The By-Laws of the College of Health Professions (CHP) College Council are derived from and support the CHP Constitution, serving as a guide for the operations of the College Council and its committees. The structure of the Council of the College, its governing committees, and associate committees are based on: 1) the guiding principles of faculty and student shared governance; 2) the need for a committee structure that provides efficiency and established clear lines of authority and responsibility; and 3) the committees' responsibility as agents of the Council.

1. Composition of Members of the Council
	1. Faculty Membership
		1. Three elected faculty members from each department will serve on College Council.
		2. At least one member from each department must be a tenure/tenure-track faculty member.
		3. All College Council members are expected to attend all College Council meetings.
		4. All College Council members will serve on an Associate Committee and/or ad-hoc committee of the College Council.
			1. Faculty are allowed to sit on one standing and Ad Hoc committees as necessary.
	2. Election of members of the Council
		1. By March 1st theVice Chairperson reviews with the Dean the list of current College Council members and determines open positions for the next academic year.
		2. The Vice Chairperson will notify the Chairperson of each department of the need for elections for College Council members to fill the upcoming vacancies.
		3. It is the responsibility of the department to hold elections and subsequently notify the Vice chairperson of the results of the elections by May 1 so new members of the College Council may attend the last meeting for the academic year of the College Council.
	3. Student Membership
		1. As needed, the Chair of the College Council may appoint students for temporary, ad-hoc positions on the College Council or associated committees via nominations from college departments.
2. Officers of the Council

Information specific to the election and roles of the officers are delineated in the CHP College Council Constitution.

