



UNC GREENSBORO

School of Health
and Human Sciences

SCHOOL OF HEALTH AND HUMAN SCIENCES INSTRUMENT OF GOVERNANCE

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ARTICLE I. STATEMENT OF PURPOSE

The Faculty of the School of Health and Human Sciences (HHS) acknowledges the principle of faculty self-government and also recognizes the responsibility of the Faculty in the internal affairs of this School. This Instrument of Governance establishes procedures whereby this responsibility shall be performed.

ARTICLE II. STATEMENT OF AUTHORITY

Section 1. Authority

1. The responsibilities and procedures of faculty government established herein derive from The UNC Code (Board of Governors of The University of North Carolina), specifically items listed in Section 600 *Academic Freedom and Tenure*
2. This Instrument of Governance is established in accordance with The Constitution of the Faculty, Article I, Section 1, (2), of The University of North Carolina at Greensboro.

Section 2. Governing Bodies

1. This Instrument of Governance establishes the following governing bodies: Dean's Administrative Council, the Faculty Assembly (hereafter referred to as the Assembly), and standing committees of the Faculty Assembly.
2. If any positions on the Dean's Administrative Council, the Faculty Assembly, and committees are not filled for any reason, these bodies may still function.

ARTICLE III. DEAN'S ADMINISTRATIVE COUNCIL

Section 1. Purpose

The Dean's Administrative Council shall serve as an advisory body to the Dean on matters of importance to the School. Such subjects shall include, but not be limited to, planning for the School and its constituent departments, programmatic initiatives and review, budgetary planning and analysis, and responses to University or other external initiatives.

Section 2. Membership

The Council shall be composed of the Dean, Assistant and Associate Dean(s), Department Chairs, the Program Directors of academic programs not affiliated with an academic department, and Chair of the Faculty Assembly. As needed, the Dean may expand the Council by including other faculty or staff. The Dean shall chair the Council.

ARTICLE IV. THE FACULTY ASSEMBLY

Section 1. Purpose

The purpose of the Faculty Assembly is to provide avenues for meaningful faculty involvement in the governance of the School and to communicate the will of the faculty to the Dean. The Assembly shall have a Chair, Chair-Elect, Past-Chair, Parliamentarian and other officers it deems appropriate, and shall elect and/or appoint Assembly committees and School faculty representatives to other School and University bodies. It shall convene at least once per semester and beyond that as often as necessary to conduct its business.

There will be an Executive Committee of the Faculty Assembly. The Executive Committee members will include the officers delineated in Article IV., Section 3 of this document and one faculty representative from each department not represented among the officers. Departments may decline the opportunity to have a representative on the Executive Committee.

Section 2. Membership

Voting members shall consist of all full-time faculty including tenure-track, academic professional track, and other full-time teaching faculty who are members of the faculty in the UNCG School of Health and Human Sciences.

Section 3. Officers

The members of the Assembly shall elect the Chair-elect and other officers for vacant positions as needed on an annual basis from a slate presented by the HHS Elections and Appointments Committee. Elections shall be conducted by electronic ballot. A simple majority of ballots cast shall be required for election. The officers of the Assembly shall be as follows:

Chair

The Chair shall serve as the principal officer of the Assembly. The Chair shall preside at meetings, and expedite the work of the Assembly. The Chair shall serve for two years, and then continue to serve on the Executive Committee for the following year. The Chair shall also serve on the Dean's Administrative Council and as Chair of the Executive Committee.

Chair-Elect

The Chair-Elect shall serve in the absence of the Chair, shall serve as secretary to the Assembly taking and disseminating minutes of all Assembly meetings, and shall carry out other tasks as may be delegated to them by the Chair. The Chair-Elect shall also serve on the Executive Committee. The Chair-Elect shall serve a one-year term coinciding with the second year of the Chair's term.

Past-Chair

The Past-Chair shall continue to serve on the Executive Committee for one year as a consultant on procedure and agenda.

Parliamentarian

The Chair of the Assembly shall appoint a parliamentarian from the membership on an annual basis. The Parliamentarian will assist the Assembly in the drafting and interpretation of the Instrument of Governance and rules of order, and the planning and conducting of meetings.

