

**THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO**

**SCHOOL OF HEALTH AND HUMAN PERFORMANCE**

**BYLAWS**

**I. STANDING COMMITTEES OF THE FACULTY ASSEMBLY**

***A. Executive Committee – Elected***

The Executive Committee will consist of the Assembly officers, (Chair, Chair-Elect, Past-Chair), and one additional member from each academic department not otherwise represented by the officers. These additional members will serve a one-year term. The Assembly Chair will serve as Chair of the Executive Committee. The Chair may augment the Executive Committee, on an ad hoc basis, to provide information and clarify issues facing the Assembly.

The Chair-Elect will be elected by the Assembly from a slate prepared by the Executive Committee. Faculty may submit nominations to the Executive Committee. At least two nominees must be included on the ballot which will be distributed to the faculty of the School by mail in the Spring semester. Results of the election will be transmitted to all faculty in the School of HHP.

The charge to the Executive Committee will be as follows:

Create ad hoc committees, as necessary, to conduct School business.

Appoint members to all ad hoc School Assembly committees.

Present a slate and conduct elections of the Chair-Elect of the Assembly.

Appoint and/or conduct elections for School faculty representatives to University committees.

Examine the impact of important University issues on the School of HHP.

Bring important University issues before the Assembly for discussion and Decision making.

***B. Personnel Committee – Elected***

The Personnel Committee will include one tenured representative from each academic department, elected by the faculty of that department.

Representatives will serve three-year terms. The Dean will serve on the committee ex-officio. The charge to the committee will be as follows:

Make a recommendation to the Dean regarding tenure and/or promotion of each candidate in accordance with current School Bylaws on “Appointment, Reappointment, Merit, Promotion and Tenure Procedures.”

Review School procedures regarding policies and procedures for promotion, tenure, contract renewal, searches, faculty and staff evaluations, and affirmative action, and bring recommendations to the Faculty Assembly.

Establish and administer School faculty grievance policies and procedures.

Hear, mediate and advise on faculty grievances concerned with matters directly related to a faculty member’s employment status and institutional relationships on this campus in accordance with the provisions of the Code of the University of North Carolina. Matters which are within the jurisdiction of another standing University committee, such as suspension, discharge or termination, shall not be considered by the Personnel Committee. The Committee may, by majority vote, decline to hear a grievance.

***C. The Curriculum Committee – Elected***

The Curriculum Committee will include one representative from each academic department to be elected by the faculty of that department. Representatives will serve three-year terms. The Dean, or the Dean’s designate, will serve on the committee ex-officio. The charge to the committee will be as follows:

Review proposals for all major additions and changes in curricula proposed by the departments in the School.

Review proposals for all new courses.

Forward recommendations regarding new courses and program additions and/or changes to the University Committee(s), and when appropriate, to the appropriate administrative unit via the Dean of the School.

Assist the Dean in graduate and undergraduate program evaluation and planning.

***D. Teaching Awards Committee – Elected***

The Teaching Awards Committee will include one representative from each academic department to be elected by the faculty of that department.

Representatives will serve two-year terms. The Dean's designate, will serve on the committee ex officio. The charge to the committee will be as follows:

Call for nominations for Faculty and Graduate Student Teaching Excellence Awards.

Set appropriate guidelines for the evaluation of individuals for the Faculty and Graduate Student Teaching Excellence Awards.

Review and recommend to the Dean the Faculty and Graduate Student Teaching Excellence Awards each year.

***E. Committee on Diversity – Elected***

The Committee on Diversity will include one representative from each academic department to be elected by the faculty of that department. Representatives will serve two-year staggered terms. The Dean, or Dean's designate, will serve on the committee ex-officio. The charge to the committee will be as follows:

Promote the Summer Institute on Race and Gender Scholarship (SIRGS) to the HHP faculty.

Solicit applications to attend the SIRGS from HHP faculty.

Select HHP faculty to attend the SIRGS.

Appoint a steering committee to plan, organize, and implement the SIRGS for the year(s) HHP hosts the SIRGS. This steering committee will be appointed one year prior to HHP's hosting of the SIRGS.

Follow-up and continue working on matters of diversity of interest to the School.

***F. Alumni Awards Committee – Elected***

The Alumni Awards Committee will include one representative from each academic department to be elected by the faculty of that department. Representatives will serve two-year staggered terms. The Past-Chair of the Assembly will serve as chair of this committee. Committee members must be tenured and hold the rank of associate or full professor. The Dean, or Dean's designate, will serve on the committee ex-officio. The charge to the committee will be as follows:

Disseminate information concerning the Distinguished Alumni and the Ethel Martus Lawther awards to all departments in a timely fashion.