1. Governing Committees and Associate Committees of the Council
	1. Governing Committees are: 1) Promotion, Tenure, Reappointment and Merit (PTRM); and 2) Curriculum.
		1. These two committees support and use the governing rules of the University-wide committees.
	2. Associate Committees, comprised of the 18 elected College Council members, are: 1) Faculty Development; 2) Technology and; 3) Diversity and Inclusion.
	3. The structure and formation of the College Governing and Associate committees is depicted in the following diagram:
2. General Policies and Procedures of Governing and Associate Committees (see information under each committee for specific committee charge/policies/procedures.)
	1. The Governing Committees (PTRM and Curriculum) shall establish a meeting time at the first meeting, which should be held in September of each academic year.
	2. The Associate Committees (Faculty Development, Technology, Diversity and Inclusion) shall meet in conjunction with the College Council schedule.
	3. Each Committee shall elect a Chairperson and a Secretary from its voting faculty membership at its September meeting.
		1. The secretary shall notify the Vice Chairperson of the Council of the election results.
		2. The term of office shall be the full academic year.
	4. A quorum shall be more than 50% of the voting faculty membership of a committee.
	5. Non-binding committee action may be discussed without the presence of a quorum, but committee action cannot be approved without a quorum.
	6. The Committees (with the exception of PTRM) are open to all members of the College community. The PTRM committee is a closed committee with only elected members allowed to attend.
		1. Duly-elected or appointed members of the committees shall have the right to speak and to vote. Ex-officio members have the right to speak only.
		2. Non-members may speak at the committee meetings with the permission of the committee.
		3. Executive sessions of the committees, at which non-members are excluded, are permitted, but each time an executive session is held, the Chairperson must file a statement of reasons for such action with the Vice Chairperson of the Council.
	7. Conduct of Business
		1. All recommendations for policy decisions must be agreed on by majority vote of the committee members present.
		2. Each Associate committee shall submit copies of minutes of all meetings to the council Vice Chairperson within two weeks after the meeting;
		3. Each committee shall submit the committee's recommendations for any policy changes in the form of a written motion to the Vice-Chairperson of the Council.
			1. The Vice Chairperson shall include the recommendation as an agenda item for the next regularly scheduled Council meeting;
			2. The Council has the responsibility to review and act on Committee recommendations at any time. Council review should occur as promptly as possible following the Chairperson and Vice Chairperson's receipt of the committee's minutes, special reports, or annual reports.
		4. By July 31st, each committee shall send to the Vice Chairperson an annual report that includes:
			1. a summary of the year's activities;
			2. a statement of all changes in the committee's area of responsibility, including those made by the Council at the committee's request;
			3. a statement of pending work, matters that are in progress and that will receive attention in the forthcoming year;
			4. a statement of problems, matters that should receive attention by the committee or through appropriate referral;
			5. recommendations for the improvement of the committee and the committee structure;
			6. attendance records of all committee members.
		5. In addition to submitting necessary documents to the College Council, all documentation is expected to be posted by each committee secretary to the CHP platform for document sharing and storage and the University Archives.
3. Governing Committees
	1. Elected Committee: PTRM
		1. Membership shall be composed of one tenured faculty member from each department and one alternate tenured faculty member representing each department.
			1. Members shall be elected in April for a term of three (3) years.
				1. Department Chairpersons are not eligible for membership.
			2. The alternate shall serve for: 1) periods of regular member’s extended absence; 2) the academic year that an elected member is considered for promotion; and 3) any remaining portion of a vacated three-year term.
		2. Purpose:
			1. To administer the system of faculty evaluation by implementing the provisions set forth in the document "Faculty Evaluation at Towson University."
			2. To serve as representatives of the University and not as delegates from a particular department.
			3. To evaluate candidates recommended for promotion and tenure consideration by the departments and to make further recommendations for promotion and tenure, and in cases of appeal, merit consideration to the Vice-President for Academic Affairs.
			4. To review and render a recommendation regarding a promotion, tenure, reappointment, or merit recommendation made by the Department PTRM Committee and/or the Department chairperson that is appealed by a faculty member.
		3. The committee shall follow the policies and procedures as outlined in the College and Univeristy PTRM documents.
	2. Appointed Committee: Curriculum Committee
		1. Shall be composed of one faculty member from each department in the College, appointed by the Dean of the College based on the recommendation of the Department Chair with input from the department faculty.
			1. Term of office shall be for the full academic year, subject to reappointment unless otherwise specified by the By-Laws.
		2. Graduate program directors in departments with graduate programs will serve in an ex-officio, non-voting capacity and will be expected to participate in deliberations that focus on their graduate program in the College.
		3. Purpose:
			1. To review for approval all proposals submitted by the Departments of the College for new graduate and undergraduate programs, courses, interdisciplinary programs, and all new and revised courses for compliance with Univeristy curriculum policies.
			2. To establish procedures for carrying out the functions of the committee and distribute to the faculty and Dean of the College.
			3. To disseminate guidelines to departments for submission of curriculum materials.
			4. To forward all approved proposals for new courses or programs and changes in existing courses or programs to the University Curriculum Committee or University Graduate Studies Committee.
4. Associate Committees of the College Council
	1. Faculty Development Committee (FDC):
		1. Shall be composed of a minimum of two College Council faculty members (tenure/tenure track, clinical or lecturer).
			1. The chairperson of the FDC should be a tenure/tenure track faculty member
			2. The secretary of the FDC may be a tenure/tenure track, clinical or lecturer faculty member
			3. Other participant members of the FDC committee will be composed of College Council members who will serve during the academic term based on the work needs of the College and other Associate Committees.
			4. University constituents may serve in an ex-officio capacity on the FDC.
		2. Purpose:
			1. To assess CHP faculty/staff interests and needs for professional development.
			2. To establish a CHP-wide agenda of projects and activities for the current academic year and make recommendations for the upcoming academic year.
			3. To plan, implement, and assess faculty development activities in support of faculty development.
	2. Technology Committee:
		1. Shall be composed of a minimum of two College Council faculty members (tenure/tenure track, clinical or lecturer).
			1. The chairperson of the Technology Committee should be a tenure/tenure track or clinical faculty member.
			2. The secretary of the Technology Committee may be a tenure/tenure track, clinical or lecturer faculty member.
			3. Other participant members of the Technology Committee will be composed of College Council members who will serve during the academic term based on the work needs of the College and other Associate Committees.
			4. The College Technology Coordinators may serve as ex-officio members to the Technology Committee.
			5. The ex-officio members and a university technology committee person will serve as a liaison between the University Informational and Instructional Technology Committee of the Towson University Senate (UIITC), other University technology committees as appropriate, and the College.
			6. University constituents may serve in an ex-officio capacity on the Technology Committee.
		2. Purpose:
			1. To provide usage and data needs regarding academic technology in the CHP to the UIITC as requested.
			2. To propose strategies for the enhancement of computer and data communications.
			3. To identify faculty, staff, and students’ instructional hardware and software technology needs.
			4. To advocate for faculty, staff, and students to support academic computing.
			5. To disseminate information to CHP Departments on technology updates from the University Office of Technology Services (OTS), UIITC, and other University technology committees as appropriate.
	3. Diversity and Inclusion Committee:
		1. Shall be composed of a minimum of two College Council faculty members (tenure/tenure track, clinical or lecturer).
			1. The chairperson of the Diversity and Inclusion Committee should be a tenure/tenure track or clinical faculty member
			2. The secretary of the Diversity and Inclusion Committee may be a tenure/tenure track, clinical, or lecturer faculty member
			3. Other participant members of the Diversity and Inclusion Committee will be composed of College Council members who will serve during the academic term based on the work needs of the College and other Associate Committees.
			4. University constituents may serve in an ex-officio capacity on the Diversity and Inclusion Committee.
		2. Purpose:
			1. To identify, assess, and address CHP faculty/staff and students’ needs with regard to diversity in the learning and college environments.
			2. To establish a CHP-wide agenda to enhance inclusion and diversity in the learning environments at or sponsored by the University
			3. To plan and implement an annual event promoting inclusion and/or contribute to an analogous event led by the College via another mechanism.
			4. To advocate for faculty, staff, and students’ diversity needs.
			5. To share information with CHP Departments on diversity via the dissemination of events and accepted agenda items through the CHP listserv and at faculty meetings.
5. Ad-Hoc Committees
6. Ad-hoc committees may be formed by the Council and serve for as long as needed.
7. The members of such committees shall be appointed by the Council.
8. The Department Chairpersons and/or Dean may make recommendations for Ad-hoc committee membership.
9. University constituents may serve in an ex-officio capacity on Ad-hoc committees.
10. Changes to the By-Laws
	1. A proposed change to the By-Laws must appear in writing to the Chairperson of the Council.
	2. After receiving the proposed change in writing, the Chairperson will include the proposed change to the By-Laws on the next agenda of the College Council for consideration, discussion, and action.
	3. Changes to the By-Laws will require a majority vote of the full Council membership.
	4. The abolition or establishment of standing committees of the Council will be considered changes to the By-Laws and not to the Constitution.

REVISED: February 13, 2017

APPROVED: February 17, 2017 by CHP electorate

APPROVED: April 4, 2017 by University Senate