**COLLEGE OF HEALTH PROFESSIONS**

**COLLEGE COUNCIL CONSTITUTION**

# PREAMBLE

## The name of this body shall be the Council of the College of Health Professions, henceforth called the College Council.

B.We recognize and are subject to the full legal and overriding authority of the President of the University and his/her delegates, the Vice Presidents, and the Dean of this College, for the conduct and administration of the College of Health Professions.

C. It is highly desirable that the academic community through shared governance guide and establish policy for the College of Health Professions within the framework of the University Senate policy. The body designated to assume the responsibility for guiding and for establishing policy shall be the College Council. The ultimate promulgation or veto of such policy resides withthe Dean of the College.

# RESPONSIBILITIES OF THE COUNCIL

A. The College Council shall have a legislative role and responsibility in all matters concerning the College, in particular to:

1. Represent faculty interests.
2. Facilitate governance through:
   1. Policy development, implementation, and revision.
   2. Committee operations and oversight.

B. The focus and overarching responsibilities of the College Council are to:

1. Maintain the quality of academic life and standards for productivity, research, and scholarship consistent with the mission of the College.
2. Provide the Dean of the College with information and recommendations regarding academic planning, technology, budget, and human resource allocations.
3. Facilitate communication between all members of departments, programs, and institutes as it pertains to matters of the College.
4. Determine and represent the position of the College faculty on all matters of College and University import.

C. The College Council also takes responsibility for the operational and procedural matters germane to these primary areas of emphasis:

1. Provide support that facilitates college-wide faculty, staff, and student activities in accordance with the mission of the College.
2. Hold the College Council committees accountable to implement activities of the committee as outlined in the Bylaws of the Council.
3. Advocate for the rights and privileges appropriate to the departments of the College.
4. Establish and review election and appointment procedures for the College Council and its committees as outlined in the Bylaws of the College Council.

# MEMBERSHIP OF THE COLLEGE COUNCIL

## A. Faculty

1. Membership: All tenured, tenure-track, clinical faculty, and lecturers in the departments of the College shall constitute the faculty electorate of the College and are eligible to serve as voting members of the College Council. Faculty on approved leave shall be included in the electorate of the College. Chairpersons are not eligible to serve on the College Council. The specific composition of the College Council is delineated in the Bylaws of the College Council. The term, *faculty*, will be used for reference to the faculty electorate, henceforth called faculty.
2. Election: Election of the faculty to the College Council for the ensuing year shall take place in April.
   1. Faculty members elected by and from the electorate of each department shall serve for a term of three years.
   2. No faculty member may serve more than two consecutive terms or exceed eight consecutive years on the Council.
   3. Faculty members who have had a one-year hiatus from the Council following the maximum terms are eligible to serve again.
   4. At least one member from each department must be a tenured or tenure-track faculty.
   5. Departments will arrange the College Council elections so that faculty serve staggered, overlapping terms to ensure consistency in the College Council membership and function as outlined in the Bylaws of the College Council.
   6. Newly elected members of the College Council are expected to attend the last meeting of the spring semester following election to the College Council.
3. Vacancy: Departments will determine if a College Council member should be replaced or be covered with a temporary substitute for any short- or long-term absence from the College Council. Each department will decide how the substitute or replacement representative shall be designated. Such substitutions or replacements do not affect the original term length. The department shall notify the Vice Chair of the College Council of any substitute or replacement representative.

B. Students

With the Council’s approval, the Chair of the College Council will appoint students for temporary, ad-hoc positions on the College Council or associated committees based on nominations from College departments, which are solicited by the College Council according to the issue at hand.

C. College Administration

The Dean of the College shall serve as an ex-officio, non-voting member of the College Council.

# OFFICERS OF THE COLLEGE COUNCIL

A. Officers of the College Council are: Chair, Vice Chair, and Secretary.

B. Eligibility

1. All members of the College Council are eligible to be officers.
2. The Vice Chair may not be from the same department as the Chair.
3. At least one officer of the College Council must be a tenured or tenure-track faculty member.

