UNIVERSITY OF NEBRASKA
MEDICAL CENTER

COLLEGE OF ALLIED HEALTH PROFESSIONS

STRUCTURE, RULES
AND REGULATIONS
OF THE FACULTY

July 1, 2020
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I. GOVERNANCE AND ADMINISTRATION

A. The Faculty
The Faculty of the College of Allied Health Professions (here-in-after referred to as the “Faculty”) shall be charged with participation in governance responsibilities for the College of Allied Health Professions (here-in-after referred to as the “College”). The immediate government of the College shall be by its own faculty. Without limiting the generality of the foregoing statement, such power shall include adoption of attendance rules, determination of requirements for graduation, recommendations of candidates therefore, developing research and extension programs, discipline of students for conduct solely affecting the College, and providing to the Board recommended admission requirements, courses of study and other relevant material for meeting statutory requirements. The Faculty will also participate in governance of the College through the Collaborative Governance Committees functioning under direction of the Dean of the College of Allied Health Professions.

1. Members. The members of the Faculty shall be Professors, Associate Professors, Assistant Professors, and Instructors with either full or part-time employment, whose primary academic appointments are in the College. For the purposes of this document, individuals with adjunct and courtesy appointments are not considered members of the Faculty.

2. Meetings. Meetings of the Faculty shall be held as necessary to conduct the business of the Faculty in the College. Additional meetings may be called by the Dean or by any member of the Faculty upon the transmission of a written request to the Office of the Dean.

3. Voting Privileges. The voting membership of the Faculty shall consist of all members. Emeritus faculty will not be considered voting members. A majority vote shall control all actions.

4. Quorum. A simple majority of the voting faculty shall constitute a quorum for any actions requiring a vote. If such numbers are not present, the vote may be taken by electronic ballot.

5. Duties and Responsibilities of the Faculty. Faculty duties and responsibilities specific to the administration of the constituent programs of the College will be conducted under the direction of the Program Directors and Department Chairs and reported to the Leadership and Executive Councils. The Faculty shall:
   a. Implement the strategic initiatives of the College.
   b. Implement the policies and procedures of the College.
   c. Propose and promote programs and activities of the College.
   d. Approve and adopt action affecting academic and professional policies.
   e. Recommend to the Leadership Council the establishment of Special Committees to study and resolve specific issues of the Faculty that are not the prerogative of the Standing Committees.
f. Receive updates from the Collaborative Governance Committees.
g. Participate in governance of the College through Collaborative Governance Committees.
h. Review and approve the list of graduates of the College.
i. Periodically review, amend, and approve the Structure, Rules and Regulations of the College of Allied Health Professions.
j. Comply with all policies and procedures of the College and the University of Nebraska Medical Center including but not limited to those set forth in Appendix B.

B. Leadership Council

1. Membership. Membership shall consist of the Dean, Associate Dean(s), Assistant Dean(s), Program Directors, and Directors. The Chair of the Leadership Council shall be the Dean of the College. Non-voting members may attend Leadership Council meetings at the request of the Chair.

2. Terms of Membership. Each member will be appointed to indefinite terms based on retention of the positions described.

3. Meetings. Meetings shall be monthly throughout the fiscal year. Additional meetings may be called by the Dean or by any member of the Leadership Council upon the transmission of a written request to the Office of the Dean. If a program director or director is unavoidably unable to attend the meeting, they may send a designee.

4. Voting Privileges. The voting membership of the Leadership Council shall consist of all members. A majority shall control all actions.

5. Quorum. A simple majority of the voting membership shall constitute a quorum for any actions requiring a vote. If such numbers are not present, the vote may be taken by electronic ballot.

6. Duties and Responsibilities of the Leadership Council. The Leadership Council shall:

   a. Establish administrative policies and procedures and coordinate their implementation in conjunction with the Collaborative Governance Committees.
   b. Review, revise and vote on recommendations from the Collaborative Governance Committees.
   c. Recommend members for Collaborative Governance Committees.
   d. Review and approve the Leadership Council meeting minutes.
   e. Consider the establishment of Committees as needed.
   f. Periodically review, and update the mission, vision, and strategic goals of the college in alignment with that of UNMC.
   g. Review and approve Adjunct Faculty Appointments.
   h. Support the collective interests of the College.

