

BYLAWS OF THE  
FACULTY OF THE UNIVERSITY OF TEXAS SCHOOL OF  
HEALTH PROFESSIONS AT GALVESTON

PREAMBLE

The Faculty of The University of Texas School of Health Professions at Galveston, The University of Texas Medical Branch at Galveston, have adopted the following bylaws to assist in the orderly conduct of their affairs and to expedite the performance of their obligations in accordance with administrative policies and The Rules and Regulations of the Board of Regents of The University of Texas System, hereafter called the Regents' Rules and Regulations.

These bylaws and any amendments thereto are subject to the approval of The University of Texas Medical Branch Administration and the Board of Regents of The University of Texas System.

**Article I**  
**Definition, Name, Purpose, and Functions**

- Section 1. Definition - The University of Texas School of Health Professions, hereafter called the School, is an educational and research component of The University of Texas Medical Branch, Galveston, Texas. It is a body of individuals whose primary purposes are 1) to graduate students who will practice in health professions other than medicine and nursing and 2) to perform scholastic endeavors related to these fields. The School is composed of the faculty, including School administrative officers, and the educational support personnel.
- Section 2. Name - The assembled body of the faculty of the School is called the Faculty Assembly.
- Section 3. Purpose - The Bylaws of the Faculty express the philosophy of the faculty in regard to their responsibility 1) to the objectives of the School, 2) to the manner in which they organize themselves for the accomplishments of those objectives, and 3) to the involvement of faculty in the affairs of the School. To accomplish the objectives of the School, the faculty recognize the need for an effective relationship between their members and those individuals or groups with whom they interact, either individually or collectively, including fellow faculty, administrators, educational support personnel and students either in the School, The University of Texas Medical Branch or other components of The University of Texas System.
- Section 4. Functions - In addition to providing instruction for students, the faculty has professional responsibility for self-development and promoting the

professional development of others, for participating in the governance of the School and contributing to its progress and for maintaining an advisory role in those affairs of students which relate to their education and professional conduct.

- A. Academic Affairs - The faculty is responsible for instruction in the School. To satisfy this obligation, both to the individual student and to the people of the State of Texas, it shall be the responsibility of the faculty within the limitations set by the Regents' Rules and Regulations, to:
  - 1. Recommend standards for students' admission, progress, promotion, and certification for graduation and proficiency,
  - 2. Uphold the standards of the curricula; and
  - 3. Contribute to policies and procedures that affect the quality of instruction and learning.
- B. Scholarly Endeavors - The faculty shall pursue scholarly endeavors such as, but not limited to, research and professional writing for contributing to the body of medical/scientific knowledge.
- C. Continuing Education - The faculty shall promote continuing education activities to encourage and nurture professional competencies.
- D. Administrative Affairs - The faculty shall maintain an active interest in the future of the School and contribute to its progress. Therefore, they shall be consulted upon general administrative affairs of the School as authorized by the Regents' Rules and Regulations and shall perform administrative duties as authorized by the Regents' Rules and Regulations.
- E. Student Affairs
  - 1. The teaching obligations and functions of the faculty require that they shall have the responsibility of prescribing the standards of professional conduct for the students in the School.
  - 2. The faculty shall recommend and advise on matters affecting the quality of life for students in the School.
  - 3. The faculty shall encourage the students, through their organizations, to regulate their own affairs and to participate in the operations of the School.

- F. Professional Affairs - The faculty recognizes its membership in the professional and academic community and shall contribute to these communities.
- G. Community Affairs - The faculty recognizes the School's membership in the community-at-large and shall promote activities beneficial to that community.

**Article II**  
**Membership and Rights of Members**

Section 1. Faculty Membership Defined - The Faculty of the School of Health Professionals shall include full members and affiliate members.

