

Department of Behavioral Health & Nutrition

By-Laws

Passed by Faculty May 28, 2020

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. Faculty members who have a full-time appointment at the University of Delaware and for whom BHAN is designated their home 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.
 2. Motions and proposals will be approved by a majority vote when a quorum is present (defined as 50% of the voting membership of the Department Faculty not on official leave or by a two-thirds vote when a quorum is not present).
- C. Each program area will have its own leadership, including Program Area Leader, Director of Graduate Programs, Director for each of the MS, PhD, Certificate and other professional training programs (within the Graduate Programs) and Director of Undergraduate Programs. All leadership positions will be appointed based on the recommendation of the faculty and approval of the Chair. The term of service should be a minimum of two years.
- By the end of a term:
1. Individuals who have an interest in serving in a particular leadership role should express it to the faculty and the Chair.
 2. Individuals who are willing to continue in their role should express their interest to the faculty and the Chair.
 3. If there is more than one individual interested in serving in a particular leadership role, program area faculty will take a vote and make a recommendation to the Chair.
 4. If there are no volunteers, the Chair may appoint a person to serve for a 2-year term.
 5. An unlimited number of terms is permitted.
- D. The responsibilities of leadership positions stated in section I.C. are more fully elaborated in separate documents. Responsibilities of Academic Program Leaders could include but are not limited to:
1. Schedule, set agenda and conduct meetings of the program area faculty. Meet regularly and ensure meeting minutes are recorded to provide information and to facilitate communication with the Chair and other faculty and staff related to all aspects of the program;

2. Serve as a resource on policies and curricula and liaison/representative to other individuals within and outside the department, as needed, to communicate relevant information to maintain the program and support the program's students and faculty;
3. Oversee/plan/coordinate course offerings and program/curricular changes, and track goals;
4. Review and update program policies, handbooks and materials on a regular basis.

E. Joint Appointments: In order for a faculty member to secure a joint appointment in BHAN, the following steps must occur:

1. A full-time BHAN faculty member must first nominate/sponsor the individual interested in obtaining a joint appointment in BHAN.
2. The interested individual must submit their CV to the Department Chair, and the BHAN faculty sponsor must write a justification for the joint appointment (e.g. outlining what the individual will do for BHAN that justifies consideration for the joint appointment).
3. Items outlined above must then be shared with all voting faculty in BHAN, and a vote is taken.
4. Approval is granted by a majority vote when a quorum is present (defined as 50% of the voting membership of the Department Faculty not on official leave or by a two-thirds vote when a quorum is not present).
5. If the faculty approve the joint appointment, then the individual will be awarded that appointment for a period of 3 years.
6. At the end of the 3-year period, the individual with the joint appointment can reapply, and steps 1 – 3 are repeated.
7. Faculty with joint appointments where BHAN is not their home Department do not have voting rights in BHAN.

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. In accordance with the College of Health Sciences Bylaws, the Chair of BHAN shall serve a term of five (5) years at which time a comprehensive review is initiated by the Dean who appoints a committee to evaluate his/her leadership and recommends reappointment or non-reappointment to the Dean. After discussion with the President and the Provost, the Dean makes the final reappointment or non-reappointment. A Department Chair can serve a maximum of two consecutive terms unless a third term is approved by the Dean.

III. Organization and Procedures for Department Faculty Meetings.

- 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 to be 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 voting 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 (more than 50%) 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 electronically posted within the shared Department space, 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.
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. Unless otherwise specified, committee Chairpersons shall be elected by the voting members of the committee at the first committee meeting of the academic year.
4. 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.
5. Faculty committee memberships shall be for terms of three years unless otherwise noted. These memberships should be staggered to provide for continuity.
6. 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 posted electronically on the shared Department space.
7. 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.
8. 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 program area's 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) Leaders of each MS, PhD, and Certificate Program will serve on the committee, as well as additional graduate program faculty who are interested in serving. Program faculty consists of any faculty member teaching graduate courses or mentoring graduate students.
- c. Chairperson: The Director of the Graduate Program or a committee member elected by the members of the Committee if the Director is unable to serve for any reason, with the approval of the Department Chair.

2. UNDERGRADUATE CURRICULUM (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 at least two representatives elected by program area faculty affiliated with each undergraduate program area. 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, advisory members of the committee, as needed. Department Academic Advisors shall also serve as ex officio non-voting members of the committee.
- c. Chairperson: A Committee member elected by the members of the Committee, with the approval of the Department Chair. The chairperson will be responsible for submitting approved curriculum changes to the College/University based on program representation. The Chairperson serves a two-year term in the position, with a third year as Advisor to the new Chairperson.

3. GRADUATE CURRICULUM (STUDIES) COMMITTEE

- a. Responsibilities:
 - 1) Review graduate program and policies relative to stated philosophy and objectives.
 - 2) Review and recommend additions, deletions, or other changes in graduate courses and programs to the Department Faculty for approval.
- b. Membership: Committee membership shall include at least two representatives elected by program faculty affiliated with each graduate program area. The Department representative to the College Curriculum Committee should serve as a non-voting, advisory member of the committee, as needed.
- c. Chairperson: A Committee member elected by the members of the Committee, with the approval of the Department Chair. The chairperson will be responsible for submitting approved curriculum changes to the College/University based on program representation. The Chairperson serves a two-year term in the position, with a third year as Advisor to the new Chairperson.

4. PROMOTION AND TENURE COMMITTEE

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

5. 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 area of the Department.
- c. Chairperson: A Committee member elected by the members of the Committee, with the approval of the Department Chair

C. Ad Hoc Committees

Other ad-hoc committees will be called by the Department Chair to serve as needed, and will follow the general operating principles as for Standing Committees. Examples of ad-hoc committees include Bylaws, Awards/Recognition, Seminar/Speaker, Website, and Nutrition Clinic Committees.

V. Amendment

These Bylaws may be amended by a majority vote when a quorum is present (defined as 50% of the voting membership of the Department Faculty not on official leave or by a two-thirds vote when a quorum is not present), 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.