Solicit nominations from all departments and see that nominees from the previous year are included in the list of nominees.

Select the Distinguished Alumni award recipient(s) and work with Department Heads to select the Ethel Martus Lawther award recipient(s).

Forward the names of award recipients to the Office of the Dean; awardees will be notified by the Dean of their selection.

*August 15, 1991*  
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*Revised June, 1997*  
*Revised October 15, 1998*

## **II. APPOINTMENT, REAPPOINTMENT, MERIT, PROMOTION, AND TENURE PROCEDURES**

### **A. Charge to Department**

Each department, through its Head, shall be responsible for the initiation of faculty and non-faculty appointments, reappointments, tenure, promotion and merit recommendations. Procedures as described in the Faculty Handbook shall be followed in the case of faculty and non-faculty professional staff. Regulations established for staff members “Subject to the State Personnel Act” (SPA) shall also be followed.

### **B. Faculty Review – Promotion and/or Tenure**

1. In accordance with the review schedule published by the Provost, the Dean of the School shall prepare a timetable for reviewing promotion and/or tenure applications. The Dean shall make known to all tenured faculty members of the School of Health and Human Performance the following:
  - a. The names of all candidates.
  - b. The deadlines for file submission.
  - c. The time frame for departmental reviews and formal votes on the candidates.
  - d. The deadline for submitting departmental recommendations to the Dean of the School of Health and Human Performance.
  - e. The time frame for review of candidates’ files by the School Personnel Committee.
  - f. The date all files are due in the Office of the Provost.
2. Faculty members who are due for mandatory review will be so informed by their department head in the semester prior to such review. Those faculty members who wish to apply for reappointment, promotion, or tenure will inform their department head of their intention to seek review during the semester prior to the review period.
3. It shall be the responsibility of the Department Head and/or a designated person or committee to advise those being reviewed on the process of assembling the necessary materials for review following University guidelines in the Faculty Handbook and the current VCAA-PT20 Form.

4. It shall be the responsibility of the Department Head, in consultation with the candidate, to secure at least three evaluations of the candidate's scholarly and creative work from qualified individuals not currently employed at UNCG.
5. The candidates' files will be available for review by tenured faculty members of the Department for a period of not less than one week.
6. The following policy governs the review of candidates, including non-tenured Assistant Professors applying for promotion to Associate Professor with tenure, non-tenured Associate Professors applying for tenure, non-tenured Associate Professors applying for promotion to Professor with tenure, and tenured Associate Professors applying for promotion to Professor.

- a. Assistant Professors applying for promotion to Associate Professor with tenure, and

Non-tenured Associate Professors applying for tenure:

Tenured faculty will review the candidate's files, participate in the formal deliberations, and vote.

- b. Non-tenured Associate Professor applying for tenure and promotion to Professor:

All tenured faculty will review the candidate's files, participate in the formal deliberations pertaining to tenure, and vote on the question of tenure. Faculty holding rank below that of Professor will be excused from the deliberation and vote on the question of promotion.

- c. Tenured Associate Professors applying for promotion to Professor:

All tenured faculty will review the candidate's files and will be given an opportunity to participate in the deliberations pertaining to promotion. Faculty holding rank below that of Professor will be excused from whatever additional deliberations are deemed essential by those holding the rank of Professor, and from voting on the question of promotion.

- d. The reviewing bodies established herewith are advisory to the Department head and shall consist of at least three tenured faculty members in addition to the Head. In departments having fewer than three tenured faculty members eligible to deliberate and vote on a candidate, the Dean, in consultation with the Head and the tenured

members of the Department, shall appoint the necessary number of persons from other departments. Alternative review mechanisms and structures (consistent with University Policy) may be instituted following agreement between the Dean of the School and the faculty of the Department.

7. Deliberation and voting on candidates shall be limited to those who certify that they have reviewed the candidate's file. The Head may clarify facts and raise questions but she/he normally refrains from arguing the relative merits of a given case. The candidates shall be reviewed in the following order: Assistant, Associate, and Professor.

The review shall be based on the candidate's file and established criteria. Candidates shall be notified of the time and place of this meeting and shall be available for consultation during the course of the meeting.

