

BOWLING GREEN STATE UNIVERSITY
COLLEGE OF HEALTH AND HUMAN SERVICES

GOVERNANCE DOCUMENT

Approved by Faculty of
The College of Health and Human Services
May 6, 2014
Revised July 2017

**BOWLING GREEN STATE UNIVERSITY
COLLEGE OF HEALTH AND HUMAN SERVICES**

APPROVED GOVERNANCE DOCUMENT

PREAMBLE

This governance document includes the practices and procedures with which the Dean, administrative staff and faculty of the College of Health and Human Services govern the College. It seeks to maintain the flexibility and efficiency of the College so that it can adapt to the changing needs of its students and to the health and human service needs of society. The document is intended to be consistent with the governance documents of Bowling Green State University, the By-laws of the Board of Trustees, the Academic Charter, and the Collective Bargaining Agreement (effective July 1, 2016 through June 30, 2019). NOTE: To the extent that the Collective Bargaining Agreement (CBA) between the University and the BGSU Faculty Association contains provisions in conflict with the Academic Charter, provisions of the CBA will prevail with respect to the parties to the Collective Bargaining Agreement.

ARTICLE I: ORGANIZATION OF THE COLLEGE OF HEALTH AND HUMAN SERVICES

Section 1: The Dean

As stated in the CBA (Article 10, Section 3.1), **Bargaining Unit Faculty Members (BUFMs) shall participate in the selection of Deans of the College. A majority of the members of the screening committees shall be representatives elected from the BUFMs from the college. It is desirable that those elected shall be representative of the overall makeup of the BUFMs of the collegiate unit (e.g., rank, tenure track status, discipline, and diversity in support of Article 8). The recommendations of the screening committee shall be transmitted in writing to the Provost and to the President.**

BUFMs shall also participate in an annual evaluation and a cumulative reappointment review in the last year of an appointed term (in lieu of the annual evaluation) of the Dean. This review shall be coordinated by the college committee responsible for evaluating the Dean. The committee shall have majority representation from the appropriate BUFMs. It is desirable that those elected shall be representative of the overall makeup of the BUFMs of the collegiate unit (e.g., rank, tenure track status, discipline, and diversity in support of Article 8). The Committee should follow the procedures outlined in the CBA (Article 10, Sections 3.2.2.2; 3.2.2.3)

By majority vote of the college committee responsible for evaluating the Dean and with the approval of the Provost, an extraordinary review may be conducted outside the regular cycle of evaluations noted above, using the same evaluation process. The Provost's decision not to approve an extraordinary review may not be grieved (Article 10, Section 3.3).

The Dean of the College is the administrative head and academic leader of the College. S/he is responsible to the Provost/Senior Vice President for Academic Affairs (SVPAA) and, through the SVPAA, to the President. S/he has such duties and responsibilities in all matters concerning the College, its faculty and its students as are appropriate to that office and as are specified in the Academic Charter and the CBA. These responsibilities include, but are not limited to, those in the areas of academic leadership, personnel, program coordination, program development and evaluations, curricular development, fund raising, budgeting and advising.

Within the limitations of his/her budget and in consultation with the Chairs, the Dean shall appoint and organize an administrative staff and other such administrative personnel as is deemed necessary for the efficient and effective operation of the College.

Section 2: The Department Chairs

As stated in the CBA (Article 10, Section 4.2), **BUFMs shall participate in the selection of Chairs through a screening committee. A majority of the members of the screening committee shall be representatives elected from the BUFMs from the department. It is desirable that those elected shall be representative of the overall makeup of the academic unit faculty (e.g., rank, tenure track status, discipline, and diversity in support of Article 8). The screening committee shall be charged by the Dean, and the recommendations of the screening committee shall be transmitted in writing to the Dean and to the Provost.**

BUFMs shall participate in an annual evaluation and a cumulative reappointment review in the last year of an appointed term (in lieu of the annual evaluation) of the Chair/Director. This review shall be coordinated by the unit committee responsible for evaluating the Chair/Director. The committee shall have majority representation from the appropriate BUFMs. It is desirable that those elected shall be representative of the overall makeup of the academic unit faculty (e.g., rank, tenure track status, discipline, and diversity in support of Article 8). The committee should follow the procedures outlined in the CBA (Article 10, Section 4.3.1). **The Committee will be responsible for developing and implementing a formal evaluation mechanism or tool that provides all faculty and staff an opportunity to participate in the evaluation process.**

By majority vote of the unit committee responsible for evaluating the Chair and with the approval of the Provost, an extraordinary review may be conducted outside the regular cycle of evaluations noted above, using the same evaluation process. The Provost's decision not to approve an extraordinary review may not be grieved.