C. Executive Council

1. Membership. Membership shall consist of the Dean, Associate Dean(s), Assistant Dean(s), and the Department Chairs in the College of Allied Health Professions. The Chair of the Executive Council shall be the Dean of the College. Nonmembers may attend Executive Council meetings at the request of the Chair.
2. **Terms of Membership.** The Dean, Associate Dean(s), and Assistant Dean(s) will be appointed to indefinite terms based on retention of the positions described. Department chairpersons will serve as a member during their term of service in the role.

3. **Meetings.** Meetings shall be scheduled quarterly throughout the fiscal year. Additional meetings may be called by the Dean or by any members of the Executive Council upon the transmission of a written request to the Office of the Dean.

4. **Duties and Responsibilities of the Executive Council.** The Executive Council shall:
   a. Develop, advance, and revise the mission, vision, and strategic goals of the College of Allied Health Professions.
   b. Advise the Dean on matters pertaining but not limited to the members’ specific areas of administrative responsibility, capital needs and expenditures, strategic opportunities for the college, and crisis management.
   c. Engage in ongoing environmental scanning to determine long-range strategic planning in areas to include but not limited to fiscal, personnel, research, leadership succession, and programmatic planning to advance the growth and sustainability of the College.
   d. Develop, review and oversee the deployment of communication mechanisms and strategies in the College.
   e. Recommend the development and charge of Committees.

D. **Dean of the College**

1. **Duties and Responsibilities of the Dean of the College.** The Dean of the College shall:
   a. Be responsible to the Chancellor, President and Board of Regents for providing leadership and management of the College to ensure it fulfills its mission, vision, and strategic goals.
   b. Serve as the primary ambassador for the CAHP to the UNMC campus, the University of Nebraska President and Board of Regents, the University of Nebraska Foundation and other regional and national entities, serving both to provide information, and to advocate on behalf of the CAHP.
   c. Provide direct supervision for the members of the Executive Council providing routine communication, clear expectations, guidance, feedback, support, and recognition. The Dean ensures the accountability of these personnel in meeting the goals of the CAHP, as well as in providing effective administration for the programs.
   d. Serve as the chief strategist in leading the CAHP to develop a shared vision and strategy for advancement, through maintenance of current knowledge of trends in allied health education, engagement in network-building activities at the national level, development of the administrative infrastructure necessary for the advancement of the CAHP, and the promotion of a culture of collegiality and support.
   e. Function as the chief financial officer for the College by ensuring the operational stability and fiscal solvency of the College and its constituent programs and departments through oversight and management of the College budget, and procurement of resources necessary to secure these outcomes.
as well as the achieve new strategic initiatives for advancing the College within
the budgetary constraints of the College.
f. Serve as the principal liaison to the University of Nebraska Foundation and
engage in ongoing development activities.
g. Keep the Faculty apprised of the accomplishments and progress of the College
in achieving its purpose and goals.
h. Establish, manage and expand as necessary the relationships between the
College and external entities, particularly clinical partners that support the
clinical education of students in the College.
i. Provide through the Office of the Dean, the necessary administrative
support to the Faculty, Leadership Council and Standing and Special Committees, to
ensure the successful accomplishment of the respective governance functions.

E. Departments
The Department will be the primary academic unit in the College, as approved by the
Board of Regents. The designation of constituent programs within a given department
will be based on both related areas of curricular content and clinical responsibilities.

1. Department Chair. The special appointment shall be in accordance with the Bylaws
of the Board of Regents. Each department will have a department chairperson to
serve as the principal agent of the department, working closely with the Program
Directors, Dean, Associate Dean(s), Assistant Dean(s) and Directors to ensure
ongoing success of each educational program or strategic initiative. The
Department Chair must also serve as a Program Director for a constituent program
housed within the department.

