

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

**By-Laws**

**ARTICLE I**

***Purpose***

- 1.1 The purposes of the College of Health Sciences Faculty Organization (CHSFO) are to:
- A. Provide a platform for faculty governance to develop, implement, and routinely evaluate policies and procedures pertaining to CHS Faculty while promoting positive resolution of faculty and academic concerns;
  - B. Provide structured mentorship opportunities to CHS Faculty through workshops, dialogue series, and relationship building to achieve tenure and/or promotion;
  - C. Facilitate faculty communication, visibility, and representation within the College of Health Sciences (CHS), with the Administration of the College, and across the University when appropriate;
  - D. Promote opportunities to engage in collaborative research to enhance scholarly products and faculty development;
  - E. Facilitate and promote faculty opportunities for community and global engagement including interprofessional education (IPE) within CHS and across the University.

**ARTICLE II**

***Membership***

- 2.1 All CHS faculty who hold full-time appointments, including tenured and tenure-track faculty, clinical faculty, and lecturers, will be considered voting members of the CHSFO.
- 2.2 CHS faculty who hold part-time positions may be members of the CHSFO without vote.

**ARTICLE III**

***Leadership / Organization***

- 3.1 The leadership of the CHSFO will consist of elected officers which comprise the CHS Executive Council (EC).
- A. Officers for the CHSFO will be elected by the general membership.
    - 1) All full-time faculty members (as defined in 2.1) having completed one year of service at CHS are eligible to serve as officers.
    - 2) Offices will consist of a President, President-Elect, Past-President, Secretary, and Senate Liaison.
    - 3) The Senate Liaison must be a CHS faculty member currently serving on the university Faculty Senate.
    - 4) Election to these offices will be by a simple majority vote of the CHS general faculty.

- 5) President, President-Elect, Secretary, and Senate Liaison will be elected to a term of one academic year and may not hold the same office more than two consecutive terms (excluding partial terms of office). Senate Liaison will be ineligible for continued membership on the CHS Executive Council upon termination of Faculty Senate membership.
  - 6) The President-Elect will serve one year, subsequently becoming the President in the next year, and Past-President in the 3<sup>rd</sup> year.
  - 7) Officers will be elected at the end of the spring semester and will serve during the next academic year.
- B. The EC will carry out the business of the CHSFO.
- 3.2 The CHSFO will be organized in the following manner:
- A. At least once during each long academic semester, there will be a general assembly of all faculty. The assembly is intended as an opportunity to:
    - 1) conduct official business,
    - 2) provide a forum for the Dean to address the entire faculty,
    - 3) address other faculty concerns to be presented as appropriate.
  - B. Special meetings may be called at the discretion of the EC.
  - C. All meetings will be conducted in accordance with *Robert's Rules of Order*, current edition.

#### **ARTICLE IV** ***Decision-Making***

- 4.1 Decision-making procedures at general CHSFO meetings include:
- A. Decisions will be resolved by simple majority vote of faculty present and proxy votes when indicated.
  - B. Proposed amendments of the CHSFO bylaws require a two-thirds (2/3) vote of members present and proxy votes.
  - C. Proxy votes are to be submitted to the CHSFO President electronically 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 electronic vote may be conducted on business items that need to be addressed between scheduled meetings.
- 4.2 Decision-making procedures at EC meetings include:
- A. Motions brought forth that affect the entire CHSFO will be presented at general CHSFO meetings.
  - B. EC members must be present for decision-making or provide input to the President by e-mail or in writing at least 2 hours prior to the scheduled meeting.

**ARTICLE V**  
***Responsibilities of Executive Council / Officers***

- 5.1 The Executive Council (EC) will:
  - A. convene monthly meetings during the long academic semesters, and additional meetings as needed, including Summer term.
  - B. discuss mutual concerns and develop the agenda for the general meetings,
  - C. form Ad Hoc committees and appoint faculty to these committees to address specific CHS faculty concerns and or to meet the purposes of the CHSFO,
  - D. inform CHSFO members of existing and pending vacancies of Standing Committees,
  - E. make decisions for faculty positions (in conjunction with individual faculty) on Standing Committees and inform the Dean's Office of said decisions (see 6.5),
  - F. maintain records of the service given by individual faculty members to the Standing Committees,
  - G. ensure all faculty are given opportunity to serve and not exceed terms of service on the Standing Committees.
- 5.2 The President will:
  - A. attend CHS Leadership meetings to discuss business of the CHSFO,
  - B. prepare agendas for EC and/or general faculty meetings,
  - C. bring faculty and student affair issues to the Faculty Senate President, as needed.
  - D. handle official CHSFO correspondence to the Dean's office or Faculty Senate
  - E. preside over meetings.
- 5.3 The President-elect will:
  - A. attend CHS leadership meetings in the absence of the President,
  - B. serve in other capacities as needed in the absence of the President.
- 5.4 The Secretary will:
  - A. maintain a record of the proceedings of all CHSFO officer and general meetings,
  - B. distribute semester minutes with the agenda (prepared by President) to CHSFO members approximately 2 days prior to meetings,
  - C. upload minutes to the website,
  - D. handle official CHSFO correspondence to the CHSFO membership ,
  - E. maintain record of faculty service to Standing Committees.
- 5.5 The Senate Liaison will:
  - A. report on relevant Senate business to inform the other officers,
  - B. assist officers in duties as appropriate,
  - C. will represent CHSFO during presentations of issues noted in 5.2 C to the University Faculty Senate.
- 5.6 The Immediate Past-President will:
  - A. attend CHS leadership meetings in the absence of the President or President-Elect,
  - B. assist officers in duties as appropriate.
  - C. serve in other capacities as needed in the absence of the President and President-Elect.

**ARTICLE VI**  
***Committees***

- 6.1 The CHSFO Faculty Welfare Committee (FWC) will be:
  - A. composed of a minimum of three senior faculty members (eg, appointed at full or associate level and have been at UTEP >7 years),
  - B. appointed by the EC.
- 6.2 The FWC members will select a Chair and Secretary.
- 6.3 The FWC will:
  - A. assist faculty in all appeals, disputes, and concerns,
  - B. be willing to mediate disputes among and between faculty, chairs, and other administrators,
  - C. identify educational and professional development needs of faculty members and facilitate implementation of programs and activities to enhance faculty development and welfare,
  - D. review, resolve, and/or refer academic and workplace-related concerns to the Department Chair, Dean, Associate Deans, Assistant Deans, and/or faculty as appropriate,
  - E. maintain anonymity and/or confidentiality in all matters.
- 6.4 Any CHSFO member or officer may forward a concern to the FWC Chair and the committee will determine if the concern is actionable.
- 6.5 Participation in other CHS Standing Committees and University Committees / Governance Organizations:
  - A. CHSFO will inform the Dean's Office of the composition of committee members to the Standing Committees including: (see 5.1 D.)
    - 1) Academic Affairs Committee
    - 2) Faculty Development and Evaluation Committee
    - 3) Research Committee
  - B. CHSFO will nominate the CHS representative to the Faculty Senate Committee on Committees, who in turn will make recommendations for individual faculty to serve on Faculty Senate Committees.