Section 4. Meetings and Agenda

The Assembly shall convene at least once per semester and beyond that as often as necessary to conduct its business. Regular meeting dates and times will be set by the Executive Committee no later than the beginning of each academic year and the membership will be notified of the schedule of meetings. Special meetings may be called, as the need arises, by the Chair or by the

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Executive Committee. The membership must be notified in writing no less than one calendar week in advance of all meetings.

Agenda business items requiring faculty voting must be communicated to all faculty at least thirty days in advance of the meeting. The agenda of all regularly scheduled Assembly meetings must include, but should not be limited to, a report from the Dean, reports from all Assembly committees (no report is an option), and a report from the Assembly Chair. Special Assembly Meetings may depart from this format to engage in discussion of important issues facing the School.

Agenda

1. Call to order- Faculty Assembly Chair
2. Reports
 - A. Dean
 - B. Assembly Committees
 - C. Assembly Chair
 - D. Special Committees
3. Unfinished business
4. New business
5. Announcements
6. Adjournment

Procedures

1. Assembly Chair presides over the meeting. The Chair dictates the time for each agenda item to ensure efficiency.
2. Only those recognized by the Chair may speak.
 - A. If Face-to-Face this is done by raising ones hand
 - B. If virtual all members should have their audio muted. The Chair reserves the right to mute any speaker who has not been recognized and/or has exceeded their talking time
3. The Chair will call on a representative to give an oral report on their committee. No report is an option, however there must always be time allotted for any Committee to provide their report.
4. The Chair will proceed to unfinished business. If voting is needed, the Chair will implement the appropriate voting procedures.
5. The Chair will proceed to new business. Any new business which requires a vote must be submitted to the faculty at least 30 days prior to the meeting.

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6. The Chair will proceed to provide any announcements and then solicit the membership for any other announcements.

7. The Chair will ask for any further announcements. If the Chair hears none, the Chair declares the meeting adjourned. No vote is required.

Section 5. Quorum

For the transaction of Assembly business a quorum must be present. A quorum is defined as the members present at the Assembly meeting. No minimum number of members is required to establish a quorum.

Section 6. Voting

1. Only voting members of the HHS Faculty Assembly as defined in Section 2 shall be entitled to vote.
2. Quorums:
 - a. A quorum must be present for any transaction of Assembly business.
 - b. A quorum is defined as the voting members present and registered if applicable (see # 6 below)
 - c. No minimum number of members is required to establish a quorum.
3. A simple majority is sufficient to decide all matters that come before the Assembly.
4. Face-to-Face Meeting Voting:
 - a. Shall ordinarily be viva voce or show of hands during meetings.
 - b. When deemed advisable by the Chair, or when requested by any member, a secret ballot shall be conducted.
 - c. If a faculty member is unable to attend a meeting where an action item is on the agenda, that member may vote in absentia by giving the vote to any Executive Committee member in writing by end of business day prior to the date of the meeting for which the vote is scheduled.
5. Electronic voting:
 - a. For items of business which require voting at times other than during Faculty Assembly meetings voting may be conducted through secure electronic means.
 - b. Electronic voting must be preceded by an electronic discussion.
 - c. Electronic discussion will be held as a Committee of the Whole with members able to comment and post as many times as they wish.
 - d. Electronic voting and discussion will remain open for a minimum of 48 hours for discussion and 48 hours for voting.
 - e. Voting will occur using a secure polling software
6. Non Face-to-Face meeting Voting:
 - a. Electronic voting will be the usual method for conducting any vote.
 - b. The URL and login information will be sent to the Assembly prior to the meeting.
 - c. The meeting availability will begin at least 15 minutes before the start of the meeting.

