who hold full time appointments (tenure and non-

tenure track\*) from the University and are employed in the College with a cumulative 50% faculty appointment shall be designated as governing members of the College's Faculty Organization.

\*Non tenure-track faculty include those faculty holding academic ranks of Lecturer, Senior Lecturer, Clinical Assistant Professor, Clinical Associate Professor, and Clinical Professor.

2. Rights and Responsibilities - Members of the Faculty Organization have the right and responsibility to be involved in the academic and administrative affairs of the College as described in these bylaws. The rights and responsibilities of the governing faculty include:
    - a. Vote in Faculty Organization decisions;
    - b. Attend scheduled Faculty Organization and appropriate committee meetings;
    - c. Provide service on Unit, College, and University committees;
    - d. Provide and receive information on issues of faculty concern to the Faculty Organization; and
    - e. Read minutes, agendas, and other information pertinent to the business of Faculty Organization, and participate in electronic voting.
- B. Auxiliary Members
1. Definition - All part-time faculty, full time faculty with <50% cumulative faculty appointment within the College, Adjunct Faculty, and Research Faculty of the College shall be designated as auxiliary members.
  2. Rights and Responsibilities - The auxiliary members have the following College rights and responsibilities:
    - a. Attend scheduled Faculty Organization meetings;
    - b. Provide service on appropriate Unit, College, and University committees;
    - c. Provide and receive information on issues of faculty concern to the Faculty Organization; and
    - d. Read minutes, agendas, and other information pertinent to the business of Faculty Organization.

### III. EXECUTIVE COMMITTEE

- A. The Executive Committee of the Faculty Organization shall be comprised of the Officers of the Faculty Organization (Chair, Chair-Elect, Immediate Past Chair, Secretary/Treasurer, and Parliamentarian) and Chairs of all Standing Committees of the College
- B. Rights and responsibilities of Executive Committee
  1. Responsibilities of the Chair include:
    - a. Preside at all meetings of the Faculty Organization;
    - b. Prepare agenda for Faculty Organization meetings;
    - c. Distribute agendas and minutes to the members;
    - d. Call and prepare notices of special meetings of faculty;

- e. Can serve as ex-officio member of all Faculty Organization committees as needed;
  - f. Designate and appoint members of Ad Hoc Committees as needed;
  - g. Keep and maintain records of Faculty Organization and governing committee business;
  - h. File annual reports from committees, etc. for the Faculty Organization;
  - i. Forward policy decisions to the appropriate external University committees or bodies; and
  - j. Communicate any faculty and staff concerns to the Dean via an agreed upon communication mechanism.
2. Responsibilities of the Chair-Elect include:
- a. Preside at Faculty Organization meetings in the absence of the Chair;
  - b. Assist the Chair with preparation of agenda and the annual report of the Faculty Organization;
  - c. Chair the College Nominations, Awards and Elections Committee for the Faculty Organization and secure a ballot of Faculty Organization officers and university representatives; and oversee the election of recipient of various excellence awards within the College.
3. Responsibilities of the Secretary/Treasurer include:
- a. Review and proof minutes of meetings of the Faculty Organization, and see to the distribution of the minutes to members of the Faculty Organization within two weeks of the meeting;
  - b. Record and maintain minutes of meetings of the Executive Committee;
  - c. Review committee reports and other evidence of the Faculty Organization business meetings;
  - d. Collect and make approved changes and amendments to Faculty Organization Bylaws and Faculty Handbook;
  - e. Submit a proposal regarding the amount of faculty dues to the Faculty Organization on an annual basis;
  - f. Collect, receive, account for, and disburse all special funds belonging to the faculty; and
  - g. Provide a fiscal report of the Faculty funds at the annual Faculty Organization meeting.
  - h. Serve as a member of the College Nominations, Awards and Elections Committee.
  - i. Obtain and use the most current listing of faculty members.
  - f. The Secretary/Treasurer will communicate the election results to the Faculty Governance Chair, and will update all records and reports to reflect the names of the award winners and faculty elections.
4. Responsibilities of the Parliamentarian are to:
- a. Establish that appropriate quorums (see Sections V.B and V.C) are