C. Election of Officers

1. Election of officers shall take place during the last meeting of the spring semester.
2. The term of office shall be one-year and shall begin at the end of the spring semester.
3. The Vice Chair and Secretary of the College Council shall be elected from the voting membership of the College Council.
4. The Vice Chair from the current academic year will become Chair for the next academic year.

D. Vacancy

1. If there is a vacancy for the Chair position during the academic year, the Vice Chair will assume the role of the Chair. A new Vice Chair will be elected. Both the Chair and Vice Chair will continue with the role in the next academic year.
2. If there is a vacancy for the Vice Chair or Secretary position, a new Vice Chair or Secretary will be elected to fill the role for the remaining portion of the term.

E. Role and Responsibilities of Officers

1. Chair:
   1. Represents faculty in matters regarding the College throughout the university as needed.
   2. Prepares the agenda for the College Council meetings in consultation with the Vice Chair and the Dean.
   3. Circulates the College Council agenda and all documents relative to the agenda at least three days before each meeting to all members of the College.
   4. Presides at College Council meetings.
   5. Monitors implementation of the College Council decisions and policies.
2. Vice Chair:
3. Assists the Chair in the College Council activities as delegated by the Chair.
4. Assists with the preparation of the College Council agenda.
5. Presides over College Council meetings in the Chair’s absence.
6. Facilitates communication from College committees to College Council members as delineated in the College Council Bylaws.
7. Coordinates with the Dean’s office to maintain the College Council and committee membership lists, including expiration dates of terms.
8. Facilitates elections in April as delineated in the College Council Bylaws.
9. Secretary:
   * + 1. Records minutes of College Council meetings and incorporates any edits to clarify or to correct the content of the minutes.
       2. Ensures distribution of the minutes and any reports of the College Council to:
          1. College Council members
          2. College faculty
          3. Dean of the College
          4. Dean’s office
          5. The member-at-large of the Executive Committee of the University Senate.
       3. Coordinates with the Dean’s office to maintain records and an official file of the minutes and activities of the College Council.
       4. Completes the College Council Year-End report in consultation with the Chair and Vice Chair of the College Council.

**V. MEETINGS OF THE COLLEGE COUNCIL**

1. Meetings shall be held monthly during the fall and spring semesters at a time specified by the College Council membership.
2. Special meetings may be called by the Chair or at petition request of 25 percent of the Council.
3. Meetings shall be conducted according to Robert’s Rules of Order.
4. Any member of Towson University or the College of Health Professions may submit an item for the agenda to the Chair of the College Council.
5. All agenda items shall be submitted in written form to the Chair one week prior to the College Council Meeting.
6. A quorum shall be two-thirds of the voting membership of the College Council and is required for any business to be conducted.
7. Meetings shall be open to all members of the university community.
8. Voting is limited to serving members of the College Council.
9. At the beginning of each meeting of the College Council, the Chair shall entertain changes to the agenda. If there are no changes, the agenda shall stand as submitted. Any changes to the agenda require a majority vote of the College Council members present.

**VI. AMENDMENTS**

1. Amendments to this Constitution may be initiated by the College Council or by petition of 20 percent of the faculty of the College.
2. Proposed amendments, if passed by a majority vote of the College Council, shall be submitted in writing to the faculty of the College for their action. Approval shall be by two-thirds of those ballots returned within ten calendar days of distribution to the faculty.

# CHANGES TO THE CONSTITUTION

Changes to the Constitution must be ratified by the University Senate.

Revised August 1991

Approved University Senate 10/87

Revised March 2004

Date of ratification by College electorate May 2004

Date of ratification by University Senate: October 4, 2004

Draft Revision: 2/27/09

Date of ratification by College electorate April 2009

Approved by University Senate Feb. 2010

**Revised: January 2017**

**Ratified by College electorate: February 16, 2017**

**Approved by University Senate: April 4, 2017**