

University of Delaware
Department of Physical Therapy Bylaws

Approved by the Faculty October 2016
Dean and Provost Approved January 2017

I. Department Bylaws

A. General Powers

1. Consistent with the Charter of the University, the Trustees Bylaws and the Constitution and Bylaws of the Faculty of the University and College of Health Sciences, the Faculty of the Physical Therapy Department is empowered to develop, implement and evaluate the instructional and service programs assigned to the department.
2. The Faculty, as a body or through designated coordinators or committees, assumes the following functions:
 - a) To seek the continual improvement of academic standards, programs and achievements in the department
 - b) To consider and make recommendations concerning policies governing all matters of faculty welfare; these may include but are not limited to teaching responsibilities, committee membership, and sabbatical leave.
 - c) To perform an annual review of policies, procedures and criteria within the department for promotion and tenure and to make recommendations concerning these policies
 - d) To consider and make recommendations concerning policies governing the admission of students to the department
 - e) To admit new graduate students to the department's physical therapy program
 - f) To consider and make recommendations concerning policies governing the clinical education of students in the Physical Therapy Program
 - g) To pursue extramural funding to enhance the department's research efforts
 - h) To participate in the research training of qualified graduate and undergraduate students
 - i) To communicate department research policy and coordinate department research training efforts with appropriate doctoral training programs within the university with which the faculty of the department have affiliations (e.g., the Interdisciplinary Biomechanics and Movement Science Program).
 - j) The Faculty is charged with the duty to initiate proposals on all topics listed through the appropriate departmental standing committee or chair's representative. Recommendations emerging from standing committees or from a representative appointed by the chair for a specific function must be approved by two-thirds of the members of the Faculty. Such decisions will be forwarded when necessary to the appropriate College of Health Sciences and/or University policy-making body for consideration and approval.

B. Department Membership

1. Faculty
 - a) The Faculty of the Physical Therapy Department shall consist of all tenured, tenure track

and continuing track faculty who hold fulltime appointments in the Department, including those on official leave. Faculty have full voting rights.

- b) Affiliated and joint appointment faculty will have all of the rights and privileges of such faculty as defined in the University's policies and procedures and may serve on departmental committees, but cannot serve as the chair and will not have voting privileges on Department related matters and are not considered when determining a quorum.

2. Professional Staff

- a) The professional staff of the Physical Therapy Department consists of the Associate Director of the DPT program, the Associate Director of the University of Delaware Physical Therapy Clinical Services, and full-time professional clinical and clinical education staff.. The Associate Directors of the DPT program and the Physical Therapy Clinical Services vote on curricular issues.
- b) Professional staff members who hold secondary appointments within the Department may serve on departmental committees, but cannot serve as the chair and will not have voting privileges on any Department related matters or curricular issue. Opinions of secondary faculty will be sought and used to inform the decision-making process for curricular issues.

3. Department Chair

- a) The Department Chair is appointed by the Dean of the College of Health Sciences with the approval of the Provost and President for a five-year term. He/she serves as chief representative and Executive Officer of the Department. This position holds administrative authority over department affairs. The Chair shall exercise leadership in the formulation of policies and in supervision of activities directed toward the improvement of all department goals. Responsibilities shall include strengthening department instruction, research and service and interpreting department policy and activities to the College, University and community.
- b) In the course of administering these responsibilities, the Chair is expected to consult with the designated representative of standing and ad hoc committees. In addition, it is the Chair's function to maintain communication with the faculty on all matters of concern to the faculty and the department as a whole. The Chair shall serve as an ex-officio, non-voting member of all department standing committees except the Promotion and Tenure Committee.
- c) The Chair shall be responsible for conducting annual Faculty evaluations and evaluations of the Director of the Doctorate of Physical Therapy (DPT) Program, the Director of Physical Therapy Clinical Services and the Department Business Administrator. The Chair shall provide a copy of the review and discuss the results of the review with each individuals. Guidelines, as stated in the Faculty Handbook, should be followed.
- d) The Chair shall be responsible for reviewing the recommendations of the Department Promotion & Tenure Committee on matters of Faculty promotion and tenure. In instances where the Chair believes that the committee's recommendation is unclear, or the case is especially complex, or in which the Chair has reached a decision contrary to that reached by the majority of the committee, the Chair shall meet with the committee before the Chair's recommendation is made known. However, the committee's recommendation cannot be changed at this point.
- e) The Chair, in cooperation with the DPT Program Director shall be responsible for complying with accreditation policies and procedures, including:

- (1) timely submission of required fees and documentation, including reports of graduation rates, performance on state licensing examinations, and employment rates;
- (2) timely notification of expected or unexpected substantive change(s) within the program and of any change in institutional accreditation status or legal authority to provide post-secondary education; and
- (3) timely compliance with accreditation criteria within 2 years of being determined to be out of compliance.
- (4) The Chair shall be appraised of all recommendations of ad hoc and standing committees or appointed representatives, and shall have an opportunity to respond to same prior to any vote by the Faculty.

