

**RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY  
SCHOOL OF HEALTH PROFESSIONS  
BYLAWS**

**INTRODUCTION**

The School of Health Professions (“the School” or “SHP”) is an academic unit of Rutgers Biomedical and Health Sciences (“RBHS”) of Rutgers, The State University of New Jersey (“the University” or “Rutgers”). The mission of SHP is to advance education, research and practice in health professions to meet current challenges to integrate health workforce projections, healthcare delivery and research in health care. Nothing in these Bylaws shall contravene any provision of any applicable University policies and/or Rutgers collectively negotiated agreements or laws and regulations. These Bylaws are constructed to recognize and implement the principle of shared governance of SHP. The faculty, through the committee structure and Executive Council, work to promote collaboration and growth.

**ARTICLE I. CONSTRUCTION AND APPLICATION**

- 1.1 The construction of these Bylaws has been developed through consultation and discussion with faculty and other stakeholder groups as appropriate.
- 1.2 These Bylaws shall apply to all faculty and all faculty activity within the School of Health Professions.

**ARTICLE II. ADMINISTRATIVE ORGANIZATION**

Title A. Organization School of Health Professions

- 1.1 For purposes of administration, the School shall be organized into departments, programs, centers and institutes.
- 1.2 Programs leading to the conferral by the University of certificates or degrees may be established within a department on the recommendation of the Chair, the Executive Council, and the Dean and in accordance with University policy and procedure.
- 1.3 Changes in the academic structure of the School, including the dissolution of departments and programs, will be upon recommendation of the chair and/or dean and Executive Council after review by the departmental faculty. All such actions will require approval of the dean and will follow University policy and procedure.

Title B. Officers of Administration

- 1.1 The Dean plays a central role in the School’s academic mission. The duties of the Dean

include:

- 1.1.1 responsibility for the educational, research, health care and service programs, for the development of teaching and research affiliations, for administration of the school, for promoting the development and effectiveness of the School, and for maintaining accreditation with appropriate groups or agencies;
  - 1.1.2 evaluation and endorsement of curricula for submission to the appropriate body per university policy.
  - 1.1.3 supervision of the members of the academic and non-academic staff of the School;
  - 1.1.4 make appropriate recommendations on appointments, reappointments and promotions of the faculty and conferral of tenure, consistent with university policy and applicable collective negotiations agreements.
  - 1.1.5 implementation of a system of review of the effectiveness of performance of individual faculty members;
  - 1.1.6 oversight of a system of career development for individual faculty members;
  - 1.1.7 make appropriate recommendation to the Chancellor of appointments, reappointments and promotions of individuals to serve as administrators of the school;
  - 1.1.8 preparation and presentation of the School's annual budget;
  - 1.1.9 review and approval of the expenditure of funds allocated to the School consistent with University policies and oversight by the Chancellor;
  - 1.1.10 assignment of space within the School;
  - 1.1.11 development of liaisons and mechanisms to foster consultation and discussion with appropriate community and other external constituent groups;
  - 1.1.12 submission of reports and recommendations to the Chancellor concerning the operation, plans, and development of the School;
  - 1.1.13 provide updates and/or reports to the Executive Council and faculty concerning the operation, strategic plans and vision of the School.
- 1.2 The Dean shall be appointed by the Chancellor. The Chancellor shall select the Dean from among a slate of nominees provided by a Dean's Search Committee. The members of the Search Committee shall be appointed by the Chancellor. The Chancellor shall select the majority of the committee members from a slate of faculty elected by the SHP faculty.
- 1.3 The Dean shall serve at the pleasure of the Chancellor.
- 1.4 There shall be a periodic review of the school approximately once every five (5) years. The Chancellor shall appoint a committee to conduct the review and to report its findings and recommendation to the Chancellor. The Chancellor shall select faculty representation from among a slate of nominees provided by the Executive Council. The committee shall take steps to ensure that the faculty and other appropriate constituencies

have opportunity for input to the committee's review. The faculty shall have the opportunity to review the report once completed.

- 1.5 The Dean may, with the approval of the Chancellor, appoint and delegate authority and/or responsibility to such subordinate administrative officers as may be deemed necessary for effective administration. All appointees shall serve at the pleasure of the Dean.

