The University of Texas at El Paso College of Health Sciences
Faculty Organization

By-Laws

ARTICLE I
Purpose

1.1 The purpose of the College of Health Sciences Faculty Organization (CHSFO) is to:
A. provide a forum for discussion, reporting, and promoting resolution of faculty concerns,
B. promote opportunities to enhance scholarly and professional pursuits of faculty,
C. facilitate communication and cohesiveness within and between the Units in the College of Health Sciences (CHS) and the Administration of the College and the University, and
D. facilitate faculty representation to College and University committees when appropriate.

ARTICLE II
Membership

2.1 All CHS full-time faculty will be considered voting members of the CHSFO.

2.2 Faculty who are part-time faculty may be members of the CHSFO without vote.

ARTICLE III
Leadership / Organization

3.1 The leadership of the CHSFO will consist of elected officers.
A. Officers for the CHSFO will be elected by the general membership.
   1) All full-time faculty members having completed one year of service at CHS are eligible to serve as officers.
   2) Offices will consist of a Chair, Chair-Elect, Secretary, Treasurer, and a Member-at-large.
   3) The immediate Past Chair will serve as an ex-officio member.
4) Election to these offices will be by a simple majority vote.

5) All officers will be elected to a term of one year and may not hold the same office more than two consecutive terms (excluding partial terms of office).
   a) The Chair-Elect will serve one year, subsequently becoming the Chair.
   b) The Treasurer may serve a longer term if approved by the faculty at the time of elections in order to provide continuity for the bank accounts.

6) Officers will be elected at the end of the fall semester and will serve through one calendar year.

   B. The Standing Committees’ (By-Laws, Nominating and Faculty Activities) members will be appointed by the chair and chair-elect by seeking volunteers from the faculty (full and part-time).

   C. Faculty may be appointed to Ad Hoc committees.

3.2 The CHSFO will be organized in the following manner

   A. At least twice during each long academic semester, there will be a general assembly of all faculty. The assembly is intended as an opportunity for:
      1) conducting official business
      2) reports by departments, programs, and committees as appropriate
      3) the Dean to address the entire faculty
      4) other faculty concerns as appropriate

   B. At least twice during each long academic semester, there will be business meetings of the CHS officers.

   C. Special meetings may be called at the discretion of the Chair.

   D. All meetings will be conducted in accordance with Robert’s Rules of Order, current edition.

**ARTICLE IV**

**Decision-Making**

A. Decisions will be resolved by simple majority vote of faculty present and proxy votes.

B. Proposed amendments of the CHSFO By-Laws require a two-thirds (2/3) vote of members present and proxy votes.
C. Proxy votes are to be submitted to the chair by e-mail or in writing with the name of the voter at least two hours prior to the scheduled meeting.

D. Any known agenda items requiring a vote will be submitted to faculty with at least a two-day notice by e-mail.

E. Any new agenda items will be voted on with faculty present at the scheduled meeting.

F. An e-mail vote may be conducted on business items that need to be addressed between scheduled meetings.

ARTICLE V
Responsibilities of Officers / Leaders

4.1 The Chair will
A. meet with the Dean and Chair-elect at least once each long semester to discuss business of the CHSFO,

B. convene a meeting with other officers at least twice during the semester to discuss mutual concerns and develop the agenda for the general meetings,

C. prepare an agenda for semester general faculty meetings and distribute to membership approximately two days prior to meetings,

D. preside over meetings,

E. appoint temporary alternates in the absence of elected officers,

F. form Ad Hoc committees and appoint faculty to these committees to address specific College faculty concerns,

G. serve as ex-officio member of all committees except the nomination committee,

H. appoint someone to audit the treasurer’s report yearly.

4.2 The Chair-elect will
A. meet with the Dean and Chair at least once each long semester to discuss business of the CHSFO,

B. meet with other officers at least twice during the semester to discuss mutual concerns and develop the agenda for the general meetings,

C. serve in the absence of the Chair,
D. be a member of the Nominating Committee and serve as Chair of the Nominating Committee,

E. perform other duties as assigned by Chair of CHSFO

4.3 The Secretary will
A. meet with other officers at least twice during the semester to discuss mutual concerns and develop the agenda for the general meetings,

B. maintain a record of the proceedings of all CHSFO officer and general meetings,

C. distribute semester minutes with the agenda (prepared by chair) to all members approximately 2 days prior to meetings,

D. file two (2) signed copies of the minutes, one in the Dean’s Office and one in the CHSFO record book,

E. handle official correspondence of the CHSFO.

4.4 The Treasurer will
A. meet with other officers at least twice during the semester to discuss mutual concerns and develop the agenda for the general meetings,

B. collect faculty contributions to the Faculty Affairs fund to be dispersed for:
   1) flowers, cards, etc.,
   2) receptions and gifts for leaving and retiring faculty and professional staff,
   3) social functions,
   4) other expenditures approved by the organizational officers.

