

**UNIVERSITY OF DELAWARE  
DEPARTMENT OF BEHAVIORAL HEALTH  
AND NUTRITION  
FACULTY BYLAWS**

Approved by faculty balloting on 5/25/2010  
Amended by faculty balloting on 10/26/11  
Amended by faculty balloting on 3/4/2014

## I. Faculty of the Department

- A. The Faculty of the Department of Behavioral Health and Nutrition shall consist of the Chairperson of Department, Professors, Associate Professors, Assistant Professors, Instructors, and Professionals with assigned teaching workloads who hold appointments in the Department, including those on official leave. Full-time Faculty with a minimum of 60% workload assigned to the Department are eligible to vote in Department matters.
- B. 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 voted by the membership described above in paragraph IA.
- C. Each program may elect its own Program Coordinator. The term of service should be a minimum of two years. The Program Coordinator may be reelected an unlimited number of terms.
- D. The responsibilities of the Program Coordinator could include but are not limited to:
  - 1. Call and conduct meetings of the program faculty. Meet regularly to provide information and to facilitate communication related to all aspects of the program;
  - 2. For Health and Physical Education (HPE) Program:
    - a. Coordinate development of accreditation report;
    - b. Represent HPE at University Council For Teacher Education and University Committee For Secondary Education;
    - c. Coordinate Student Teaching Placements with the Office of Clinical Studies.

## II. Chairperson of the Department

- A. The Chairperson serves as chief representative and Executive Officer of the Department. This position holds administrative authority over Department affairs. The Chairperson shall exercise leadership in the formulation of policies and in supervision of activities directed toward the improvement of all Department programs. Responsibilities shall include both strengthening and interpreting Department programs to the University and community. In the course of administering these responsibilities, the Chairperson is expected to consult and communicate with the Faculty on all matters of concern to the Department.

## III. Organization and Procedures for Department Faculty Meeting.

- A. Presiding Officer: The Chairperson of the Department or designated representative shall conduct and preside at all meetings of the Department Faculty.
- B. Meetings: The Department Faculty shall meet at least twice a semester at times determined by the Department Chairperson. Meetings of the Faculty may be called by the Department Chairperson, or by written petition of one-third of the voting membership of the Department Faculty.

- C. Notice of Meetings: Notice of faculty meetings shall be given by the Department Chairperson at least one week in advance. The meeting agenda shall be distributed at least 3 working days in advance.
- D. Agenda: The agenda for meetings of the Department Faculty shall be prepared by the Department Chairperson. Consent agenda may be adopted if appropriate. The agenda shall include:
  - 1. All items presented by the Department Chairperson.
  - 2. All items submitted for Faculty consideration by committees established by the Department Faculty.
  - 3. All items supported by one-third of the Department Faculty as evidenced by a written petition submitted to the Department Chairperson.
  - 4. New business not on the announced agenda may be introduced for discussion from the floor or by the Department Chairperson. However, no item of business not on the announced agenda may be voted upon until a subsequent meeting of the faculty.
- E. Order of Business: The order of business for regular faculty meetings shall be as follows:
  - 1. Call to order
  - 2. Approval of the agenda
  - 3. Approval of the minutes of previous meetings
  - 4. Announcements
  - 5. Old business
  - 6. New business
  - 7. Adjournment
- F. Quorum: A simple majority of the voting membership of the Department Faculty not on official leave shall constitute a quorum. 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, Robert's Rules of Order, Newly Revised (Current Edition) shall apply. A parliamentarian should be appointed by the Department Chairperson, subject to the approval by a simple majority of the voting members of the faculty. Secret balloting must be taken if requested by any member.
- G. Minutes: The Department Chairperson shall publish minutes of all meetings of the Department Faculty which shall become the official record upon being submitted to and approved by the Faculty at the next meeting of the Faculty. Minutes will be distributed to all faculty identified in section IA, no later than 2 weeks after each meeting.

#### IV. Department Committees

- A. General Provisions Regarding Committees
  - 1. During each Spring semester, elections and appointments for faculty members of all standing committees for the following academic year shall be coordinated by the Department Chairperson with the concurrence of a majority of the voting members of

the faculty. Student committee memberships shall be determined as specified for each committee early in the fall semester of each academic year.

2. The first meeting of each standing committee meeting during each academic year will be convened by the person with the last name beginning with a letter closest to the beginning of the alphabet. Subsequent meetings will be called by the committee chairperson.
3. Faculty committee memberships shall be for terms of three years unless otherwise noted. These memberships should be staggered to provide for continuity.
4. Student committee memberships shall be for terms of one year, with the possibility of re-election or reappointment for one or more successive years.
5. Unless otherwise specified, committee Chairpersons shall be elected by the voting members of the committee at the first committee meeting of the academic year.
6. Terms of committee chairpersons shall be for a period of one year with re-appointments to successive terms at the discretion of the voting members of a committee.
7. Each committee, with the exception of the Promotion and Tenure Committee, shall record minutes of its meetings based on current College Committee report format. Minutes should be reported to the Department Faculty, and filed in the department office.
8. Committee Chairpersons will prepare an Annual Report to be summarized at the final Faculty Meeting in each academic year. These reports shall include the committee memberships for the succeeding year, with memberships becoming effective on September 1. Annual reports will be kept on file in the Office of the Department Chairperson and made available to interested faculty.
9. The Chairperson of the Department shall serve as an ex-officio, non-voting member on all standing committees of the Department.

B. Standing Committees

1. GRADUATE PROGRAM COMMITTEES (One for each Department Graduate Program)

a. Responsibilities:

- (1) Serve as the governing body to administer and, when appropriate, amend graduate program policies and procedures.
- (2) Review proposals for initiation, revision, or deletion of graduate courses or concentrations for submission to the Department Faculty for approval.
- (3) Review applicants to the graduate program and make admission decisions.
- (4) Review applicants for graduate teaching assistant positions and recommend appropriate candidates to the Department Chairperson.

b. Membership:

- (1) Faculty members of the committee shall be elected by the program's faculty, with each program deciding how many members are needed.
- (2) A currently matriculated graduate student shall be elected to the committee by the faculty members of each Graduate Program Committee.

c. Chairperson: A Committee member elected by the members of the Committee.

## 2. UNDERGRADUATE STUDIES COMMITTEE

a. Responsibilities:

- (1) Review undergraduate program and policies relative to stated philosophy and objectives.
- (2) Review and recommend additions, deletions or other changes in undergraduate courses and programs to the Department Faculty for approval.

b. Membership: Committee membership shall include one representative elected by program faculty affiliated with each undergraduate program. The Department representative to the College Curriculum Committee, and any member of the faculty serving on the University Undergraduate Studies Committee should serve as non-voting members of the committee. The Department Student Services Advisor shall also serve as ex officio non-voting members of the committee.

c. Chairperson: A Committee member elected by the members of the Committee.

## 3. PROMOTION AND TENURE COMMITTEE

*See Department P & T document for the duties and procedures of the committee.*

## 4. SAFETY COMMITTEE

a. Responsibilities: performs tasks related to general safety issues including accident reporting, building and lab inspections, fire drills, emergency plans, graduate student safety orientation and general safety education.

b. Membership: one faculty or staff member representing each program of the Department.

c. Chairperson: A Committee member elected by the members of the Committee

## V. Amendment

These Bylaws may be amended by a two-thirds vote of the total Department's voting membership (not on leave) conducted by a written or electronic ballot. Petitions for changes must be placed on the announced agenda and discussed at a Faculty meeting. Voting must be concluded within two weeks following the Faculty meeting.