## Section 2. Department Chairperson

- 2.1 Each department shall have a chairperson who shall be appointed by the Dean, with the approval of the Chancellor in accordance with the procedures listed below. Vice-Chair positions may be created by a department chair with the approval of the Dean, if it is deemed useful for the functioning of a department.
- 2.2 The Department Chairperson shall have expertise in one or more of the areas represented by the department and appropriate administrative or educational experience.
- 2.3 When a chairperson of a department is to be appointed, the Dean shall establish a search committee with representation from the department. A slate of nominees shall be provided by the search committee to the Dean. In the event that the nominees are not acceptable to the Dean, the Dean may request a new search. The Dean shall report the Committee's recommendation to the Chancellor along with other recommendations the Dean may wish to make.
- 2.4 The Department Chairperson shall serve at the pleasure of the Dean. The performance of the Chair will be reviewed annually by the Dean. Approximately once every five (5) years the department shall be reviewed and include input from faculty and other constituencies.
- 2.5 Under the Dean, the Department Chair shall have general administrative responsibility for, as well as participate in, the educational, research, health care and service programs of the department. The Chair's duties shall include the following:
  - 2.5.1 establishment of annual goals and objectives, with delegation of these duties as appropriate;
  - 2.5.2 development and operation of departmental programs, including but not limited to, the financial management of the department;
  - 2.5.3 supervision of departmental faculty and staff;
  - 2.5.6 annual evaluation of all departmental faculty and staff;
  - 2.5.7 recommendations to the Dean regarding all issues of concern to the department;
  - 2.5.8 counseling concerning career development for individual faculty members;
  - 2.5.9 recommendations regarding appointments, reappointments, promotions, leaves, dismissals, and acceptance of resignations, in accordance with university policy and applicable collective negotiations agreements;
  - 2.5.10 evaluation of the department's educational, research, service and, where

- appropriate, patient care programs;
- 2.5.11 maintenance of accreditation with appropriate groups and agencies;
- 2.5.12 preparation and submission of an annual report to the Dean regarding instructional activities, professional activities, research performance, scholarly publications and other scholarly works, clinical activities, service accomplishments, performance and progress of departmental faculty and staff.

### Section 3. Program Directors

- 3.1 Program Directors shall be appointed only by the Dean after consultation with the Department Chair who will seek input from the Department's faculty, with the approval of the Chancellor.
- 3.2 The Program Director shall report to the Chairperson and will administer an educational program that leads to a degree or academic certificate, if required by accrediting bodies, within the guidelines of the School, University, and pertinent external regulatory agencies.
- 3.2 The Program Directors, in consultation with and under the guidance of the Chairperson, will guide the continuing development of the program, management of faculty, staff, students and other resources, and other responsibilities regulated by pertinent external regulatory agencies.

### Section 4

#### 4.1 Faculty Administrators

- 4.1.1 This includes, but is not limited to, vice chairs, assistant deans, associate deans, executive directors, or directors who have specific administrative responsibilities for a mission area, operational focus, or a center or institute, who are appointed by the Dean.

## **ARTICLE III. ORGANIZATION OF FACULTY**

### Title A. The Faculty

#### Section 1. Composition

- 1.1 The faculty shall consist of those individuals who hold an academic title in the School. Voting privileges at School-wide faculty meetings shall be limited to faculty holding appointments of at least 0.5 FTE in the School of Health Professions. The Faculty Chair

is the presiding officer and may vote only in case of a tie.

## Section 2. Duties and Powers

- 2.1 The faculty may consider and address all appropriate matters of general interest and concern to the school. The faculty shall have the following duties and powers to make recommendations to the dean regarding-
- 2.1.1. establishment of requirements for admission; development of criteria and procedures for selection of students; and, via a committee of the faculty, recommendation of students for admission;
  - 2.1.2 design, implementation, evaluation and revision of the curriculum;
  - 2.1.3 establishment of standards for examinations, grading, academic standing, honors in courses, and attendance;
  - 2.1.4 establishment of requirements for degrees and certificates;
  - 2.1.5 via the Executive Council, review of the actions of the standing committees;
  - 2.1.6 encouragement of research, scholarship, educational, teaching, and community service activities of faculty members and of students;
  - 2.1.7 recommendation through the Dean, the Chancellor and the President to the Board of Governors, of those candidates who have fulfilled the requirements for degrees and certificates;
  - 2.1.8 recommendations through the Dean to the Chancellor for amendments to these Bylaws and to the University's policies and procedures.