4. Organization and Procedures

- a) Presiding Officer—The Chair of the Department or a designated representative shall conduct and preside at all meetings of the department faculty.
- b) Meetings—The department faculty shall meet at least once a semester at times determined by the Chair. Special meetings of the faculty may be called by the Chair or by written petition of one-third of the Faculty at a regular or special meeting of the department faculty. In addition, the department faculty shall hold an annual day-long retreat to assess the progress of the Department over the previous year, review and approve all major departmental documents, and to advise the Chair on matters related to the allocation of financial resources.
- c) Notice of Meetings—Notice of department faculty meetings, together with an agenda, shall be distributed to the faculty at least five days (not including Saturdays or Sundays) in advance of such meetings. At special meetings only those topics on the announced agenda may be voted upon at that meeting.
- d) Agenda—The agenda for regular and special meetings of the department faculty shall be prepared by the Chair of the department or a designated representative. The agenda shall include:
 - (1) All items presented by the Chair of the department.
 - (2) All items submitted for faculty consideration by committees or special representatives of the Chair.
 - (3) All items supported by one-third of the department faculty as evidenced by a written petition submitted to the department Chair.
 - (4) New business not on the announced agenda may be introduced for discussion from the floor or by the Chair. A resolution or motion that requires a vote by the Faculty that is not part of the announced agenda can be acted upon only if two-thirds of the Faculty members are present. A commemorative resolution may be introduced and voted upon at any meeting of the department faculty.
- e) For purposes of voting on Department related matters the following guidelines shall apply:
 - (1) Proposals involving matters of general interest to the department faculty shall be subject to review and vote by the membership described above in Section B1a and B2a.

- (2) Standing committees or specially appointed representatives of the Chair are responsible for disseminating information to the faculty in all instances where substantive changes are recommended. This shall be done at least one week in advance of the department faculty meeting at which time vote by the membership described above in Section B1a and B2a will occur.
 - (3) Minor changes in procedure can be accomplished by standing committees. Such actions shall be presented to the faculty at a faculty meeting.
- f) Quorum—A simple majority of the voting membership not on official leave shall constitute a quorum. Quorum voting membership is dependent on the type of vote. For example, for curricular issues, a quorum would include faculty as defined in Section B1a and B2a above; whereas, votes on all other departmental matters, a quorum of the Faculty as defined in Section B1a above would be required.
 - g) Voting Rules-- The faculty shall abide by its own rules or procedure, but in cases where it has adopted no explicit rules, or where applicability of or interpretation of rules is in doubt, Sturgis' Rules of Order Newly Revised shall apply (i.e. simple majority).
 - h) Minutes—The Chair shall publish minutes of all meetings of the department faculty, within 5 business days of the meeting, which shall become the official record upon being submitted to and approved by the Faculty at the first subsequent regular meeting of department faculty.
5. Department Committees
- a) General Provisions Regarding Committees
 - (1) A committee authorized by the Faculty shall be empowered to act as the agent of the Faculty in administering responsibilities delegated to them.
 - (2) Appointments shall be for terms of two years unless otherwise noted. These appointments should be staggered to provide for continuity.
 - (3) Each committee shall record minutes of its meetings including participation by individual members. Minutes should be forwarded to the department Chair to be kept on file and distributed to all department faculty.
 - (4) Committee chairs will prepare an annual report to be summarized at the annual department retreat. Copies of the annual written reports shall be forwarded to the department Chair at least one week in advance of the retreat.
 - (5) Annual reports will be kept on file in the Chair's office and made available to interested department faculty.
 - (6) The department Chair shall not hold membership on the Promotion and Tenure Committee.
 - b) Admissions Advisory Committee
 - (1) Responsibilities
 - (i) Serve as a liaison between the faculty and Department staff involved in the admissions process. Review admission's procedures and policy on a yearly basis.
 - (ii) Recommend changes in admission's procedures and policy to the Chair and the Faculty.