- present at the beginning of each Faculty Organization meeting as needed; and
        - b. Advise the Chair and members of parliamentary procedures following *Roberts Rules of Order*.
  - 5. Responsibilities of the Immediate Past Chair include:
    - a. Oversee the process for making changes to the Faculty Organization Bylaws;
    - b. Facilitate the transition of new officers by providing mentoring and contextual information;
    - c. Collaborate with the Secretary to assure that all electronic communications are current and updated in a timely manner; and
    - d. Attend Faculty Organization committee meetings as appropriate or requested to facilitate accomplishment of the committee's charge.
  - 6. Responsibilities of the Executive Committee include:
    - a. Appoint interim members to Faculty Organization offices and committees where vacancies of one semester or less exist;
    - b. Conduct an annual review of new and amended policies and procedures by auditing Faculty Organization minutes and requesting Chairs of College Standing Committees submit in their written annual reports any new or amended policies or procedures;
    - c. Recommend College Committee structure changes and Bylaws revisions to the Faculty Organization; and
    - d. Direct the review of the College Health and Human Services bylaws annually.
- C. Election of Faculty Organization Officers
1. All Faculty Organization officers shall be elected or appointed no later than the second Thursday in April, in accordance with the Constitution of the Faculty.
  2. Elections of Faculty Organization officers will be held annually on a staggered basis.
  3. The term of office for the Chair and Chair-Elect shall be for one-year and the Secretary/Treasurer and Parliamentarian positions shall be for two years commencing in the beginning of the Fall semester following election to office.
  4. Those in administrative positions (Deans, Associate Deans, Unit Chairs/ Unit Directors) and Auxiliary members will not be eligible to hold an office in the Faculty Organization.

#### IV. MEETINGS

- A. Faculty Organization meetings, called the Faculty Forum, shall be held at least 2 times during the academic year, preferably once near the beginning of the academic year and another in the spring semester.
- B. At least one Faculty Forum shall be held during the Academic Year to discuss specified issues of faculty concern. The Faculty Forum will have a specified

agenda relevant to faculty concerns and issues and will be chaired by the Faculty Organization Chair.

- C. The Faculty Forum meeting held near the end of the Spring Semester shall be known as the Annual Meeting and shall be held for the purpose of receiving summary reports of committees, election of officers and standing committee members, and other business that may arise.
- D. Additional meetings may also be called by the Chair, by the majority of Faculty in a scheduled meeting, or upon a written request of 1/3 of the Faculty. The purpose of any such meeting shall be specified in the call.
- E. The agenda indicating items for action, discussion, or information shall be distributed five business days before any meeting of the Faculty Organization. Items requiring a vote MUST be distributed 5 working days before the meeting where the vote will take place. The agenda will include *all* relevant reports; reports not requiring faculty action will be on a consent calendar and will only be moved to the agenda if action is needed or at the request of a faculty member. Only those reports requiring faculty discussion or vote will be discussed at the scheduled meeting.
- F. All reports will be posted with the Faculty Organization meeting minutes in a centralized electronic repository accessible to all Faculty Organization members.

## V. QUORUM

- A. A quorum shall be necessary to conduct business of the Faculty Organization and its committees.
- B. A quorum for Faculty Organization business shall be established with fifty percent (50%) of the appropriate Governing Faculty (as defined by Section II.A) for the voting item.
- C. A quorum for the business of the Standing Committees of the Faculty Organization shall be established with two-thirds (2/3) of the members of the committee.
- D. After a quorum is established, a simple majority vote shall be accepted as indicating the decision of the Faculty Organization during its regularly scheduled meetings, except for amendments to the Bylaws. A simple majority vote is defined as one more vote than the opposing view. Ballots that are blank or abstentions are not included in the total number of votes cast.

## VI. VOTING

- A. Acceptable methods of taking a vote in the College are by voice, show of hands, written or electronic ballot, or other electronic means.
- B. For the business of the Faculty Organization, voting shall be done using acceptable methods (see section VI.A).
- C. If the Chair of the Faculty Organization is in doubt as to the results of a vote by voice, the Chair has the right to have the vote taken again by a show of hands and to have the vote counted, if necessary.
- D. When a vote is taken by voice or show of hands, any member of the Faculty

Organization has the right to require a “division of the assembly” by having the affirmative rise and then the negative, so that all may see how members vote.

- F. Before or after a vote, Faculty Organization members may call for a count and, if seconded, the Chair must put the question on ordering a count. A majority vote is required to order a count, or that the vote be taken by ballot or roll call (yeas and nays).
- G. Voting by ballot:
  - 1. Voting for election of Faculty Organization officers and committee members shall be by electronic ballot, unless officers and/or committee members are unopposed.
  - 2. Voting by paper or electronic ballot may be used if ordered by a majority vote, or by general consent. Such motions are not debatable.
  - 3. Votes by electronic means regarding Bylaw amendments must be submitted to the chair of the Committee on Nominations, Awards and Elections at least **24 hours prior** to the scheduled start of the Faculty Organization meeting. Any electronic ballot received after that deadline shall not be considered in the vote.
  - 4. When voting to elect officers and college and/or university representatives, electronic votes must be submitted to the Chair of the Committee on Nominations, Awards and Elections of the Faculty Organization **24 hours prior** to the scheduled start of the Faculty Organization meeting.