2. Term of Service. The Department Chair is a special appointment for a three-year
term. Following the initial three-year term, the Department Chair appointment may
be extended annually for up to three consecutive years upon the approval of the
Dean in consultation with the Faculty of the Department, but shall be limited to a
total of six consecutive years. At the completion of a consecutive term of service,
a Department Chair will be eligible for reappointment following at least one 3-year
intervening term (special circumstances may be granted upon the approval of the
Dean in consultation with the Faculty of the Department). The Department Chair
will retain the appointment of Program Director throughout, and upon completion of
their term(s) as Chair. The Department Chair will serve as a member of the
Executive Council for the duration of the special appointment and will report to the
Dean.

3. Duties and Responsibilities of the Department Chair. The Department Chair shall:

a. Provide leadership and direction for academic activities of the Faculty within the
Department.
b. Oversee the distribution of faculty duties and responsibilities based on the
departmental workload policy.
c. Conduct annual reviews of the Program Directors within the Department.
d. Advise the Dean and Assistant Dean for Finance & Administration on matters
related to the budget of the constituent programs of the Department.
e. Work in collaboration with the Program Director and Assistant Dean for Finance
& Administration to negotiate new or renew existing contracts with each
Faculty member in conjunction with the Program Director, where appropriate
or required.
f. Support, the development of research programs, undergraduate, graduate, and continuing education programs, and clinical partnerships as appropriate.

g. Work in conjunction with the Program Directors to ensure ongoing accreditation of the program.

h. Work in conjunction with the Program Directors to ensure program faculty adherence to University, UNMC, and CAHP policies and procedures, including all compliance requirements.

i. Be responsible to the Dean for the functions of the Department.

j. Serve on the College Executive Council in representation and support of the constituent programs within the respective Department.

4. **New Departments.**
   
a. The Executive Council in collaboration with the Department Chairs will determine the appropriate Department placement of any new health profession or degree program added to the College.

b. The Executive Council in collaboration with the Leadership Council will be responsible to determine, based on the number of health profession or degree programs added to the College and the presence of sufficient faculty and student enrollment or opportunities or demands for education, research and/or service whether a new Department should be created.

c. Approval of the new Department or reconstituting the constituent programs of the Departments based on the creation of a new Department will require majority approval by the Faculty.

F. **Programs**

Each health professions education program will hold specific requirements for degree or certificate completion and individual programmatic accreditation, where applicable. The Program Director will provide the primary administration of an educational program. The Program Director will hold the appropriate licensure and academic qualifications as specified by accreditation standards. The Program Director will report to the Department Chair.

1. **Duties and Responsibilities of Program Director.** The Program Director shall:
   
a. Provide leadership and administration of programmatic activities including but not limited to accreditation, faculty recruitment, hiring and development, curriculum development and revision, effort distribution, research, and community engagement.

b. Serve as a member of the Leadership Council and/or Executive Council if holding dual appointments as Program Director and Department Chair.

c. Recommend to the Dean candidates for academic appointment within the program.

d. Recommend to the Faculty, Promotion and Continuous Appointment Committee Faculty members for promotions and/or tenure.

e. Mentor Faculty by developing an annual profile of responsibilities and expectations with accompanying metrics for outcome evaluation, and conduct annual faculty evaluations.

f. Participate in faculty recruitment and hiring activities, and in collaboration with the Department Chair and the Assistant Dean for Finance & Administration, negotiate new, or renew employment contracts with each Faculty member where appropriate or required.

g. Monitor the annual expense budget of the program.

h. Plan and conduct health care programs, research programs, and
undergraduate, graduate, and continuing education programs, as appropriate.

i. Work in conjunction with the Department Chair to ensure ongoing accreditation of the program.

j. Work in conjunction with the Department Chair to ensure program faculty adherence to University, UNMC, and CAHP policies and procedures, including all compliance requirements.

G. Collaborative Governance Committees
There shall be two categories of Committees: Standing Committees and Special Committees.