Section 2. Full Members

- A. Tenured or Tenure-Track - All persons who have been appointed by the Board of Regents of The University of Texas System to the rank of professor, associate professor, assistant professor, or instructor on a tenure-track in an academic department or division of The University of Texas School of Health Professionals at Galveston shall be entitled to participate in deliberations of and vote upon all business brought before the faculty, hold office, and participate as members of all committees and task forces of the faculty.
- B. Nontenure-Track - All persons who have been appointed by the Board of Regents of The University of Texas System to a nontenure-track rank of professor, associate professor or assistant professor with research appointments, or to a full or part time position of instructor, senior lecturer, lecturer, assistant instructor/teaching associate (excluding graduate students) of The University of Texas School of Health Professions at Galveston, shall be nontenure-track full members of the faculty. A nontenure-track full member of the faculty shall be entitled to participate in deliberations of and vote upon all business brought before the faculty, hold office, and participate as members of all committees and task forces of the faculty except the Appointment, Promotion, Tenure and Post-Tenure Review Committee.
- C. Administrative - The dean, and other holders of administrative titles (such as vice dean, associate dean, assistant dean, etc.), of The University of Texas School of Health Professions at Galveston, as appointed, shall be entitled to participate in deliberations and vote upon all business brought before the faculty and participate as members of all committees and task forces except as described in the composition of those committees.

- D. Ex Officio - The Chancellor and Executive Vice Chancellor for Health Affairs of The University of Texas System, the President of The University of Texas Medical Branch at Galveston, and the Dean of the School of Health Professions at Galveston shall be full members of the faculty, ex officio.
- Section 3. Affiliate Members - All persons who have been appointed by the Board of Regents of The University of Texas System to the Faculty of The University of Texas School of Health Professions at Galveston in ranks other than those listed in Article II Section 2, A, B and C, above shall be affiliate members of the faculty. Affiliate members of the faculty shall be entitled to participate in the deliberations of the faculty and serve on special committees of the faculty; however, an affiliate member shall not hold office, serve on standing committees of the faculty, or vote on any business brought before the faculty.
- Section 4. Appointment, Promotion and Tenure - Appointment, promotion and tenure shall be governed by the Regents' Rules and Regulations using criteria and documented procedures approved by the faculty.
- Section 5. Officers - The Faculty Assembly shall elect officers to manage its affairs.
- A. Chair of the Faculty Assembly - Shall be a tenured or tenure-track faculty member except those who are members of the Deans' Council.
  - B. Chair Elect of the Faculty Assembly - Shall be a tenured or tenure-track faculty member except those who are members of the Deans' Council.
  - C. Parliamentarian - Shall be a full faculty member.
  - D. Secretary/Treasurer - Shall be a full faculty member.
- Section 6. Academic Freedom - Academic freedom and the rights and responsibilities of faculty members are set out in the Regents' Rules and Regulations.
- Section 7. Termination of Membership - Membership shall be terminated upon resignation or termination of a member's appointment in the School.
- Section 8. Faculty Grievances - Faculty grievances are subject to the Regents' Rules and Regulations and applicable institutional rules.

**Article III**  
**Faculty Relationship with the Administration of the School of Health Professions  
at Galveston**

Section 1. General - Administration of the School shall be conducted by the Dean and others, such as vice deans, associate deans, assistant deans, and other titles, who may be nominated by the Dean, appointed by the President of The University of Texas Medical Branch at Galveston, and approved by the Board of Regents.

Section 2. Purpose of the Administration - To perform day-to-day decision-making related to School operations, to participate in long range planning, and to make administrative decisions. Its members shall serve as liaison to the departments, divisions, and Faculty Assembly of the School as well as other institutional components and the local, state, and national communities. It shall facilitate activities of the faculty and other components of the School.

#### **Article IV**

### **Faculty Relationship to the Educational Departments and Educational Resource Components of the School**

Section 1. Departments

- A. General - The departments of the School shall be responsible for their respective professional curricula, including both didactic and clinical components.
- B. The departments of the School shall have the responsibility and authority to establish standards for selecting students for their respective educational programs, to recommend students for admission, to prepare curricula for those students whom they uniquely serve, and to recommend those students for promotion, academic probation, academic suspension, academic dismissal, graduation, and certification.

Section 2. Educational Support Components.

Definition - The Educational Support Components of the School of Health Professions is comprised of those individuals who provide administrative and technological support services for the School and are not members of the faculty.