## Section 3. Academic Freedom

In accordance with University Policy, SHP fosters and maintains full freedom of discussion, inquiry, teaching and research. It is the responsibility of the faculty of SHP to foster and maintain high standards of professional, academic and public conduct and morals. Every member of the faculty of SHP is entitled to discuss relevant subjects freely in the classroom or through research and publication those subject with which he or she is competent to deal, to pursue inquiry thereunto and to present and endeavor to maintain the opinions and conclusions relevant thereunto. While free to express those ideas which seem to him or to her justified by the facts, the faculty member is expected to maintain standards of sound scholarship and competent teaching. Every member of the faculty of SHP is obliged by his or her position and the standards of his or her profession to work for the betterment of the School, the University, and the community.

## Section 4. Communication with University's Administration

Ordinarily, communication between the faculty and the Provost, Chancellor, Senior Vice Presidents or the President regarding issues of importance to the faculty or the School shall be through the Dean. However, when the faculty deem it appropriate or necessary, the faculty may communicate directly with the Provost, Chancellor, Senior Vice Presidents or President.

## Section 5. Officers of the Faculty

- 5.1 The officers of the faculty shall include the Chair, Chair Elect, and Secretary. The Chair and Secretary will serve on the Executive Council. If either the Chair or Secretary are unable to attend, the Chair Elect will attend in their place.
- 5.2 The presiding officer of the faculty is the Faculty Chair. The presiding officer may vote only in the case of a tie.
- 5.3 Officers of the faculty will be nominated and elected by the faculty. Eligibility for faculty officers will be faculty members with a minimum of five years of experience at SHP. Faculty meeting the criteria may self-nominate or be nominated. Faculty who are eligible to be members of the AAUP-BHSNJ or NJEA ASA are eligible to serve.
- 5.4 The Faculty Chair will:
  - 5.4.1 preside over the faculty meetings and submit minutes to the faculty
  - 5.4.2 serve as a member of COC
  - 5.4.3 serve as a member of CSBG
- 5.4 The Faculty Chair Elect shall serve a one year term as Faculty Chair Elect, upon completion of his/her term of Faculty Chair Elect shall automatically ascend to the role of Faculty Chair to serve a two year term. The Faculty Chair Elect shall have the powers of the Faculty Chair in the absence of the Faculty Chair.
- 5.5 The Secretary shall be elected by the faculty. The Secretary takes minutes, serves as a resource on and assures adherence to the bylaws, and otherwise supports the Chair and Chair Elect. The term of the Secretary is two years.
- 5.6 The executive body of the faculty shall be the Executive Council of the faculty, herein after called the Executive Council.

## Section 6. Procedures

- 6.1 Regular meetings of the faculty shall occur no less than three times a year. The Chair of the faculty, in consultation with the Dean, shall give written notice with agenda of all meetings to all members of the faculty, generally at least two weeks in advance of the meeting.
- 6.2 Special meetings of the faculty may be called by Faculty Chair, the Dean or by a majority of the Executive Council.
- 6.3 One third of the listed voting membership (i.e. faculty with 0.5 FTE and above appointments) shall constitute a quorum for the transaction of its business.
- 6.4 All regular and special meetings of the faculty and the Executive Council shall be conducted according to the latest revision of *Robert's Rules of Order*, except as otherwise stipulated by these Bylaws.
- 6.5 Faculty may freely attend the meetings of the Executive Council. Any faculty member or other interested party may also be invited to attend Executive Council or the faculty meetings as guests. Invited guests and faculty members attending the Executive Council may be accorded the privilege of the floor but shall not have the right to vote. Both the

- Executive Council and Faculty may conduct closed executive sessions.
- 6.6 A full set of the minutes of each meeting of the faculty and the Executive Council shall be shared in a timely manner with the Dean of the School of Health Professions and to each member of the faculty.
- 6.7 Within a two-week period after the distribution of Executive Council minutes, any member of the faculty may submit an individually signed protest concerning action taken or not taken by the Executive Council. If such protest concerning any given item is received from at least 25% of the faculty, the Dean must present the protested item for consideration at a called meeting within a period not to exceed four weeks.