1. **Standing Committees.** The College shall maintain the following Standing Committees:

   - Curriculum – *Required by Board of Regents*
   - Faculty Promotion and Continuous Appointment – *Required by Board of Regents*
   - Faculty-Student Appeals (Grievance) – *Required by Board of Regents*
   - Student Discipline Hearing Board – *Required by Board of Regents*
   - Admissions
   - Assessment & Outcomes
   - Clinical Coordinators
   - Communication
   - Financial Stewardship & Operations
   - Research Development & Management
   - Well-being & Recognition

Subcommittees may be added to or removed from Standing Committees under the direction of the Leadership Council in order to meet the needs of the College.

   a. **Membership.** Members may be recommended by the Faculty, the Leadership Council, and the Executive Council for approval by the Leadership Council. Each Standing Committee will aim to have no fewer than five members.

   b. **Terms of Membership.** Membership shall be for a three-year term. A member shall be eligible for no more than two consecutive terms with the exception of ex-officio members. A period of at least one year must elapse before a previous member may again be eligible. Individuals who are appointed to a committee based on their position/job description will retain their membership until replaced in that position. The chair of the committee may be appointed for a variable term. Exceptions to the terms of membership may be considered upon the transmission of a written request to the Leadership Council.

   c. **Duties and Responsibilities of the Standing Committees.** The Standing Committees shall carry out all duties and responsibilities including but not limited to those set forth in Appendix A.

2. **Special Committees.** Special committees and members shall be recommended by the Faculty or the Leadership Council acting on behalf of the Faculty.

   a. **Membership.** Members may be recommended by the Faculty, the Leadership Council, and the Executive Council for approval by the Leadership Council.
b. Terms of Membership. Individuals who are appointed to a Special Committee will retain their membership until the Special Committee charge(s) has been completed or until the individual has completed a three-year term. A member shall be eligible for no more than two consecutive terms. A period of at least one year must lapse before a previous member may again be eligible. Exceptions to the terms of membership may be considered upon the transmission of a written request to the Leadership Council.

c. Duties and Responsibilities of the Special Committees. Special Committees study and resolve specific problems, issues or proposals of the Leadership Council not within the prerogative of existing Standing Committees.

II. AMENDMENTS

Upon recommendation of the Faculty or the Leadership or Executive Councils, the “Structure, Rules and Regulations of the Faculty of the College of Allied Health Professions” may be amended at any regular or special meeting of the Faculty.

Any proposed amendment must be provided to each voting member at least thirty days in advance of the meeting. Such communications may be electronic and shall constitute due notice of an impending vote on the Amendment.

Amendments shall become effective when reviewed by the Chancellor of the Medical Center, the President of the University of Nebraska, and reported to the University of Nebraska Board of Regents.
### APPROVALS

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<td>Approved by the SAHP General Faculty</td>
<td>February 28, 1975</td>
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<tr>
<td>Approved by the Board of Regents</td>
<td>February 14, 1976</td>
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<td>Approved as amended by the SAHP Faculty Board</td>
<td>March 18, 1987</td>
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<td>April 28, 1987</td>
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<td>Approved as amended by the College of Medicine Faculty Council</td>
<td>August 5, 1987</td>
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<td>Approved as amended by the College of Medicine General Faculty</td>
<td>November 18, 1987</td>
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<tr>
<td>Approved by the Board of Regents</td>
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<td>September 2009</td>
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APPENDIX A

Collaborative Governance Committees

Curriculum Committee.
The Curriculum Committee is responsible for the review and approval of all new courses and programs of study in the College, as well as the development and coordination of interprofessional curricula across the College, creating uniform mechanisms for curriculum evaluation, annual student and employer surveys, and ongoing review of assessment and outcomes data.

Faculty Promotion and Continuous Appointment Committee. The Faculty Promotion and Continuous Appointment Committee is responsible for evaluating faculty for promotion and/or tenure, in accordance with established guidelines and procedures (e.g., the Advisory Committee), and submitting recommendations to the Dean based on evaluation results. The committee is responsible to develop, modify as appropriate, and disseminate the College's faculty evaluation process and metrics, and make recommendations to the Dean for faculty development programming.