#### **Article V**

### **Committees and Task Forces of the Faculty**

Section I. General

A. Purpose: The faculty forms committees, task forces, and councils to accomplish the functions and objectives of the School.

B. Functions:

1. Standing Committees: The following standing committees address School functions that are required by the Board of Regents.

a. Appointment, Promotion and Tenure Committee

b. Post Tenure Review Committee

c. Student Awards Committee.

d. Gradings and Promotion Committee

e. Curricula Committee

The specific functions of each of these standing committees are outlined in their respective sections within this article.

Other standing committees may be formed by the Faculty Assembly to manage ongoing/recurring activities of the School.

2. Special Committees and Task Forces: Special committees and/or task forces may be formed by the Faculty Assembly to address other specific functions and/or objectives.

Section 2. Appointment, Promotion and Tenure Committee

A. Purpose: The Appointment, Promotion and Tenure Committee is to make recommendations to the Dean regarding a faculty member's qualifications for appointment, promotion and/or tenure.

B. Functions: The Appointment, Promotion and Tenure Committee shall:

1. evaluate the qualifications and credentials of candidates for faculty appointment as well as the effectiveness of faculty member recommended for promotion and/or tenure.

2. report the Committee's findings and recommendations to the Dean, and

3. review and recommend changes in criteria and procedures for appointment, promotion and tenure and maintain cognizance for the faculty of the Regents' Rules and Regulations pertaining thereto.
- C. Composition: This Committee shall be composed of five members elected by the faculty. Four members will be tenured and one non-tenured (tenure track), with a maximum of two members from any one department being allowed to serve a term of three years starting in the Fall of 2002. A chairperson and vice chairperson shall be elected by the Committee from its members. The Dean or the Dean's designate shall serve as an ex officio member without vote in deliberations regarding department chairpersons. Department chairpersons shall serve as ex officio members without vote in deliberations regarding faculty within their respective departments.

### Section 3 Post Tenure Review Committee

- A. Purpose: assure that faculty members are meeting their responsibilities to the University and to the State of Texas.
- B. Functions:
1. Periodic evaluation of tenured faculty to provide guidance for continuing and meaningful faculty development.
  2. Assist faculty in enhancing professional skills and goals.
- C. Composition:  
This Committee shall be composed of five members. Three tenured members shall be elected by the tenured members of the Faculty Assembly. One member shall be a tenured representative of the Chairs Council. One member shall be a tenured faculty member from another UTMB School. The PTR Committee members will elect a chair-elect each year. After serving one year as chair-elect, this individual will assume the chair position for one year.
- D. Resolution of Divergent Findings: When the APT and PTR findings are markedly divergent, the PTR Chair will call a joint meeting of the APT and PTR committees. The members of both committees involved in the review will consider the findings of both committees and if possible, resolve significant/major differences in the findings and/or perceived implications of those findings. If there is still a significant difference, after discussing what each group reviewed and how it was weighed or interpreted, then a majority as well as a

minority report will be formulated, including why each group weighed or interpreted the items in significant areas differently.

#### Section 4 Student Awards Committee

- A. Purpose: The Student Awards Committee shall coordinate nomination, selection, and award of departmental and School-wide scholarships and awards.
- B. Composition: The Committee shall be comprised of one faculty member from each department, one of whom shall serve as chair, the Associate Dean of Student of Affairs, ex officio, and a representative from the Offices of Student Affairs and the Dean.
- C. Responsibilities: Student Awards Chair shall be a full faculty member who volunteers to fill this position.
- D. Conduct of Business: The Committee will determine its operating procedures in compliance with the Bylaws and the policies of the School.

#### Section 5. Gradings and Promotion Committee

- A. Purpose: The Gradings and Promotion Committee shall ensure that educational standards are maintained by all students enrolled in the School.
- B. Functions: The Gradings and Promotion Committee shall:
  - 1. review records, data, and recommendations from the various departments regarding the academic status of students within those departments, and based upon that review, approve or deny students for academic probation, suspension, or dismissal, and
  - 2. review the records, data, and recommendations of the various departments regarding promotion and/or graduation, and based upon that review, recommend students to the faculty for certification and/or graduation.
- C. Composition: The Committee shall be composed of the chairpersons of all the departments in the School of Health Professions. A Chairperson and a vice chairperson shall be elected by majority vote from the members of the Committee. The vice chairperson shall chair the Committee during any deliberations involving students of the chairperson's department. The Associate Dean for Academic and Student Affairs shall serve as ex officio member without a vote.