Title B. The Executive Council

Section 1. Membership

The membership of the Executive Council shall consist of: the Dean, or the Dean's designee, who shall be the presiding officer and who may vote only in case of a tie; the Chairpersons of the various departments and members elected from the faculty. The elected members of the Executive Council shall be one more than the number of departments plus the Faculty Chair and the Secretary of the Faculty. Including the faculty officers, no more than three of the elected members shall be from any one department. Each member will have only one vote. The members of the faculty elected to the Executive Council shall be elected for a term of three years. New terms of office shall begin on July 1, following election by means of a written ballot.

Section 2. Procedures

- 2.1 Regular meetings of the Executive Council shall normally be held ten months of the year. Notice of all regular meetings of the Executive Council shall be sent to the members of the Executive Council and all faculty with the agenda at least one week in advance of the meeting.
- 2.2 A simple majority of the membership of the Executive Council shall constitute a quorum for the transaction of its business.
- 2.3 Minutes of each meeting of Executive Council shall be posted with notification to the faculty within one week of the meeting.

Section 3. Duties and Powers

- 3.1 The Executive Council shall act for the faculty with regard to the duties and powers of the faculty articulated in Article III, Title A, Section 2. It shall be the responsibility of the Executive Council to advise the Dean in all matters affecting the operation and policies of the School. It shall be the responsibility of the Executive Council to review and approve policies under the jurisdiction of the faculty. However, the right of the faculty to review and to accept or reject decisions of the Executive Council shall not be abridged. The Executive Council may, upon request or upon its own initiative, express faculty concerns directly to the Dean. If so requested by the Executive Council, the Dean shall

take these concerns forward to the Chancellor.

- 3.2 In consultation with the Dean, the Executive Council shall review, for the purpose of approving, disapproving, or accepting reports formulated by all committees whether elected by the faculty OR appointed by the Dean.

#### Section 4. Vacancies

- 4.1 If an elected member of the Executive Council resigns or otherwise becomes unable to serve, the faculty will vote to elect a member to complete an unexpired term.
- 4.2 If an elected member of the Executive Council has a change in position, for example, they are appointed as a faculty administrator or elected as Chair or Secretary of the faculty, they must resign the position as an elected member. The vacancy shall be filled as described in 4.1 above.

### Title C. Committees

#### Section 1. Committees

##### 1.1 Standing Committees

Faculty shall elect annually the following standing committees upon receipt of nomination from the Committee on Committees.

- (a) Committee on Committees
- (b) Committee on Admissions and Academic Standing
- (c) Faculty Committee on Appointments, Reappointments, and Promotions
- (d) Committee on Course and Curriculum Review
- (e) Committee on Academic Integrity, Professionalism, and Disciplinary Review
- (f) Committee on Faculty Development
- (g) Committee on Peer Review of Teaching
- (h) Committee on School Bylaws and Governance

Provisions may be made when appropriate for voting or non-voting membership of students or other groups on committees.

##### 1.2. Advisory Committees

Advisory Committees are constituted by the Dean. Executive Council and Faculty are notified when the committees are constituted and disbanded and will receive a report, at minimum, twice a year. The membership rosters of Advisory Committees will be provided to Executive Council and Faculty. The Advisory Committees will respond to requests for interim reports.

##### 1.3 Task Forces

Task Forces are constituted by the Dean or the Executive Council to address a specific matter. The Task Force shall submit a final report to the Dean, Executive Council and Faculty. The Task Force will also submit interim reports as requested. If a Task Force will exist beyond one year they shall submit a rationale to the Executive Council for approval to extend. The membership rosters of Task Forces will be provided to Executive Council and Faculty.