C. maintain fund balance and submit report at meetings as requested,

D. submit an audited report at beginning of the academic year that is completed by another faculty member.

4.5 The Member-at-Large will
A. meet with other officers at least twice during the semester to discuss mutual concerns and develop the agenda for the general meetings,

B. may serve as the liaison from the officers to the Faculty Activities committee.

C. serve on at least one of the standing committees (By-Laws, Nominating and Faculty Activities),

D. assist officers in duties as appropriate.
4.6 The Immediate Past-Chair will
   A. meet with the Chair and Chair-elect as needed to provide advice and counsel regarding the CHSFO business,
   
   B. meet when possible with other officers at least twice during the semester to discuss mutual concerns and develop the agenda for the general meetings,
   
   C. assist officers in duties as appropriate,
   
   D. is an ex-officio member of the officers,
   
   E. may serve as the liaison from the officers to a committee.

ARTICLE VI
Committees

5.1 Committee members will be appointed by the faculty organization officers.

5.2 Volunteer committee members shall serve staggered terms and may serve for no more than two consecutive years on the same committee.

5.3 Each standing committee shall select a Chair and Secretary

5.4 The Secretary will submit the Committee minutes for safekeeping in the CHSFO record book.

5.5 Committee Chairs shall distribute committee motions approximately two days prior to scheduled general meetings.

5.6 Committee members / Responsibilities:
   A. The **Nominating Committee** will be composed of three (3) CHS faculty members:
      1) The Chair-Elect will serve on the nominating committee and serve as chair unless the committee selects another member to serve as chair.
      
      2) The committee will nominate candidates for CHSFO officers and committees after validating member’s willingness to serve.
      
      3) The committee will prepare and circulate a slate of nominees approximately one week prior to scheduled meetings.
      
      4) The committee will prepare and administer ballots for election of the CHFSO officers.
   
   B. The **By-Laws Committee** will be composed of three (3) CHS faculty who will:
      1) review the By-Laws and make recommendations for changes when indicated,
2) present recommended By-Laws changes to the CHFSO for review and approval,
3) maintain copies of current By-Laws,
4) disseminate approved changes to CHS faculty and have changes entered into the
   CHSFO record book,
5) the Chair of the CHSFO will serve on the By-Laws Committee.

C. The **Faculty Activities Committee** will be composed of at least three (3) CHS faculty
   who will
   1) organize and implement receptions and social events for CHS faculty in
      accordance with guidelines for CHSFO expenditures.
   2) the Treasurer, Secretary, Member-at-Large, or Immediate Past-Chair may serve as
      the liaison from the officers to this committee.

D. The **Faculty Welfare Committee** will be composed of at least three (3) members of the
   general CHS faculty, at least two of whom should be tenured. The committee will:
   1) Conduct an annual survey to assess overall job satisfaction, identify areas of
      relative satisfaction and dissatisfaction, and make recommendations to the Faculty
      Organization Officers and to the Dean regarding areas for improvement
   2) Assist faculty in all appeals, disputes, and concerns
   3) Be willing to mediate disputes among and between faculty, chairs, and other
      administrators
   4) Identify educational and professional development needs of faculty members and
      facilitate implementation of programs and activities to enhance faculty
      development and welfare
   5) Review, resolve and/or refer academic and workplace-related concerns to the
      Department Chair, Dean, Associate Deans, Assistant Deans, and/or faculty as
      appropriate
   6) Maintain anonymity and/or confidentiality in all matters

5.7 Participation in other College and University Committees/Governance Organizations:

A. The Faculty Organization will work with the Dean’s office to provide representation on
   the following committees/governance organizations:
   1) Curriculum (Graduate and Undergraduate) Committee(s)
   2) Annual Merit Evaluation Committees (Tenure- and non-tenure track)
   3) Faculty Senate
   4) Other committees as appropriate