#### Section 6 Curricula Committee

- A. Purpose: The SHP Curriculum Committee shall consider matters relating to curriculum within the SHP, at the undergraduate and graduate levels, where the degree and/or certificate is awarded by the SHP.
- B. Function: The SHP Curriculum Committee, for those programs awarding degrees and/or certificates through the SHP, shall:
1. Identify generic competencies for graduation and standards for demonstration of such;
  2. Review and make recommendations, regarding proposed courses to the Dean or the Dean's designate;
  3. Review and make recommendations, regarding proposed programs, to the Faculty Assembly and the Dean or Dean's designate;
  4. Identify and make recommendations regarding outcome measures and implementation of interdisciplinary competencies to the Dean or the Dean's designate.
  5. Consider other curriculum-related matters as assigned to it by the Faculty Assembly.

In addition, the Curriculum Committee shall review, make recommendations, and or provide endorsement, to the Faculty Assembly and the Dean or the Dean's designate, regarding proposed programs to be housed within the SHP but culminating in a degree awarded by another school within UTMB

- C. Composition: The Curriculum Committee shall be composed of representatives appointed by the chair or head of each department and division of the School whose degree(s) or certificates is/are granted by the SHP. The Dean or the Dean's designate shall serve as an ex officio member without vote. Terms of service shall be two years with a maximum of two consecutive terms for members. The chairperson shall be elected by the committee from its members and shall serve for a period of one year with a maximum of two consecutive terms. In those cases where external expertise is needed the committee shall, in concert with the Dean, seek ad hoc member(s) to serve on the committee during deliberations related to the proposed course/curriculum

**Article VI**  
**Meetings, Rules, and Procedures**

- Section 1. Regular Meetings - The Faculty Assembly will meet every other month (September, November, January, March, May, and July). The meetings shall be considered open to all interested parties according to the laws of the State of Texas.
- Section 2. Special Meetings - Special meetings of the faculty may be called by the Dean or the Chair of the Faculty Assembly.
- Section 3. Conduct of meetings - The Chair of the Faculty Assembly shall establish the agenda and conduct meetings of this assembly.
- Section 4. Rules of Order - All regular and special meetings of the Faculty Assembly, shall be conducted in accordance with the current edition of Robert's Rules of Order.
- Section 5. Minutes - Minutes of each meeting shall be published and distributed to the members of the Faculty Assembly and may be distributed to affiliate members.
- Section 6. Quorum - A quorum of the Faculty Assembly shall be at least one third of the total number of members.

**Article VII**  
**Adoptions and Amendments**

- Section 1. Adoption - These bylaws, having been presented to a regular meeting of the faculty, shall be adopted by a two-thirds vote of the faculty members present and voting at any subsequent regular meeting, or special meeting called for that purpose, and shall take effect upon the recommendation of the President of The University of Texas Medical Branch at Galveston and approval by the Board of Regents of The University of Texas System.
- Section 2. Repeal of Prior Bylaws - Adoption and approval of these bylaws shall repeal and set aside all prior bylaws that have governed the conduct of business and the organization of the faculty.
- Section 3. Amendment - These bylaws may be amended by a two-thirds vote of the full members present provided a quorum is present and voting at any regular meeting of the faculty or special meeting called for that purpose. Such amendment or amendments must have been offered at a previous meeting or published in writing to the faculty not less than 30 days prior to

the regular or special meeting at which the vote is to be taken. Amendments shall take effect upon adoption by the faculty, recommendations of the President of The University of Texas Medical Branch at Galveston, and approval by the Board of Regents of The University of Texas System.

ByLaws updated 99-00, 00-01 Marilyn R. Childers

ByLaws updated June 2002, R. Marion, C. Martine, & H. Rogers.

ByLaws updated December 2016, Marlene B. Salas-Provance