## Section 2. Procedural Regulations for Standing Committees

- 2.1 The list of nominations for membership on standing committees shall be prepared by the Committee on Committees in accordance with the charges specified for each committee. The Committee on Committees shall canvass Department Chairpersons, Program Directors and all members of the faculty to elicit their availability and interest in serving on particular committees. The committee will make the slate public prior to the faculty approval of the slate. Alterations of the slate may be proposed in writing to the Committee on Committees by the faculty and/or by the Dean prior to the approval of the slate by the faculty. The roster of committees shall be approved by the general faculty at its Spring meeting.
- 2.2 The first meeting of each committee shall be held in September (at the beginning of the academic year). A chair-elect shall be selected by members of the committee. The chair-elect shall assume the role of chair upon the expiration of the sitting chair's term.
- 2.3 All committees shall have ex-officio staff to assist with administrative duties. Ex-officio members of standing committees shall be without vote. The level of participation of the ex-officio members shall be determined by the standing committee members in consultation with the ex-officio members.
- 2.4 Committees of the School which have continuing responsibilities shall meet at regular intervals at a time designated by the Chairperson after consultation with members of the committee. Committees with responsibilities of a periodic nature shall meet upon the call of the Chairperson.
- 2.5 Membership in a committee is a term of three years, unless specified elsewhere in these bylaws.
- 2.6 Membership on any standing committee of the School shall not normally exceed one full term. If the Committee on Committees, a Committee Chair, and/or the Dean believes that the best interest of the School might be served by a longer term, that request should be made in writing to the Committee on Committees. The Committee on Committees shall consider the request. The Committee on Committees shall stagger the appointments so that committees have a gradual and orderly change in membership.
- 2.7 Membership on committees shall not, unless otherwise stipulated, be considered as representative of a department, program, or any other division of the School, but rather as the selection of individuals for their abilities to contribute constructively to the fulfillment of the committees' charges.
- 2.8 Members of the faculty and other persons may be called upon for consultation and may be asked by the chairperson of the parent committee (with the concurrence of the committee) to serve as non-voting members on special subcommittees.

The size of the committee shall be determined to a great extent by the committee's service obligations. In special instances, the Committee on Committees may adjust the size of the Committee in order to meet the responsibilities of the Committee. The Committee on Committees may also request additional staff support for a committee from the Dean or the Dean's designee based on need.

- 2.9 The Dean of the School, or the Dean's designee, shall be an ex officio member of each committee of the School and shall receive notices of all meetings and copies of the minutes of all meetings.
- 2.10 The chairperson of each standing committee shall receive at the time of selection a statement of the charges to that committee as recorded in this document, including amendments and revisions.

- 2.11 The business of the standing committees of the School shall be conducted in accordance with *Robert's Rules of Order*.
- 2.12 Meetings of all standing committees of the School are closed, except for ex-officio members and on invitation.
- 2.13 If a member of a standing committee resigns or otherwise becomes unable to serve, the Committee on Committees shall appoint, consulting when necessary with the Committee Chair, a new member to serve the unexpired term. Alterations to standing committee appointments require approval from the Executive Council.
- 2.14 All Standing Committees shall have Policies and Procedures that are consistent with SHP Bylaws and University Policy and Procedures.
- 2.15 All Standing Committees shall record minutes of their meetings and submit reports to the Executive Council.

### Section 3. Committee on Committees

The purpose of the Committee on Committees (COC) is to assure and facilitate faculty involvement in the conduct of business of the School. The chair, in consultation with the faculty of the department, nominates a representative of the department to serve on COC. The term of service for the COC representative will be six years. Eligibility criteria for COC representatives will be a minimum of five years of experience at SHP. The chair of the faculty will serve as a member of the COC. COC responsibilities include the following:

- 3.1 submit nominations to the Executive Council and the faculty for membership on standing committees of the School;
- 3.2 evaluate the role, activities and progress of standing committees with respect to the committee's charge as well as the SHP strategic plan and strategic initiatives of RBHS or Rutgers University;
- 3.3 review and recommend appropriate relationships between committees with similar or complementary interests and responsibilities;
- 3.4 make recommendations to the Executive Council and faculty for the creation of additional standing committees or the discontinuance of existing committees in consultation with the Committee on School Bylaws and Governance;
- 3.5 define and monitor the conduct of election procedures within the School;
- 3.6 distribute the charges on each committee to the Chair and Chair Elect and orient and support the Committee Chairs;
- 3.7 review policies and procedures related to the committee charge.

### Section 4. Committee on Admissions and Academic Standing

The charge to the Committee on Admissions and Academic Standing (CAAS) is to review all SHP department and program policies and procedures related to student admission and student academic standing including related academic decisions or sanctions and requests for review of academic decisions or sanctions, and student affairs to ensure that they are current and consistent with SHP policies and procedures as well as SHP bylaws and the relevant policies and procedures of RBHS and Rutgers University. CAAS responsibilities include the following:

- 4.1 periodically review all published department and program SHP policies and procedures concerning student admissions, student academic standing, student academic decisions or

sanctions, student requests for review of academic decisions or sanctions, and student affairs to ensure they are consistent with SHP school-wide policies and procedures as well as SHP bylaws and relevant policies and procedures of Rutgers Biomedical and Health Sciences (RBHS) and Rutgers University;