The academic department is the basic administrative unit within the University organized to carry out and develop the instructional and research activities of its faculty. The faculty of an academic department shall include all those members of the University faculty (as defined in Article 2, section 2 in the CBA) who have been appointed to the department with the consent of other members of the department faculty.

Section 3: Standing College Advisory Councils

The College of Health and Human Services shall have an ***Executive Advisory Council***. The membership of the Executive Council shall include the Chairs of all College Departments by virtue of their appointment to that office, Associate Dean(s), the Director of Advisement and the Dean. The College's Executive Advisory Council shall meet at least six times during the academic year and shall function as the policy recommending agency for the College, subject to the approval of the Dean.

The College shall have a ***Faculty Advisory Council*** made up of faculty elected from the members of the Collective Bargaining Unit. There shall be two elected members from each department making up a total of six members. Members will serve two year terms with the possibility of being re-elected for one successive term. The Faculty Advisory Council members serve as faculty representatives for their respective programs and will have the responsibility for advising the Dean on matters pertaining to the academic welfare of the College, its programs, curriculum, and/or students. The College's Faculty Advisory Council shall meet at least four times during the academic year.

Members of the Faculty Advisory Council will also serve as members of the Dean's evaluation committee. It is desirable that those elected shall be representative of the overall makeup of the BUFMs of the collegiate unit (e.g., rank, tenure track status, discipline, and diversity in support of Article 8). The committee is expected to follow the evaluation procedures outlined in the CBA (Article 10, Sections 3.1-3.3). The Committee will be responsible for developing and implementing a formal evaluation mechanism or tool that provides all faculty and staff an opportunity to participate in the evaluation process.

The College will also have a *Student Advisory Council* made up of Student Ambassadors and other undergraduate and graduate students from the College who will be nominated by the faculty and selected by the Dean. The student advisory Council shall meet at least two times during the academic year. The Student Advisory Council members shall serve as representatives on behalf of the students from their respective programs and have the responsibility for advising the Dean on matters pertaining to the academic welfare of the College, its programs, curriculum, or other issues that affect students. The College's Student Advisory Council shall meet at least two times during the academic year.

Section 4: Standing Committees of the College

Standing committees of the College shall include the Promotion and Tenure Review Committee (PTRC), the Undergraduate Curriculum Committee, the Graduate Curriculum Committee, Pillars Scholarship Committee, and the Academic Arbitration Board.

1. College Promotion and Tenure Review Committee (PTRC)

a. Composition of the Committee

Any tenured faculty member in the College will be eligible for membership on the College PTRC. The Committee shall consist of six fulltime faculty members; Two members will be elected by the tenured and probationary faculty from each of the departments within the College. Membership is determined during the college's opening meeting in the fall semester and members will serve three year terms with the possibility of being re-elected for one successive term. The Chair of the PTRC shall be the individual who has served the longest on the committee. In the event that two members have served the same length of time the Chair will be appointed by the Dean.

If an elected member of the College PTRC is granted an approved leave of absence during his/her three year term, the Dean shall appoint a substitute tenured faculty member from the Department the elected member originally represented.

b. The Responsibility of the College PTRC

The basic responsibility of the College PTRC is to evaluate the credentials as submitted by the applicant in accordance with the criteria established by the Department, the College, the Academic Charter (Part B, Section D), and the CBA (Article 14). The College PTRC will either recommend, upon majority vote (a majority and two-thirds vote are the same in this case), an individual's promotion and/or tenure. Written recommendations will be submitted to the Dean in accordance with the procedures described in the Academic Charter and the CBA. The recommendation requires a majority vote.

An abstention or failure to vote has the same effect as a negative vote, except in the following cases: (1) Eligible voters on Faculty Improvement Leaves or other approved

leaves of absence have the right to participate and vote in these decisions on tenure or promotion; however, if they abstain or fail to vote, such abstention or failure to vote shall not be counted as negative vote. (2) Consistent with University policies on conflict of interest, eligible voters shall recuse themselves from participating and/or voting in decisions involving individuals with whom they have a conflict of interest. Such abstention shall not be counted as a negative vote. (3) With the approval of the Dean, an eligible voter may request recusal from participating based on documented extenuating circumstances. Failure to vote due to an approved recusal shall not be counted as a negative vote.

