



SCHOOL OF HEALTH AND HUMAN SCIENCES INSTRUMENT OF GOVERNANCE

April 25, 2012

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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 discharged.

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 meet 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 Assembly Executive 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 him/her by the Chair. The Chair-Elect shall also serve on the Executive Committee. The Chair-Elect shall serve a one-year term coinciding with that of the Chair.

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

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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.

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

A majority (51% or greater) vote of those present and eligible to vote at Faculty Assembly meetings shall be required to pass motions and resolutions. Voting shall ordinarily occur by voice or show of hands during Faculty Assembly meetings. When deemed advisable by the Chair, or when requested by any member, a secret ballot shall be conducted. If a faculty member is unable to attend a meeting where an action item is on the agenda, that member may vote by proxy by giving the vote to any Executive Committee member in writing prior to the Faculty Assembly meeting.

For items of business such as elections to university committees or the UNCG Faculty Senate which require voting at times other than during Faculty Assembly meetings, electronic voting via Blackboard or similar electronic source will be used. The School representative on the UNCG Committee on Committees will serve as Elections Coordinator for these electronic elections.

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 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 at the beginning of each academic year. 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

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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:

- ***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 Welfare, Culture, and Professional Development.*** The committee shall promote and provide opportunities for faculty development, traditions, service, events, awards, and recognition.
- ***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.

All Standing Committees shall include a voting member of each department elected by the department who shall serve a three year term. A department may waive their right for representation on committees other than Faculty Promotion, Tenure and Evaluation, and Faculty Academic Professional Track Evaluation. Members of the Faculty Promotion, Tenure, and Evaluation Committee shall be tenured members of the faculty at the rank of Professor unless the department has no tenured full professors. In such cases, a tenured Associate Professor may serve. Department Chairpersons and Program Directors of academic programs not affiliated with an academic department may neither serve on the Faculty Promotion and Tenure Committee nor the Faculty Academic Professional Track Evaluation Committee. The Dean may make ex officio appointments to committees as appropriate.

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.

Approved by the Faculty of the School of Health and Human Sciences: April 25, 2012

Amended by the Faculty of the School of Health and Human Sciences on December 2, 2014

Amended by the Faculty of the School of Health and Human Sciences on April 29, 2015