8. In the event that new information comes to light during the discussion of a candidate which is not included in the candidate's file, that information shall be submitted in writing to the tenured faculty of the Department and the candidate, added to the candidate's file, and the discussion of that candidate postponed for one week to allow him/her to respond in writing. The substance of any dissenting views by consulting faculty senior in rank to the candidate may be summarized and reported in Section V. of the VCAA-PT20 form at the discretion of the Department Head.
9. The Department Head shall assemble the tenured faculty members within one week to discuss the Head's recommendations on each candidate.
10. If the decision is not to reappoint the candidate, the Head shall so inform the candidate, the Dean of the School of Health and Human Performance, and the Provost in writing, in accordance with the Regulations on Academic Freedom, Tenure and Due Process of The University of North Carolina at Greensboro. A negative decision at the departmental level terminates the review process, subject to the provisions for appeal delineated in the Faculty Handbook. Sections 4 and 5.
11. If the Head decides in favor of the candidate she/he forwards the candidate's files, along with his/her recommendation to the Dean of the School of Health and Human Performance. The results of the vote of the eligible tenured faculty shall be included in the file transmitted to the Dean.
12. The Dean of the School of Health and Human Performance shall give timely notice to members of the School Personnel Committee regarding the availability of the candidates' files for review.

13. The School Personnel Committee shall meet to discuss each case and prepare recommendations to the Dean regarding tenure and/or promotion of each candidate.
14. The Dean shall forward his/her recommendations on each candidate along with the candidate's file, including the Department Head's recommendation, to the Office of the Provost.
15. In the event that the recommendation of the Department Head and/or Dean is not supported by the University, the Dean shall inform the Department Head, who shall be responsible for notifying the candidate.

***C. Reappointment of Untenured Assistant Professors to a Second Probationary Term***

Normally, Assistant Professors are appointed to an initial four-year probationary term. During the third year of the initial appointment they are reviewed by the Department and the School as a condition for reappointment to a second three-year term. The review process followed is similar to that followed for tenure and promotion review except that:

1. the formal review is confined to the Department and the School with only the recommendation being forwarded to the Office of the Provost; and
2. external reviews of scholarly and creative work are not solicited by the Department.

The deadline for submission of materials is announced early in the Fall term by the Dean.

***D. Reappointment of Lecturers and Instructors***

Non-tenure track faculty who serve on a term appointment basis will qualify for reappointment subject to prevailing rules, regulations and affirmative action guidelines of the University. Normally, searches of limited scale for such openings must be conducted prior to filling the positions.

***E. Annual Faculty Review***

1. Each department head shall conduct an annual review of each faculty member for the purposes of faculty development and merit salary recommendations. In consultation with department faculty the head must develop a procedure for conducting the review with consideration given to at least the following:

- a. the establishment and the composition of a faculty body advisory to the head;
  - b. the role of the advisory body;
  - c. establishment of criteria for merit.
2. Each head is responsible for arranging annual individual discussions, prior to the end of the Spring semester, with each faculty member for the purposes of:
  - a. sharing results of the review;
  - b. establishing plans for faculty development;
  - c. setting other professional goals for the coming year.
3. When funds are made available for merit salary adjustments, the following procedure shall prevail:
  - a. Merit allocations will be distributed by the Dean to the respective department heads.
  - b. The heads, according to the procedures established, will make specific salary recommendations and return these to the Dean.
  - c. The Dean shall approve final salary recommendations for all faculty and EPA non-faculty staff, and shall determine salary recommendations for department heads, assistant/associate dean(s) and EPA non-faculty staff who report directly to the Office of the Dean.
  - d. The Dean shall inform the respective department heads of the final individual recommendations.

***F. Non-Faculty Professional (EPA) Staff Reviews***

Non-faculty professional staff members exempt from the Personnel Act (EPA) shall have the opportunity for periodic review on a schedule and through a procedure to be established by the Dean and in accordance with the term of appointment of the individual.

***G. Department Head Reviews***

As per University Policy (“Administrative Guidelines for Creation of Academic Departments and Appointment of Department Heads,” Faculty

Handbook) “department heads are appointed by the Chancellor, normally for four-year terms during which they will serve at the pleasure of the Chancellor. Such appointments are subject to review at the end of each term when reappointment is completed.”

The Dean will consult with the faculty of the department regarding procedures to be followed in the conduct of the term review and again prior to submitting a recommendation to the Provost.

The Dean of the School of Health and Human Performance shall be responsible for the annual review of the department heads, utilizing faculty input, for the functions of teaching, service, scholarship and administrative roles within their respective departments.