- d. Members may be required to “register” or “sign-in” prior to the meeting to ensure a more accurate roll call.
- e. Each member is responsible for their audio and internet connection. No action shall be invalidated on the grounds that the loss of, or poor quality of, a member’s individual connection prevented participation in the meeting.
- f. Members may only speak on an issue when recognized by the person running the meeting
- g. Members may be muted or disconnected at the discretion of the person running the meeting
- h. Votes shall be taken by the voting feature of the internet meeting service. Other permissible methods include electronic or audible roll call, or unanimous consent.
- i. Members who are speaking are encouraged to display their video when possible

Adapted from:

- Robert’s Rules 11th Ed.
- <https://www.parliamentarians.org/wp-content/uploads/2020/04/Electronic-Meeting-Sample-Rules-Appendix-web.pdf>
- <https://facultysenate.uncg.edu/wp-content/uploads/2017/10/Constitution-05-01-19.pdf>

Section 7. Committees

Committees of the Assembly are a major means by which faculty become involved in the governance of the School. Membership on Assembly Committees shall be open to all eligible voting members of the Assembly. Committees shall have a responsibility to report to the Assembly on their work in a timely fashion. Unless otherwise noted, each committee shall elect its own Chair by the end of the spring term. There shall be two types of committees, standing committees and ad hoc committees. Standing committees are ongoing bodies appointed or elected on a regular basis. Ad hoc committees may be appointed by the Dean or by the Faculty Assembly Chairperson for a specific, time-limited purpose.

Standing Committees

The faculty of the School shall delegate appropriate responsibilities to Standing Committees which are responsible to the Faculty and to the Dean who has ultimate responsibility and authority for administrative action. The committee structure and responsibilities shall be reviewed every three years by the Assembly Executive Committee and recommendations for revisions shall be made to the Faculty Assembly. Unless otherwise specified, committees will function in accordance with the stated protocol. Names and purposes of standing HHS committees include:

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- ***Curriculum.*** The Committee shall oversee graduate and undergraduate curriculum matters and make recommendations to the University Undergraduate Curriculum Committee and the Graduate Studies Committee.
- ***Faculty Promotion, Tenure and Evaluation.*** The committee shall advise the Dean on recommendations for promotion and/or changes in tenure status of the faculty. The committee will also be responsible for the writing and revising of School level promotion and tenure policies and guidelines.
- ***Faculty Academic Professional Track Evaluation.*** The committee shall advise the Dean on recommendations for promotion and/or changes in status of the academic professional track faculty. The committee will also be responsible for the writing and revising of School level academic professional policies and guidelines.
- ***Diversity, Equity and Inclusion.*** The committee shall integrate systemic and sustainable inclusive excellence within the School of Health and Human Sciences through: Systemic Policy Enhancement, Education and Training, Building Inclusive Climate, and Assessment. The committee shall advise the HHS Dean on recommendations on bureaucratic transformation and systemic accountability for institutional practices. The committee shall collectively aim to harness and scaffold sustainable change in the diversity of faculty, staff and students, and cultivate a culture of care that privileges diversity, equity, and inclusion for all.
- ***Elections and Appointments Committee.*** The committee is responsible for overseeing the elections and appointment processes for all UNCG Faculty Senate (see faculty senate.uncg.edu) and School standing and ad hoc committees.

Specific processes for selection of standing committee membership and duties is outlined in the Appendix of this Governance document.

A written annual report of committee activities shall be submitted by the committee chair to the Chairperson of the Faculty Assembly by May 15 of each year. An oral report shall be made at the last meeting of the Faculty Assembly in the spring semester.

Section 8. Bylaws

1. The Faculty Assembly may adopt bylaws for the purpose of conducting its business. Such bylaws shall be in accordance with this Instrument of Governance.
2. Bylaws adopted by the Faculty Assembly may be amended by a majority vote of all eligible voters present and voting.
3. In all cases not covered by this Instrument of Governance or the Bylaws adopted by the Faculty Assembly, the latest edition of Robert's Rules of Order shall be followed in the conduct of the business of the Faculty Assembly.

ARTICLE V. SCHOOL STUDENT ORGANIZATIONS AND HONOR SOCIETIES

Student organizations and honor societies may be established and renewed by departments or the Dean. Student organizations may receive sanction and approval through the UNCG Student Government Association (SGA). Honor societies may be established and renewed at the School or Departmental levels and may be affiliated with regional, national, or international bodies. HHS Dean's Ambassadors are appointed by the Dean. The formation or continuation of student organizations is subject to approval by the Chancellor.