- 4.2 make recommendations, as needed, for changes to existing SHP department and program policies and procedures concerning student admissions, student academic standing, student academic decisions or sanctions, student requests for review of academic decisions or sanctions, and student affairs;
- 4.3 make recommendations, as needed, for new SHP department and program policies and procedures concerning student admissions, student academic standing including related academic decisions or sanctions and requests for review of academic decisions or sanctions, and student affairs;
- 4.4 members serve on the hearing body for SHP student requests for review of student academic decisions or sanctions;
- 4.5 conduct a periodic review of SHP academic decisions or sanctions and student requests for review of student academic decisions or sanctions which includes a summary, statistics and analysis of trends over time;
- 4.6 promote recognition of academic excellence among SHP students;
- 4.7 establish and monitor guidelines for Faculty approval of graduation lists;
- 4.8 review policies and procedures related to the committee charge.

#### Section 5. Faculty Committee on Appointments, Reappointments, and Promotions

5.1 The Faculty Committee on Appointments, Reappointments, and Promotions (FCARP) shall have the responsibility of making recommendations as to appointments, reappointments, promotions, granting of tenure, and faculty renewal leaves to the Dean.

5.2 All matters regarding appointment, reappointment and promotion of Faculty, tenure, and faculty renewal leaves shall be in accordance with University and RBHS policy and procedures and applicable collective negotiations agreements.

5.3 The FCARP is comprised according to the requirements of the RBHS policy and procedure. Membership of the committee shall be comprised of a representative balance of members from all departments including faculty and faculty administrators, with a preponderance of faculty whenever possible. When necessary, ad hoc members from other schools will be added to vote on any actions where the school does not have the requisite number of eligible members.

#### Section 6. Committee on Course and Curriculum Review (CCCR)

The charge to the Committee on Course and Curriculum Review (CCCR) is to serve as the review body for all new SHP courses and all major modifications to existing SHP courses. CCCR responsibilities include the following:

- 6.1 review, evaluate, and determine approval of applications for new courses and major modifications of existing courses with consideration given to the course's relationship to the SHP strategic plan and initiatives by RBHS and Rutgers University;
- 6.2 develop templates for SHP faculty to use for course-related material such as the course syllabus;
- 6.3 review and advise SHP departments planning a curriculum for a new program, track or a major modification to an existing program or track;

- 6.4 serve as an informal resource for SHP departments on academic assessment measures consistent with SHP outcomes measures as well as SHP policies and procedures on academic assessment;
- 6.5 make recommendations, as needed, for changes to the SHP course approval process;
- 6.6 review policies and procedures related to the committee charge.

#### Section 7. Committee on Student Academic Integrity, Professionalism, and Disciplinary Review

Membership of the Committee on Student Academic Integrity, Professionalism, and Disciplinary Review (CSAIPDR) consists of one faculty member and one student from each School of Health Professions (SHP) academic departments. The student members must be in good academic standing and must have a clean record with respect to disciplinary sanctions. The responsibilities of CSAIPDR include:

- 7.1 periodically review all published department and program policies and procedures concerning student academic integrity, professionalism and disciplinary review to ensure they are consistent with RBHS policy “STUDENT’S RIGHTS, RESPONSIBILITIES AND DISCIPLINARY PROCEDURES”;
- 7.2 serve as the hearing body for SHP for student academic integrity and student disciplinary review actions and appeals;
- 7.3 conduct a periodic review of SHP student academic integrity and student disciplinary review actions and appeals which includes a summary, statistics and analysis of trends over time;
- 7.4 arrange and participate in regular training sessions with respect to procedures, regulations and laws related to the RBHS policy “Student’s Rights Responsibilities, and Disciplinary Procedures”;
- 7.5 promote a climate of professionalism and academic integrity among students throughout SHP by developing and implementing appropriate training programs;
- 7.6 review policies and procedures related to the committee charge.