## VII. BYLAW AMENDMENTS

- A. The Bylaws may be amended at any Faculty Organization meeting by an affirmative vote from two-thirds (2/3) of the voting members, i.e., governing faculty.
- B. Voting members must receive a formal document by electronic means of the proposed Bylaws amendment(s) at least five business days in advance of the date set as the end of the voting period.
- C. Voting on Bylaw amendments may be conducted by written or electronic ballots.

## VIII. PARLIAMENTARY AUTHORITY

All meetings of the Faculty Organization shall be conducted in accordance with *Robert’s Rules of Order* (revised).

## THE COMMITTEES OF GOVERNANCE

The faculty may act either as a committee-of-the-whole (through the Faculty Organization) or through standing, and ad hoc committees to carry out its governance responsibilities.

## I. FACULTY ORGANIZATION COMMITTEES

- A. Standing Committee Responsibilities
  - 1. All committees of the Faculty Organization are responsible to the Faculty Organization.
  - 2. Each committee shall submit written annual reports to the Faculty

Organization as appropriate for action on policy matters.

3. Requests from committees for action on policy matters shall be submitted to the Faculty Organization.
4. Each committee shall hold meetings as designated in the committee guidelines. Meetings not scheduled previously may be called at the discretion of the Chair or a majority vote of the committee membership. Attendance at scheduled meetings by all committee members is expected.
5. For committee decisions requiring a vote, a majority of those present at the meeting (if the total present is a quorum) shall decide the vote.
6. Committees shall meet and elect a Chair by the end of the spring semester each year.
7. Each standing committee chair will maintain a Committee Policy/Procedure handbook that will be passed to the succeeding chair. This handbook will include relevant University and College Policies/Procedures. Also included will be minutes from the previous years' committee meetings as well as the committee's annual report as long as such information does not violate university policy.

#### B. Standing Committee Chairs

Chairs of standing committees of the Faculty Organization shall have the following rights and responsibilities:

1. Serve as a member of the Faculty Organization Executive Committee;
2. Establish and distribute the committee meeting agenda to the members 5 business days prior to scheduled meetings;
3. Preside at all committee meetings;
4. Account for all committee duties and functions;
5. Decide if any committee meetings (all or part) need to be designated as an "executive session" to allow a specific group the right of privacy in its presentation;
6. Establish subcommittees and/or delegate committees' responsibilities to specific committee members;
7. Appoint faculty and/or student alternate(s) to the committee should the need arise;
8. Post agenda and minutes of meetings/announcements, information for respective committee members;
9. Submit to the Faculty Organization any policies, recommendations and procedures accepted by the committee;
10. Orient new members to the committee; and
11. Submit the official annual report to the Faculty Organization Chair 5 business days prior to the Annual meeting. The annual report should include;
  - a. The list of committee members;
  - b. List of major actions before the committee at the beginning of the academic year;
  - c. List of major actions taken and/or recommendations made at each meeting;



- d. List of action items before the committee that were not completed or addressed during the year.

## II. STANDING COMMITTEES

Standing committees of the College of Health and Human Services Faculty Organization shall be College Curriculum Committee (CCC), College Review Committee (CRC), College Nominations, Awards and Elections Committee (CNAEC), and Internationalization Committee (IC).

### A. Faculty Membership on Standing Committees

1. Members shall be elected from eligible faculty by a plurality vote no later than the last meeting of the Faculty Organization of each academic year.
2. The term of membership shall be specific to each of the standing committees.
3. Elections for terms of service shall be staggered so that committees are composed of both new and continuing members.

### B. Student Membership

Inclusion of student representatives/members shall be at the discretion of each Faculty Organization committee.

### C. College Curriculum Committee (CCC)

#### 1. Purpose

The purpose of the College Curriculum Committee is to advise the Faculty Organization on curricular matters of the College of Health and Human Services. The curriculum committee reviews graduate and undergraduate curriculum/program/certificate proposals forwarded from units within the College of Health and Human Services. It is the responsibility of the faculty in the academic units and associated programs to prepare a complete proposal and secure the appropriate approvals following the guidelines of the unit, college, and university course and curriculum approval process. Specific functions and membership of the committee are defined below.