ARTICLE VI. AMENDMENTS

Amendments to the Instrument of Governance shall be submitted to the Faculty Assembly by the Assembly Executive Committee. Any member of the Faculty Assembly may submit proposed amendments to the Executive Committee. The Executive Committee shall review, and shall submit such proposed amendments to the Faculty Assembly, together with its recommendations and rationale, in a timely manner for debate and action by the Faculty Assembly. The Faculty Assembly may act on amendments at the regular Faculty Assembly meeting in which they are introduced provided that all members of the Faculty Assembly shall have received a copy of the amendments at least thirty (30) calendar days prior to the regular Faculty Assembly meeting. Amendments must receive the approval of two-thirds of the Faculty Assembly members present and voting.

Appendix I

Guidelines and membership of School of Health and Human Sciences Standing Committees

School of HHS Curriculum Committee: The Committee shall oversee graduate and undergraduate curriculum matters and make recommendations to the University Undergraduate Curriculum Committee and the Graduate Studies Committee.

- This committee shall include a voting member of each department and program elected by the department who shall serve a three year term*. Committee members shall have to option to serve a second consecutive term. A department may waive their right for representation on this committee, but must have appropriate representation in cases where that department's matters are under consideration. The Dean may make ex officio/liaison appointments to the committee as appropriate.

School of HHS Promotion and Tenure Evaluation Committee: The committee shall advise the Dean on recommendations for promotion and/or changes in tenure status of the faculty. The committee will also be responsible for the writing and revising of School level promotion and tenure policies and guidelines.

The Committee shall consist of 8 tenured faculty members. A minimum of 5 members shall be Professors. As part of annual elections administered by the HHS Elections and Appointments Committee, six members of the Committee shall be elected at large from the tenured faculty of the School to serve three-year terms, with typically two members rotating off and two new members being elected each year. The School executive committee (Dean and Associate Deans with faculty appointments) shall appoint two tenured members of the School faculty to serve three-year terms. Faculty may serve two consecutive elected terms. No department shall be represented by more than one member, unless conflicts occur due to meeting the minimum number of full professors or conflict with term limits.

- All Committee members have full voting rights for evaluating candidates for promotion to the rank of Associate Professor or Professor and/or for tenure.
- Neither department chairs nor individuals being recommended for promotion in a given year are eligible for membership on the Committee.
- An associate dean will serve as liaison to the committee and attend meetings pertaining to policy and procedures as a non-voting member, but will not attend meetings where cases are reviewed and deliberated.
- Members of the committee may not be present, participate, be consulted, or vote on proposed personnel issues involving members of their own department. (University policy dictates that members of the Unit Personnel Committee may only vote at the departmental level for personnel matters involving faculty in their own department.)
- Prior to the end of spring term each year, the Committee shall elect a chair who shall convene the committee, preside at meetings, and serve as spokesperson for the following academic year.

Faculty Academic Professional Track Evaluation. The committee shall advise the Dean on recommendations for promotion and/or changes in status of the academic professional track faculty. The committee will also be responsible for the writing and revising of School level academic professional policies and guidelines.

- The Committee shall consist of 8 Academic Professional Associate Professors or Professors, with one representative from each department. A minimum of 1 Academic Professional Full Professor is required, although 2 Full Professors are preferred. As part of annual elections administered by the HHS Elections and Appointments Committee, six members of the Committee shall be elected at large from the Academic Professional Associate Professors or AP Professors in the School to serve two-year terms. The School executive committee (Dean and Associate Deans with faculty appointments) shall appoint two members of the School faculty to serve two-year terms. No department shall be represented by more than one member. Faculty may serve two consecutive terms.*
- All Committee members have full voting rights for evaluating candidates for promotion to the rank of Associate Professor or Professor.
- Neither department chairs nor individuals being recommended for promotion in a given year are eligible for membership on the Committee. If an individual is not eligible for membership because they are going up for promotion, that individual should be allowed to return the following year to fulfill the remainder of their term.
- An associate dean will serve as liaison to the committee and attend meetings pertaining to policy and procedures as a non-voting member but will not attend meetings where cases are reviewed and deliberated.
- Prior to the end of spring term each year, the Committee shall elect a chair who shall convene the committee, preside at meetings, and serve as spokesperson for the following summer and academic year. A summer designee will be appointed in place of the chair when the chair's contract period is less than 12 months

