

# **COLLEGE OF HEALTH PROFESSIONS**

## **COLLEGE COUNCIL CONSTITUTION**

### **I. PREAMBLE**

- A. The name of this body shall be the Council of the College of Health Professions, henceforth called the College Council.
- B. We recognize and are subject to the full legal and overriding authority of the President of the University and his/her delegates, the Vice Presidents, and the Dean of this College, for the conduct and administration of the College of Health Professions.
- C. It is highly desirable that the academic community through shared governance guide and establish policy for the College of Health Professions within the framework of the Academic Senate policy. The body designated to assume the responsibility for guiding and for establishing policy shall be the College Council. The ultimate promulgation or veto of such policy resides with the Dean of the College.

### **II. RESPONSIBILITIES OF THE COUNCIL**

- A. The College Council shall have a legislative role and responsibility in all matters concerning the College, in particular to:
  - 1. Represent faculty and staff interests.
  - 2. Facilitate governance through:
    - a. Policy development, implementation, and revision.
    - b. Committee operations and oversight.
- B. The focus and overarching responsibilities of the College Council are to:
  - 1. Maintain the quality of academic life and standards for productivity, research, and scholarship consistent with the mission of the College.
  - 2. Provide the Dean of the College with information and recommendations regarding academic planning, technology, budget, human resource allocations, and issues that are relevant to University and College life.
  - 3. Facilitate communication between all members of departments, programs, and institutes as it pertains to matters of the College.

4. Determine and represent the position of the College faculty and staff on all matters of College and University import.
- C. The College Council also takes responsibility for the operational and procedural matters germane to these primary areas of emphasis:
1. Provide support that facilitates college-wide faculty, staff, and student activities in accordance with the mission of the College.
  2. Hold the College Council committees accountable to implement activities of the committee as outlined in the By-Laws of the Council.
  3. Advocate for the rights and privileges appropriate to the departments of the College.
  4. Establish and review election and appointment procedures for the College Council and its committees as outlined in the By-Laws of the College Council.

### **III. MEMBERSHIP OF THE COLLEGE COUNCIL**

#### **A. Faculty and Staff**

1. Membership: All tenured, tenure-track, clinical faculty, lecturers and staff in the College shall constitute the electorate of the College. Full-time faculty and staff are eligible to serve as voting members of the College Council after one year of employment. Faculty and staff on approved leave shall be included in the electorate of the College. Chairpersons and the Director of the Institute for Well-Being are not eligible to serve on the College Council. The specific composition of the College Council is delineated in the By-Laws of the College Council.
2. Elected academic senators representing the College of Health Professions shall serve as ex-officio, non-voting members of the College Council.
3. Election: Election of the faculty and staff to the College Council for the ensuing year shall take place in April. (Faculty elect faculty representatives by department; staff elect staff representatives at the college level.)
  - a. Members elected by and from the electorate shall serve for a term of three years.
  - b. No member may serve more than two consecutive terms or exceed eight consecutive years on the Council.

- c. Members who have had a one-year hiatus from the Council following the maximum terms are eligible to serve again.
  - d. For departments with tenured and tenure track faculty, at least one member from each department must be a tenured or tenure-track faculty.
  - e. For departments with no tenure track faculty, at least one representative must be at the rank of associate or higher.
  - f. Departments will arrange the College Council faculty elections so that representatives serve staggered, overlapping terms to ensure consistency in the College Council membership and function as outlined in the By-Laws of the College Council.
  - g. The Dean's Office will arrange the College Council staff elections so that representatives serve staggered, overlapping terms to ensure consistency in the College Council membership and function as outlined in the By-Laws of the College Council.
  - h. Newly elected members of the College Council are expected to attend the last meeting of the spring semester following election to the College Council.
4. Vacancy: Departments will determine if a College Council member should be replaced or be covered with a temporary substitute for any short- or long-term absence from the College Council. Any replacement will be elected by the department (if faculty) or the college (if staff). Such substitutions or replacements do not affect the original term length. The representative unit (department, if faculty; college, if staff) shall notify the Vice Chair of the College Council of any substitute or replacement representative.

#### B. Students

With the Council's approval, the Chair of the College Council will appoint students for temporary, ad-hoc positions on the College Council or associated committees based on nominations from College departments, which are solicited by the College Council according to the issue at hand.

#### C. College Administration

The Dean and Associate Dean of the College shall serve as ex-officio, non-voting members of the College Council.