#### Section 8. Committee on Faculty Development

The charge of the committee is to support faculty across all stages of development in all tracks and faculty development activities across the school. The composition of the committee shall include at least three senior members (i.e., Associate Professor, Professors, and Distinguished Professors) and three junior members (i.e., Lecturers, Instructors, and Assistant Professors) of the faculty with the representation being representative of the composition of the school. The responsibilities of the committee include:

- 8.1 Plan the annual faculty retreat;
- 8.2 Provide input on other faculty activities and resources focused on faculty development;
- 8.3 Solicit input annually from faculty members regarding their preferences for faculty development activities and resources;
- 8.4 Review policies and procedures related to the committee charge

#### Section 9. Committee on Peer Review of Teaching (CPRT)

The overall charge of the Peer Review of Teaching Committee is to conduct assessments of SHP faculty teaching activities and provide formative feedback aimed at improving the quality of teaching. The CPR will conduct a standardized, faculty focused assessment of portions of in-person or online instruction. Specifically, CPR members will review instructional materials, content delivery, assessment of student assessment, and student engagement. The CPR will be a school-wide committee and consist of faculty members from across all SHP departments who have a minimum of 5 years of teaching experience and/or have earned additional credentials or awards that demonstrate excellence in teaching. Committee members' responsibilities include the following:

- 9.1. Undergo formal training on the use of a peer assessment tool.
- 9.2. Conduct peer reviews consisting of pre-observation, observation, and post-observation encounters and provide feedback to the faculty being observed
- 9.3. Consult yearly with department chairs to determine faculty to be reviewed (responsibility of the committee chair)
- 9.4. Periodically review the peer review policies and procedures and make recommendations, as needed, to the process and/or to the peer review tool.

#### Section 10. Committee on School Bylaws and Governance (CBSG)

The charge of the Committee on School Bylaws and Governance is to: monitor the implementation of the school's governance structure; support implementation, interpretation, review, and revision of the Bylaws; and communicate information pertaining to school governance with faculty. The chair of the faculty will serve as a member of the CBSG. CSG responsibilities include the following:

- 10.1 Ensure that the procedures of SHP and the governance of the School are in accordance with these Bylaws.
- 10.2 Review the Bylaws of the School at least every five years.
- 10.3 Annually solicit from all faculty amendments to the Bylaws, receive proposals for amendments, discuss and propose recommended changes, if any, to the Bylaws for the faculty's consideration.
- 10.4 Conduct a fair and secure vote of the faculty on proposed amendments to the Bylaws.
- 10.5 Support interpretation of the School's Bylaws by issuing an opinion to the SHP faculty on any question or dispute that arises relative to the SHP Bylaws.
- 10.6 Keep faculty informed of existing and revised Bylaws by presenting at SHP Faculty Meetings on areas of interest, dispute, change, etc.

### **ARTICLE IV. APPOINTMENT, REAPPOINTMENT AND PROMOTION OF FACULTY**

#### Section 1. Academic Titles

Appointments, Reappointments, and Promotion of the Faculty shall conform to University and RBHS policy and procedure, as well as through provisions of the collective bargaining unit.

#### Section 2. Tenure

- 2.1 Definition of Tenure: Tenure is continuous academic employment until retirement as long as the duties of the position are performed effectively, absent financial exigency or cause. Only full time faculty with the rank of associate professor, professor or distinguished professor may carry tenure. Tenured appointments shall continue until terminated in accordance with the rules

set forth in the policies and procedures governing Rutgers, the State University of New Jersey.

- 2.2 Academic tenure may be given to any eligible person concurrent with an administrative appointment, but such tenure shall apply only to the position of academic rank and not to the administrative position.
- 2.3 Any person holding a tenured appointment who is given an administrative appointment shall continue to hold such tenured appointment in his or her position of academic rank.

#### **ARTICLE VI. AMENDMENTS**

These Bylaws may be amended by a two-thirds vote of those participating in a ballot at any official meeting of the faculty, provided that the proposed amendment is submitted in writing to all members of the faculty at least thirty days prior to the meeting. Amendments to any portion of these bylaws are subject to endorsement by the Dean and Chancellor.

Amendments may be proposed by the Executive Council or by the Dean of the School of Health Professions, or by the petition of one-fourth of the voting members of the faculty.

Approved 10/9/85; revised 7/28/89, 9/10/92, 9/9/93, 9/9/97, 01/16/01, 11/16/04, 4/24/06, 9/19/06, 9/15/09, 4/15/2013, 1/22/18, 9/11/23

Latest Revisions:

Voted for by Faculty: 1/25/21, 4/26/21, 4/25/22

Endorsed by SHP Dean: 11/22/22

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