

# **BYLAWS**

## **Human Physiology and Nutrition**

**University of Colorado Colorado Springs  
Helen and Arthur E. Johnson Beth-El  
College of Nursing and Health Sciences**

### **Article I - Name**

Human Physiology and Nutrition Program

### **Article II – Purpose**

The Human Physiology and Nutrition program is an academic unit within the Helen and Arthur E. Johnson Beth-El College of Nursing and Health Sciences at the University of Colorado Colorado Springs (UCCS). We are committed fostering a respectful and supportive environment for faculty, staff and students. We are dedicated to teaching and mentoring undergraduate and graduate students, research and scholarly activity in the disciplines, and service to program, college, university, profession and community.

### **Article III - Membership**

The regular faculty consists of those holding the title of instructor, senior instructor, assistant professor, associate professor, or professor (including those on clinical or research tracks) who have at least a 0.50 FTE appointment in the program. All regular faculty members are bestowed with voting rights and responsibilities pertaining to the governance of the program.

### **Section 1 – Officers**

The chair shall be a tenured faculty member who is appointed by the dean. The chair acts as the executive officer within the department and represents the program in college, university, and community affairs. Specific responsibilities of the chair are defined by the CU Office of Policy and Efficiency (<https://www.cu.edu/ope/aps/1026>)

Graduate program coordinators shall be appointed by the chair. The Program Coordinators are responsible for specific graduate degree programs, including but not limited to, the accreditation of those programs. Each academic year the coordinator ensures that the program meets accreditation and/or programmatic/departmental/university standards. Responsibilities also include student recruitment, student advising and maintaining the quality of the program. Specific responsibilities of program coordinators are defined by the UCCS Graduate School ([http://www.uccs.edu/graduateschool/graduate-school-rules.html#j\\_d](http://www.uccs.edu/graduateschool/graduate-school-rules.html#j_d)).

## **Article IV – Ad Hoc Committees**

Special ad hoc committees or duties may be appointed by the chair to assist with departmental administration.

## **Article V - Meetings**

The chair shall schedule and conduct regular department meetings during the academic year (a minimum of two in each of the fall and spring semesters) to discuss issues concerning the program.

The chair shall circulate a proposed agenda ahead of time. Every member has the right to add items to the agenda.

Others associated with the program, including staff, research technicians, adjunct faculty, and lecturers, may attend program meetings.

## **Article VI - Voting**

Regular faculty members are eligible to vote on any issues that affect their specific responsibilities within the program (e.g. classes taught, ability to conduct research, service load) or general terms and conditions of employment.

Voting shall be conducted by anonymous, electronic ballot, unless a quorum of least 50% of all regular faculty members approves a motion to call the vote during a meeting. Failure to vote shall constitute abstention.

The department chair will circulate pertinent materials, administer the voting procedure and disseminate the results in a timely manner.

Simple majority (>50%) shall determine the outcome of a vote. In the event that a majority cannot be established, the two top choices will be put to a second vote. In the event of a tie, the ballot will be recast. In the event of a second tie, an alternative option will be developed, or the dean will be asked to serve as a tiebreaker. Article VII – Revisions and addendums

These bylaws may be revised or amended as deemed appropriate by the Human Physiology and Nutrition Program, as determined by a two-thirds majority vote of all regular faculty members, except where doing so would place this document in conflict with the governance documents of the Helen and Arthur E. Johnson Beth-El College of Nursing and Health Sciences or the University of Colorado Colorado Springs.

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Version 1

Faculty Approval 01.30.19

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