- (iii) Evaluate each application and make recommendations to the Graduate Office regarding acceptance.
 - (2) Accountability: The Department Chair and Faculty.
 - (3) Membership: The admissions advisory committee will be made up of the Director of the DPT Program, one officestaff member and at least one department Faculty member, appointed by the Chair.
 - c) Important Ad Hoc Committees
 - (1) Promotion and Tenure
 - (i) For details regarding responsibilities, accountability and membership, refer to the Physical Therapy Department's Promotion and Tenure Guidelines.
 - (2) Two- and Four-Year Pre-tenure Review Committee
 - (i) For details on responsibilities, accountability and membership, refer to the University of Delaware Faculty Handbook.
 - (3) Post-Tenure Review
 - (i) For details on responsibilities, accountability and membership, refer to the University of Delaware Faculty Handbook.
 - (4) Faculty Search committee
 - (i) Responsibilities
 - The Chair of the search committee is responsible for reviewing and complying with all University policies and procedures related to a faculty search.
 - Solicit high quality applicants through advertisements and professional contacts.
 - Evaluates applications and makes decisions on which applicants to interview.
 - Once interviews are complete, the committee ranks the candidates
 - The Faculty votes and makes a recommendation to the Department Chair.
 - The Department Chair conveys the recommendation to the Dean and Provost.
 - (ii) Membership
 - At a minimum, the committee will be comprised of a Chair and four other Physical Therapy Faculty members and may include a faculty member or professional staff of the university from outside the Department.
 - The committee and its chair will be appointed by the Department Chair.
6. Special Representatives of the Chair
- a) Director of Doctorate of Physical Therapy (DPT) Program
 - (1) Responsibilities
 - (i) Recruitment of new students

- Maintain ongoing communication with appropriate undergraduate programs on the UD campus, including Biology and Exercise Science.
 - Coordinate Department participation in appropriate UD undergraduate activities, including PT club, UD Discovery Days, and Blue and Golden Days.
 - Coordinate yearly DPT open house.
 - Coordinate visits to PT interest clubs and Career fairs within the region.
 - Oversee maintenance and upgrading of UD-DPT web site related to prospective students.
 - Oversee the development, dissemination, and updating of UD-DPT color brochure.
 - Develop strategies for increasing the quality of the applicant pool to the UD-DPT program.
- (ii) Coordination and implementation of the selection / admission process of new students into the DPT program
- Determine appropriateness of applicants' prerequisite courses, including domestic and foreign applicants.
 - Coordinate interview sessions.
 - Conduct phone interviews for applicants unable to travel to campus for interviews.
 - Coordinate and maintain the yearly evaluation of the admission process.
- (iii) Coordination of the implementation, continued development, evaluation, and modification of the DPT curriculum
- Coordinate the review of the current curriculum at least twice a year, including planned reviews during faculty retreats.
 - Make recommendation to the faculty for appropriate modification of the curriculum.
 - Coordinate and monitor all approved changes to the DPT curriculum.
 - Coordinate the scheduling of all class times and room assignments.
 - Coordinate and conduct peer teaching evaluations within the Department and report results to the Chair.
- (iv) The Program Director, in cooperation with the Department Chair shall be responsible for complying with accreditation *policies* and *procedures*, including:
- timely submission of required fees and documentation, including reports of graduation rates, performance on state licensing examinations, and employment rates;
 - timely notification of expected or unexpected substantive change(s) within the program and of any change in institutional accreditation status or legal authority to provide post-secondary education; and
 - coming into compliance with accreditation criteria within 2 years of

being determined to be out of compliance.

(2) Accountability: The Department Chair and Faculty.

b) Director of Clinical Services

(1) A primary function of the Director of Clinical Services is to represent UDPT clinical services in departmental discussions and decision making, to provide information and expertise on the impact of departmental decisions on clinical services and to champion the clinical services goals in the area of education, scholarship and service.

(2) Specific duties of the Director of Clinical Services include:

- (i) Oversee the establishment and implementation of all policies and procedures related to the operation of the clinical services managed by the Physical Therapy Departments.
- (ii) Work closely with the Chair of the Physical Therapy Department to facilitate the integration of clinical and academic objectives to provide students with outstanding training.
- (iii) Work closely with the Clinic Manager to develop procedures for monitoring the effective financial management of the clinics.
- (iv) Monitor, analyze, and identify potential problems or issues facing the operation of the clinical services.

(3) Accountability: The Department Chair and Faculty.

c) Associate Chair

(1) The Department Associate Chair is nominated by the Chair, voted on by Faculty, and appointed by the Dean for a 3 year term.

(2) A primary function of the Associate Chair is to provide counsel to the Chair on behalf of the Faculty.

(3) Specific duties of the Associate Chair include

- (i) Represent department in place of the Chair for duties within and outside the department.
- (ii) Lead special projects as directed by the Chair
- (iii) Assist the Chair in the daily operations of the department.

(4) Provide counsel to the Chair regarding administrative and financial aspects of the department.

(5) Accountability: The Department Chair and Faculty.

7. Amendment

These By-Laws may be amended only by a two-thirds affirmative vote of the Faculty. The balloting shall be conducted by secret ballot. Petitions for changes must be placed on the announced agenda and discussed at a general faculty meeting prior to the balloting. Voting must be concluded within two weeks following the faculty meeting.