Faculty-Student Appeals (Grievance) Committee. The Faculty-Student Appeals (Grievance) Committee shall provide a dispute resolution process consistent with Section 5.3 or the Bylaws of the Board of Regents for the University of Nebraska for students who believe that evaluation of their academic progress has been prejudiced or capricious. Such procedure shall provide for changing a student's evaluation upon the committee's finding that an academic evaluation by a member of a faculty has been improper. This committee shall provide a mechanism by which students have an opportunity to report their perceptions of courses and the methods by which they are being taught, provided, however, that such mechanism shall protect members of the faculty from capricious and uninformed judgments.

Student Discipline Hearing Board.
The Student Discipline Hearing Board shall investigate and conduct hearings on specific disciplinary actions of a student. The procedures and composition of the board members will follow guidelines set forth in the UNMC policy.

Admissions Committee.
The Admissions Committee is responsible for developing student recruitment materials and processes, evaluating application and admissions data, developing and implementing standardized, best practice admission procedures, and implementing College-wide procedures to increase student diversity.

Assessment & Outcomes Committee.
The Assessment & Outcomes Committee is responsible to oversee the collection, compilation and management of educationally related data, including but not limited to, applicant, matriculant and graduate outcomes data. The Assessment & Outcomes Committee, in collaboration with the Assistant Dean for Academic Affairs and the Assistant Dean for Student Affairs will establish and monitor relevant outcomes as well as establish appropriate measurement and reporting processes, to ensure outcomes data continuously informs the educational processes of the College.
Clinical Coordinator's Committee.
The Clinical Affairs Committee is responsible for developing and evaluating strategic initiatives to more fully integrate the CAHP’s faculty and students in the delivery of clinical care with the College’s clinical partners and to develop and disseminate to the extent allowed by programmatic accreditation standards, standardized practices in clinical education and preceptor education.

Communication Committee.
The Communication Committee is responsible for College-wide event planning, oversight of media strategies, maintenance and improvements to the College-related websites, creation of the College’s Annual Report, creation of marketing materials and other publications.

Financial Stewardship & Operations.
The Financial Stewardship Committee advises the Dean and Assistant Dean for Finance & Administration regarding financial management and planning for the College.

Research Development & Management Committee.
The Research Development and Management Committee is responsible for setting the research and scholarly activity agenda for the College, for faculty development activities as they pertain to research, and for ongoing monitoring of data related to the research enterprise. The committee will coordinate the annual EBM Research Forum and select the recipient of the CAHP Researcher of the Year award.

Well-being & Recognition Committee.
The Well-being & Recognition Committee is responsible for overseeing College-wide wellness initiatives and recognizing the outstanding contributions of CAHP faculty and staff to education, research, and clinical service.
APPENDIX B

UNMC CODE OF CONDUCT. UNMC Policy 8006 guides UNMC faculty, staff and students in carrying out daily activities within appropriate ethical and legal standards. Professional and ethical conduct emphasizing respect and dignity must be shown in all relationships. Reporting of potential misconduct is encouraged and there is no retaliation permitted for filing complaints.

NON-DISCRIMINATION, INCLUDING SEXUAL HARASSMENT, POLICY. UNMC Policy 1099 and the Sexual Misconduct Policy, UNMC Policy 1107, which state that discrimination, harassment and sexual misconduct are not allowed in the workplace and that UNMC has reporting and investigation procedures for reported discrimination, harassment, and sexual misconduct.

DRUG FREE WORKPLACE. UNMC Policy 1003 prohibits the unlawful manufacture, distribution, dispensation, possession, or use of alcohol and/or a controlled substance on UNMC property. The term “substance” refers to drug or chemical compounds that are controlled by local, state, or federal law. UNMC complies with the Drug-Free Workplace Act of 1988, as amended.

CONFLICT OF INTEREST. UNMC Policy 8010 applies to potential conflict of interest arising in any UNMC activity, including but not limited to research, teaching, patient care, outreach to underserved populations and the associated business activities in support of them. Covered Persons shall disclose all financial interests related to their University of Nebraska responsibilities so that an analysis of potential conflict of interest may be conducted. Covered Persons shall receive an e-mail notification from the Compliance Department to complete the UNMC Annual Disclosure of Financial Interest Questionnaire annually, and should update this form within thirty (30) days of discovering or acquiring a Significant Financial Interest.