*Exceptions to term limits may be approved by the Dean upon request

Diversity, Equity, and Inclusion Committee: The committee shall integrate systemic and sustainable inclusive excellence within the School of Health and Human Sciences through: Systemic Policy Enhancement, Education and Training, Building Inclusive Climate, and Assessment. The committee shall advise the HHS Dean on recommendations on bureaucratic transformation and systemic accountability for institutional practices. The committee shall collectively aim to harness and scaffold sustainable change in the diversity of faculty, staff and students, and cultivate a culture of care that privileges diversity, equity, and inclusion for all.

- The committee shall consist of at least seven (7) members. As part of elections administered by the HHS Elections and Appointments Committee, four (4) members of the committee shall be elected at-large from faculty of the School. Three (3) members of

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the committee shall be appointed by the HHS Dean with at least one staff member represented in consultation with the committee co-chairs.

- The committee members shall be elected and appointed from any rank or position across all departments, offices, and/or programs in HHS.
- The committee members shall serve a minimum of two-year terms*. Members may extend their service on the committee if re-appointed by the Dean or re-elected at large by the faculty of the school.
- The HHS Dean shall appoint committee co-chairs. If a co-chair is not available, one committee chair is acceptable to function as a committee.
- The committee shall provide selection criteria for the HHS Dean to support the appointment process of members to the committee. The committee supports a diverse membership across dimensions of diversity including but not limited to age, race, color, sexual orientation, gender identity, religion, class, national origin, creed, political affiliation, veteran status, disabling condition, income, marital status, parental status, neuro-typical/atypical status, and work experience for an inclusive representation of the school and to ensure a shared responsibility of implementing diversity, equity, and inclusion efforts.
- The committee shall receive an annual allocation of financial support from the HHS Dean's Office to support professional development and to work towards its mandate. The HHS Dean's Office shall strongly encourage departments and/or individuals to contribute to the annual HHS allotment of financial resources.
- The committee shall collaborate in at least one (1) equity audit every three (3) years to review policies, practices, and processes in HHS (e.g., promotion, resource allocation, hiring practices).

*Exceptions to term limits may be approved upon request by the Dean

Elections and Appointments Committee. The committee is responsible for overseeing the elections and appointment processes for all UNCG Faculty Senate (see faculty senate.uncg.edu) and School standing and ad hoc committees.

- The Elections and Appointments Committee Chair (Elections Officer), elected by the Faculty, will lead the committee and will serve as the HHS representative to the UNCG Faculty Senate's Elections and Appointments Committee. The Chair's term will be three years.
- The HHS Faculty Assembly Chair will serve as co-chair in support of and assistance to the Elections and Appointments Committee Chair. The Committee will be comprised of the Elections Officer, the Faculty Assembly Chair, and the past Faculty Assembly Chair.
- Nominations for all open UNCG Faculty Senate committees will be solicited electronically from all HHS faculty by the Elections and Appointments Committee Chair and are due by no later than March 1st each year. The open nomination period will be

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from February 15th-March 1st. Any HHS faculty member may be nominated (including self-nominations), pending verification of eligibility. Eligibility criteria will be listed in the nominating materials and will be confirmed by the HHS Dean's Office.

- Elections for open positions on UNCG Faculty Senate committees and for HHS School roles, including Faculty Assembly Chair-Elect, Elections and Appointments Committee Chair, Senators and Alternates, etc., will be held during March of each academic year electronically. The election will be open for a minimum of 2 weeks. Election results for all open UNCG Faculty Senate committees for the next academic year are due to the Faculty Senate by no later than March 31. If multiple people are elected simultaneously the terms shall be staggered as needed.
- For standing School committees, the names of the committee replacements for the following academic year are due to the Elections Officer by March 31. Committee Vacancies shall be filled by The Elections and Appointment Committee Chair in conjunction with the Dean's Office and other department chairs as needed.

*Exceptions to term limits may be approved upon request by the Dean.