#### 2. Functions

- a. Reviews proposals from within the College regarding changes to or creation of graduate and undergraduate curriculum /program/ certificate and recommends action to the Faculty Organization in accordance with University Policy and Procedures. The recommendations can take the following form:
  1. Forward proposals for new programs, new degrees, and new certificates to Faculty Organization Chair with a recommendation to "approve."
  2. Disapprove and return the proposal to the originating units for revision.
  3. Disapprove the proposal.
- b. Proposals from within the College regarding minor changes can

be reviewed and approved by the CCC Chair but can be reviewed by the entire committee at the discretion of the chair.

- c. Reviews proposals regarding graduate and undergraduate curriculum, programs, or certificates from other Colleges within UNC Charlotte as required through the University governance process.
- c. Presents to the Faculty Organization recommendations on college- wide course and curriculum issues as needed, such as identifying core courses in graduate or undergraduate curricula, integration of common themes in the curricula, encouraging interdisciplinary courses/curricula, or implementation of educational standards.
- d. Provides input and analysis on methods of curricular evaluation as needed in the College of Health and Human Services.

### 3. Membership

- a. The Curriculum Committee membership shall be comprised of one(1) Governing faculty representative with graduate faculty status elected from each academic unit and two (2) Governing faculty elected at-large from the College through the election process. Non-graduate faculty could be elected as at-large members. The Curriculum Committee shall be responsible for electing one member with graduate faculty status to represent the College on the university's Graduate Council and one member to represent the College on the Undergraduate Course and Curriculum Committee.
- b. Membership on the College Curriculum Committee may not exceed two consecutive, 2-year terms. Kinesiology and Social Work shall appoint their members in even numbered years and Nursing and Public Health shall appoint their members in odd numbered years. One at-large member shall be elected in even numbered years and one in odd numbered years. These appointments shall be sent to the Chair of the Nominations, Awards and Elections Committee no later than the close of College spring semester elections
- c. The CCC chair, elected from among and by the committee, shall have a minimum of 3 years of faculty experience, at least 1-year of experience as a member of the CCC, and have Graduate Faculty Status. The CCC chair is elected for a 1-year term and serves from August to August. The CCC shall elect its Chair, Graduate Council representative, and Undergraduate Course and Curriculum Committee Representative from among its members by the end of the spring semester.
- d. Only CCC members with Graduate Faculty status are able to vote on graduate curriculum proposals and represent the College on the Graduate Council.
- e. The Associate Dean for Academic Affairs shall serve as an ex-

officio, non-voting member of the committee.

D. College Review Committee

1. Purpose

The College of Health and Human Services and its academic units shall establish and maintain committees for the purpose of advisement in the matters of tenure-track faculty reappointment, promotion, tenure, and post-tenure reviews as well as matters of non-tenure track faculty promotion to Senior Lecturer, Clinical Associate Professor, or Clinical Professor. The College Review Committee (CRC) is an advisory body to the Dean of the College in matters of reappointment, promotion, and tenure (RPT). This committee operates in accordance with the University Promotion and Tenure policies. Reviews for reappointment, promotion, and/or conferral of permanent tenure involve a peer review process conducted according to [Section 6 of University Policy 102.13, Tenure Policies, Regulations, and Procedures of the University of North Carolina at Charlotte \(Tenure Document\)](#), the college and academic unit policies, procedures, and criteria that implement them, and the University's Affirmative Action Plan. The Academic Personnel Review Process is described fully in [Section VI of the Academic Personnel Procedures Handbook](#). The review processes in the College of Health and Human Services conform to these documents and if any part of the stated guidelines is found to be in conflict, the UNC Charlotte documents shall prevail. It is the responsibility of members of the CRC to act in the interest of the College in general. Members of the CRC do not serve on that body to represent the interests of their home academic units in supporting or opposing the case of any Faculty Member under consideration by the CRC.

2. Functions

- a. Serve in an advisory capacity to the Dean with respect to reappointment, promotion, and tenure decisions for faculty members of the College of Health and Human Services in accordance with University policies and procedures; and for decisions regarding promotion of non-tenure track faculty.
- b. Analyze strengths and weaknesses of faculty portfolios for reappointment, promotion, and/or tenure, and promotion of non-tenure track faculty using published College RPT and related guidelines.
- c. Prepare resulting recommendations from the analysis for the Dean of the College. Recommendations are made about reappointment, promotion, and tenure and promotion of non-tenure track faculty. These recommendations are based on expectations for performance in each of the areas of evaluation consistent with both the mission of the institution, college, academic units and programs and on published RPT guidelines.
- d. Perform annual reviews of the Dean and Associate Deans in

accordance with University policy.