2. Undergraduate Curriculum Committee (UCC)

a. Membership

Any faculty member holding regular appointment in the College will be eligible for membership on the UCC. The Committee will consist of three members, appointed by the Dean with the advice of the Executive and Faculty Advisory Councils. The term of office will be two years. Members may be reappointed.

b. Responsibilities

The UCC has the responsibility for monitoring all undergraduate curricula, including all proposals for new programs, new courses or undergraduate curricular changes. Once the committee reviews the materials they will forward their recommendations to the Dean. All new program proposals must also be reviewed by the Faculty Advisory Council. Once approved the materials shall be forwarded to the university Undergraduate Council.

Members will also work with the Associate Dean on completing and assessing college SAAC program assessment plans and program reviews.

3. Graduate Curriculum Committee (GCC)

a. Membership

Any faculty member holding regular appointment in the College and membership on the University's graduate faculty will be eligible for membership on the GCC. The Committee will consist of three members, appointed by the Dean with the advice of the Executive and Faculty Advisory Councils. The term of office will be two years. Members may be reappointed.

b. Responsibilities

The GCC has the responsibility for monitoring all graduate curricula, including all proposals for new programs, new courses or graduate curricular changes. Once the committee reviews the materials they will forward their recommendations to the dean. All new program proposals must also be reviewed by the Faculty Advisory Council. Once approved the materials shall be forwarded to the university Graduate Council. Members will also work with the Associate Dean on completing and assessing college SAAC program assessment plans and program reviews.

4. Academic Arbitration Board - AAB (formally the Academic Appeals Committee (AAC) and the Reinstatement Appeals Committees

a. Membership

The Academic Arbitration Board shall consist of the Associate Dean, One faculty member and one student and is chaired by the Director of Program Advisement in the CHHS.

b. Responsibilities

If a student grade appeal is not resolved at the department level, the student may request a hearing before the academic arbitration board. (However, the sole responsibility and authority for determining grades rests with the faculty member who assigned the grade.) This appeals procedure also may be used if a student believes an opportunity should be provided to make up work missed during absence from classes.

The grade appeals procedure must be started by the end of the fifth week of the spring semester for grades received during fall semester and by the end of the fifth week of fall semester for grades received during the spring semester or during the summer session. All actions for grade changes must be completed during the semester in which the grade is appealed. Grade and absence grievances may not be appealed beyond the college level.

The AAB meets throughout the year to review students' written appeals that are academic in nature, including appeals related to grades, absences and dismissal from academic programs within the College of Health and Human Services. Students must first follow the process and procedures that are outlined in the undergraduate and graduate student catalogs.

5. **Pillars Scholarship Committee**

Pillars is a grant program designed to provide financial support to CHHS students. The Pillars Scholarship Committee shall consist of the Director of Advising (Chair) and three members, appointed by the Dean with the advice of the Executive and Faculty Advisory Councils. The term of office will be two years. Members may be reappointed.

6. **Other Committees**

The Dean shall establish other College committees as deemed necessary to conduct the business of the College. At the time of establishment of a committee, it will be given a specific charge and term of operation. Committees charged to hear student appeals, to examine and monitor College group requirements and general education objectives, or to address specific problems shall be so constituted as to make their work as effective as possible. The action of any College committee may be reviewed by the College Advisory Councils.

Section 5: Records of Action

All formal actions of the College Advisory Councils and the College committees shall be recorded in the form of minutes. Minutes of meetings shall be made available to the College Advisory Councils, the Graduate Dean and the Provost/Senior Vice President for Academic Affairs.

ARTICLE II: ACADEMIC DIVISIONS OF THE COLLEGE OF HEALTH AND HUMAN SERVICES

Section 1: Departments

The academic department is the basic administrative unit within the University organized to carry on and develop the instructional and research activities of its faculty. The academic department shall be organized around a particular field of knowledge or around a specific instructional objective or mission.

The faculty of an academic department shall be defined as all those members of the University faculty who have been appointed to the department with the consent of other members of the department faculty (Article XII, Section A, Academic Charter).

Section 2: Programs with Indigenous Faculty

Programmatic instructional units entirely within a department are within the general jurisdiction of such department and report to the Dean of the college. Coordinators of the programs shall be appointed by the Chair of the Department and approved by the Dean. The Department Chair shall provide an annual evaluation of the coordinator's administrative performance as part of their annual performance and merit reviews. Expectations related to the coordinators' administrative duties shall be clearly outlined. The final decisions related to workload is determined by the Dean.