#### **IV. OFFICERS OF THE COLLEGE COUNCIL**

- A. Officers of the College Council are: Chair, Vice Chair, and Secretary.
- B. Eligibility
  - 1. Faculty representatives are eligible to serve as an officer of the College Council.
  - 2. Officers of the College Council may not be from the same departments.
  - 3. At least one officer of the College Council must be a tenured or tenure-track faculty member.
- C. Election of Officers
  - 1. Election of officers shall take place during the April meeting.
  - 2. The term of office shall be one-year and shall begin at the end of the spring semester.
  - 3. The Vice Chair and Secretary of the College Council shall be elected from the voting membership of the College Council.
  - 4. The Vice Chair from the current academic year will become Chair for the next academic year.
- D. Vacancy
  - 1. If there is a vacancy for the Chair position during the academic year, the Vice Chair will assume the role of the Chair. A new Vice Chair will be elected. Both the Chair and Vice Chair will continue with the role in the next academic year.
  - 2. If there is a vacancy for the Vice Chair or Secretary position a new Vice Chair or Secretary will be elected to fill the role for the remaining portion of the term.
- E. Role and Responsibilities of Officers
  - 1. Chair:
    - a. Represents faculty and staff in matters regarding the College throughout the university as needed.
    - b. Prepares the agenda for the College Council meetings in consultation with the Vice Chair and the Dean.

- c. Circulates the College Council agenda and all documents relative to the agenda at least three days before each meeting to all members of the College.
  - d. Presides at College Council meetings.
  - e. Monitors implementation of the College Council decisions and policies.
2. Vice Chair:
- a. Assists the Chair in the College Council activities as delegated by the Chair.
  - b. Assists with the preparation of the College Council agenda.
  - c. Presides over College Council meetings in the Chair's absence.
  - d. Facilitates communication from College committees to College Council members as delineated in the College Council By-Laws.
  - e. Coordinates with the Dean's office to maintain the College Council and committee membership lists, including expiration dates of terms.
  - f. Facilitates elections in April as delineated in the College Council By-Laws.
3. Secretary:
- a. Records minutes of College Council meetings and incorporates any edits to clarify or to correct the content of the minutes.
  - b. Ensures distribution of the minutes and any reports of the College Council to:
    - i. College Council members
    - ii. College faculty and staff
    - iii. Dean of the College
    - iv. Dean's office
    - v. The member-at-large of the Executive Committee of the Academic Senate.
  - c. Coordinates with the Dean's office to maintain records and an official file of the minutes and activities of the College Council.
  - d. Completes the College Council Year-End report in consultation with the Chair and Vice Chair of the College Council.

## **V. MEETINGS OF THE COLLEGE COUNCIL**

- A. Meetings shall be held monthly during the fall and spring semesters at a time specified by the College Council membership.
- B. Special meetings may be called by the Chair or at petition request of 25 percent of the Council.
- C. Meetings shall be conducted according to Robert's Rules of Order.
- D. Any member of Towson University or the College of Health Professions may submit an item for the agenda to the Chair of the College Council.
- E. All agenda items shall be submitted in written form to the Chair one week prior to the College Council Meeting.
- F. A quorum shall be two-thirds of the voting membership of the College Council and is required for any business to be conducted.
- G. Meetings shall be open to all members of the university community.
- H. Voting is limited to elected members of the College Council.
- I. At the beginning of each meeting of the College Council, the Chair shall entertain changes to the agenda. If there are no changes, the agenda shall stand as submitted. Any changes to the agenda require consensus of the College Council members present.

## **VI. AMENDMENTS**

- A. Amendments to this Constitution may be initiated by the College Council or by petition of 20 percent of the faculty of the College.
- B. Proposed amendments, if passed by a majority vote of the College Council, shall be submitted in writing to the faculty of the College for their action. Approval shall be by two-thirds of those ballots returned within ten calendar days of distribution to the faculty.

## **VII. CHANGES TO THE CONSTITUTION**

Changes to the Constitution must be ratified by the Academic Senate.

Revised August 1991  
Approved University Senate 10/87  
Revised March 2004

Date of ratification by College electorate May 2004  
Date of ratification by University Senate October 4, 2004  
Draft Revision February 27, 2009  
Date of ratification by College electorate April 2009  
Approved by University Senate February 2010  
Revised January 2017  
Ratified by College electorate February 16, 2017  
Approved by University Senate March 6, 2017  
Revised December 22, 2020  
Ratified by College electorate February 14, 2020  
Approved by University Senate March 2020  
Revised May 10, 2024  
Ratified by the College electorate May 27, 2024  
Approved by the Academic Senate November 4, 2024