3. Membership
  - a. The CRC and academic Unit Review Committees (URC) shall be comprised of tenured Governing faculty members holding the rank of Associate Professor or Professor and non-tenure track faculty. The CRC and academic Unit Review Committees (URC) shall be comprised of tenured Governing faculty members holding the rank of Associate Professor or Professor and non-tenure track faculty. The CRC shall be comprised of one elected tenured member (Associate or Professor rank) from each academic unit within the College and two elected at-large non-tenure track faculty members with one being a Senior Lecturer and the other being a Clinical professor (Associate or Professor rank). The at-large non-tenure members will only review non-tenure track faculty for promotion. All members will be elected for a 2-year term with no consecutive term limits. The CRC shall elect its chair from among the tenured members by the end of the spring semester. The CRC chair is elected to serve a 1-year term.
  - b. No member of the College under review is eligible to serve on the CRC.
  - c. No faculty member shall participate in the URC and CRC simultaneously in reviewing or providing recommendations about reappointment, promotion, or the conferral of permanent tenure. Permanently tenured faculty members from other academic units may be selected, according to a procedure approved by the academic unit Faculty, as voting members only if necessary to constitute the committee.
  - d. A faculty member can serve concurrently on two URCs.
  
- F. College Nominations, Awards and Elections Committee (CNAEC)
  1. Purpose

The College Nominations, Awards and Elections Committee shall be responsible for soliciting nominations for college awards and open positions on college committees, for conducting the election, and for updating records of selection and election results.
  2. Functions
    - a. Solicit and confirm faculty nominations for each of the College level teaching, service, community, and research awards. Each academic unit member will solicit nominations from his/her unit for awardee. The CNEAC will assure that nominees for awards meet all criteria for the award.
    - b. Solicit and confirm faculty nominations for each open position on the College level committees and on the University level committees. Each academic unit member will solicit nominations from his/her unit and confirm that the nominee is willing to serve. The CNAEC assures that all faculty nominees meet all criteria for

- c. the position for which they are nominated.
- c. Solicit nominations from students for the awards based on student nominations. Collaborate with Academic Technology to announce the awards and receive the nominations.
- d. Select the award winners from among the qualified award nominees. The CNAEC establishes any needed additional clarifying criteria for being selected as the award winner, and establishes and maintain a process by which the award nominees are selected.
- e. Conduct the election of Faculty Organization officers and representatives to College committees in accordance with the Faculty Organization Bylaws.
- f. Conduct any voting as required by ballot as specified in the Faculty Organization Bylaws.
- g. The Chair of the CNAEC will communicate the results of all elections to the Faculty Organization Secretary for distribution.

### 3. Membership

- a. The CNAEC membership shall be comprised of six members: Faculty Organization Chair-Elect, Faculty Organization Secretary/Treasurer, and one representative from each of the four CHHS academic units.
- b. In accordance with the Section III. B. 2, the Faculty Organization Chair-Elect will chair the CNAEC.
- c. The academic unit representative will be the winner of a previous Academic Year award winner. If there is more than one award winner from the academic unit, the academic unit will elect one of those award winners as their representative to the CNAEC. If there is no award winner from the academic unit, the academic unit will elect any full-time faculty member as their representative.

## F. Internationalization Committee

### 1. Purpose

The Internationalization Committee will be charged with setting goals and providing leadership in promoting internationalization of faculty and students in the College of Health and Human Services.

### 2. Functions

- a. Promote relationships with the Office of International Programs.
- b. Work with the Dean's office to develop financial support strategies and/or garner necessary resources.

### 3. Membership

- a. Voting members
  - i. One representative elected by each academic unit. Committee members may serve three consecutive, 2-year terms. All Governing

- & Auxiliary faculty are eligible to serve on and chair the committee.
  - ii. The committee chair is elected for a one year term from and by the members of the committee. Chairs are elected by the end of the spring semester. The chair will represent the College by serving on the Office of International Programs' University Council.
- b. Non-voting and Ex Officio members:
  - i. The Dean will appoint an administrative representative to serve as an ex officio, non-voting, member.
  - ii. A liaison appointed by the Assistant Provost for International Programs.

#### G. Ad Hoc Committees

1. Purpose
  - a. Committee members are to receive in writing a statement designating the group's task and the expected deadline for its completion.
2. Membership
  - a. Membership composition of ad hoc or other committees is under the control and designation of the Faculty Organization Chair and/ or the Executive Committee of the Faculty Organization. Membership selection criteria must be determined at the time that the Committee is established with common practice being at least one member from each academic unit within the College.
  - b. The committees are not required to keep minutes of their meetings, however, a written report of the completed task shall be submitted.
  - c. Chairs may be appointed by the Faculty Organization Chair or elected by the committee at the first meeting.

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