Put something about the Program Coordinators here??

Section 3: Consortial Programs

Programs administered in consortium with other institutions shall be organized administered and evaluated in accordance with the official University documents related to those programs. Consortial programs will be coordinated by an individual who holds regular, dual or joint appointment with the University or must hold an appointment at the University that relates specifically to the consortial program. Coordinators of consortial programs will be considered the primary liaison officer between the participating institutions.

ARTICLE III: FACULTY OF THE COLLEGE OF HEALTH AND HUMAN SERVICES

Section 1: Definition of "Faculty"

The faculty of the College of Health and Human Services include all those having appointments as defined in the Academic Charter and the CBA. Appointments to the faculty of the University shall be either Non-Tenure Track (NTTF) or Tenure-Track (TT). For the purpose of participation in the governance of the College, only those holding NTT or TT regular appointments, dual, or joint affiliations are included.

Section 2: Types of Appointment

Each member of the faculty of the College of Health and Human Services shall hold one of the following types of appointments in the College:

- A. Regular Appointment -- A BUFM who holds NTT or TT rank and full contract only in the College of Health and Human Services and whose major responsibilities and assignments are in the College.
- B. Dual Affiliation -- A BUFM holds appointment (including rank and salary line) in both the College of Health and Human Services and in some other academic unit of the University. The duties and responsibilities of the faculty member toward the two (or more) academic units shall be specified in writing. Contracts for such appointees shall include the specific duties for which the contract is offered and a date of termination.
- C. Joint Affiliation -- A BUFM who holds appointment (including rank and salary line) in the College of Health and Human Services but also on an annual basis fulfills teaching, and/or research, and/or

service assignments in at least one other academic unit. The duties and responsibilities of the faculty toward the two (or more) academic units shall be specified in writing.

- D. Adjunct/Part-Time Faculty -- A person who provides instructional service (in the classroom or via an on-line format), in off-campus internship programs, or meets other qualifications established by the individual programs of the College, but is not regularly or continuously on the staff and does not receive a salary from the University. Adjunct appointments are based on the recommendation of the Department Chair of the academic unit and the Dean with approval of the Provost/Senior Vice President. The appointment of adjunct faculty may be renewed by the Dean upon recommendation of the Department Chair. An appointment may be terminated at any time by request of the individual.
- E. Visiting – A faculty member, normally on leave from another institution, whose primary objective is to pursue research during the period of appointment or further. This appointment shall be based on the recommendation from the Department Chair and the Dean of the College subject to the approval of the Provost/Senior Vice President. This appointment does not lead to tenure and may be terminated at any time by request of the individual.

Section 3: Participation in College Governance

In the internal affairs of the College of Health and Human Services, and in College elections not subject to other restraints imposed by this document or the Academic Charter or the CBA, each faculty member of the College of Health and Human Services holding an appointment as full-time regular or dual/joint affiliations shall count equally and as one vote.

Each Department will have a Faculty Advisory Committee that will meet regularly with the Department Chair to advise the Chair on matters related to the governance of their specific Department.

Section 4: Faculty Responsibilities

The rights and responsibilities of the faculty of the College of Health and Human Services shall be consistent with those for other faculty at the University as described in the Academic Charter and the CBA (Article 9). The faculty shall also provide the students of the College of Health and Human Services with the best possible instruction and programmatic offerings.

Section 5: Selection, Appointment and Evaluation

The procedures and criteria for the selection, appointment and evaluation of faculty members with regular appointments or dual/joint affiliations in the College of Health and Human Services shall be those specified in the Academic Charter, the CBA, and as amplified by the action of the Council of Deans. All faculty will undergo evaluation in their respective departments with input from the College of Health and Human Services. The College will follow the procedures as outlined in the CBA.

Dual/joint appointment faculty will undergo evaluation in the college in which their department is located with input from the College of Health and Human Services. Adjunct faculty will be evaluated based upon their contributions to the College and their potential for ongoing service. Evaluation procedures will be consistent with the Academic Charter and the CBA.

Section 6: Criteria for Academic Rank

In accordance with the Academic Charter and the CBA, the College has established standards and criteria

for the various ranks. Promotion in rank is based on performance which shall be initially assessed at the Department level (see Article 14 of the CBA for information concerning the appointment, reappointment, tenure and promotion of BUFMs).