

**BYLAWS: POLICIES AND PROCEDURES**  
**DEPARTMENT OF HEALTH SCIENCES**  
**HELEN AND ARTHUR E JOHNSON BETH-EL**  
**COLLEGE OF NURSING AND HEALTH SCIENCES**  
**UNIVERSITY OF COLORADO AT COLORADO SPRINGS**

Approved by the Health Sciences Faculty: 2/17/2020

**PREAMBLE**

These Bylaws describe the procedures and policies by which the Department of Health Sciences at University of Colorado Colorado Springs self-governs and carries out the responsibilities and privileges entrusted to it. In its instructional role, the Department of Health Sciences offers undergraduate and graduate courses and degree programs in the Health Sciences that include classroom, laboratory, community and research experiences. To support the University research mission, we maintain and encourage the research programs of faculty and students in the Health Sciences by providing laboratory facilities, equipment, staff and other services. The Department also fosters strong ties between research and instruction by involving students, both undergraduate and graduate, in research with faculty mentors. To serve the community outside the Department, we make available the specialized expertise and services of our faculty and students to the University, city, state and nation. In accord with the University's mission and purpose as a creator and purveyor of knowledge and ideas, these bylaws enable the Department of Health Sciences to encourage its faculty, faculty associates, and students to seek a productive balance between teaching, research and service.

**ARTICLE I. NAME OF ORGANIZATION**

Department of Health Sciences.

**ARTICLE II. PURPOSE**

The Health Sciences Department 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 to 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 discipline of Health Sciences discipline and service to the department, college, university, profession and community.

**ARTICLE III. MEMBERSHIP**

The voting members of the Department of Health Sciences are faculty who have at least a 0.50 Full Time Equivalent (FTE) appointment in the Department as defined by the UC Board of Regents Policy 5: Faculty.

**ARTICLE IV. OFFICERS**

A. Department Chair

1. Selection:  
The Department Chair shall be a tenured faculty member who is appointed by the Dean in consultation with the department faculty/staff.
  2. Responsibilities:  
The Department Chair acts as the executive officer within the department and represents the program in the college, university, CU system and community affairs. Specific responsibilities of the Department Chair are defined by the CU Office of Policy and Efficiency (<https://www.cu.edu/ope/aps/1026>).
- A. Program Coordinators
1. Selection:  
The Program Coordinators shall be appointed by the Department Chair in consultation with the department faculty/staff.
  2. Responsibilities:  
The Program Coordinators are responsible for departmental programs, including accredited programs and graduate degree programs. Each academic year Program Coordinators ensure that the program meets accreditation and/or departmental/university standards. Responsibilities also include student recruitment, student advising and maintaining the quality of the program. Specific responsibilities of the Graduate Program Coordinators are defined by the UCCS Graduate School. (<https://www.uccs.edu/graduateschool/current-students/policies-and-procedures>)

## **ARTICLE V. RIGHTS AND PRIVILEGES OF THE HEALTH SCIENCES FACULTY**

The faculty of the Department of Health Sciences shall possess all rights, privileges and prerogatives conferred upon it by the Board of Regents, the University Administration, and the Academic Constitution and Bylaws of The University of Colorado. Specifically, the faculty in the Department of Health Sciences shall have the authority to:

- A. formulate educational, curricular, and personnel policies that fall within the purview of the Department, and enact rules, regulations and Bylaws to promote and enforce such policies.
- B. formulate Bylaws detailing the governance of the Department; and
- C. receive and act upon reports of its Committees.

## **ARTICLE VI. MEETINGS**

- A. The Department Chair or a delegate shall preside over meetings of the Department. The Department Chair shall schedule and conduct meetings during the academic year (a minimum of two each in the fall and spring semesters to discuss issues concerning the department). The Department Chair shall circulate a proposed agenda ahead of time. Every member has the right to add items to the agenda.
- B. Others associated with the Department of Health Sciences, including academic professionals, research technicians, adjunct faculty, and staff, may attend Department meetings.

- C. An administrative assistant, appointed by the Chair, shall record minutes that shall be distributed to the faculty before the next Department meeting. The minutes shall include records of those who attended the meetings.

### **ARTICLE VII. VOTING**

- A. A quorum of at least two-thirds of the Health Sciences Faculty is required to call a vote. A simple majority of those present and voting at meetings of the Department shall be sufficient for the adoption of all measures, except when otherwise specified in these bylaws. The base number of faculty present to achieve a quorum shall exclude faculty on sabbatical, administrative or other sorts of leaves.
- B. Regular faculty members are eligible to vote on any issues that affect their specific responsibilities within the department (e.g. classes taught, ability to conduct research, service load) or general terms and conditions of employment.
- C. Voting shall be conducted by either show of hands or anonymous written vote during a meeting at the discretion of the presiding officer. The presiding officer may also call for an electronic vote as deemed necessary by the officer or at the request of any member of the Health Sciences Faculty. A faculty member may make this request of the presiding officer at any time and the request may be kept anonymous. A simple majority of all regular faculty members in attendance at a meeting, through anonymous written vote at the meeting, may, for any motion, alter a voting process determined by the presiding officer. Abstentions shall not count negatively nor positively towards the vote, but shall contribute towards a quorum. Failure to vote will count as an abstention.
- D. When a vote is called, a simple majority (>50% of faculty present) shall determine the outcome of a vote. In the event that a majority cannot be established on a vote, 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, the Dean will be asked to serve as the tiebreaker.
- E. The Department Chair and or Program Assistant will circulate pertinent materials to administer the voting procedure and disseminate results in a timely manner.

### **ARTICLE VIII. DEPARTMENT STANDING COMMITTEES**

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

### **ARTICLE BYLAWS REVISION AND ADDENDUMS**

These Bylaws may be revised or amended as deemed appropriate by the Department of Health Sciences Faculty, 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 Science or the University of Colorado Colorado Springs.