

**STATE UNIVERSITY OF NEW YORK  
DOWNSTATE HEALTH SCIENCES UNIVERSITY**

**SCHOOL OF HEALTH PROFESSIONS  
FACULTY AND PROFESSIONAL STAFF ASSEMBLY  
BYLAWS**

PREAMBLE

In keeping with the policies of the Board of Trustees of the State University of New York and in compliance with the directive set forth in the Faculty and Professional Staff By-Laws of the State University of New York, Downstate Health Sciences University (HSU) the members of the Faculty and Professional Staff of the School of Health Professions of the SUNY Downstate HSU do hereby enact these By-Laws for the purpose of establishing the Faculty and Professional Staff Assembly of the School of Health Professions and supporting Standing Committees, and designating the policies and procedures necessary for the definition and execution of its duties and responsibilities.

**ARTICLE I**

DEFINITION OF TERMS

Item 1: “University”:

State University of New York

Item 2: “Board of Trustees”:

Board of Trustees of the State University of New York

Item 3: “Chancellor”:

The Chief Administrative Officer of the State University of New York

Item 4: “Health Sciences University”:

The Downstate Health Sciences University [HSU] of the State University of New York. Abbreviated as Downstate HSU.

Item 5: “President”

The Chief Administrative Officer of Downstate [HSU].

Item 6: “Vice President and Executive Dean”:

Vice President and Executive Dean of the School of Health Professions and the College of Nursing at Downstate HSU.

Item 7: “Dean”:

Dean of the School of Health Professions

Item 8: “School”:

School of Health Professions of Downstate HSU.

Item 9: “Faculty”

The Faculty of the School of Health Professions of the Downstate HSU consists of those individuals who hold academic appointments in the School on a full-time or part-time basis. Faculty shall run for elected offices, serve on standing committees, and have voting privileges.

Item 10: “Continuing Education Faculty”

The Faculty of the continuing education certificate programs of the School of Health Professions of Downstate HSU consists of those individuals who hold appointments on a full-time or part-time basis. Faculty shall have voting privileges; however, continuing education faculty may run for elected offices and serve on standing committees at the discretion of the Dean of the School of Health Professions.

Item 11: “Professional Staff”

All persons of the School, occupying positions designated by the President and confirmed by Personnel Policies of the School or as defined in the contract negotiated under the Taylor Law, as supporting the educational and research goals of the School. Professional Staff members may vote and run for elected offices.

Item 12: “Assembly”

Faculty and Professional Staff Assembly of the School of Health Professions [FPASOHP] shall be defined as the body of faculty (full-time, part-time, and continuing education) and professional staff members of the School of Health Professions.

Item 13: “Academic Staff”

Those persons having academic or qualified academic rank in the School, as defined in Article II, Policies of the Board of Trustees.

Item 14: “Academic Rank”

Article II, Policies of the Board of Trustees defines academic rank as “rank held by those members of the professional staff having the titles of professor, associate professor, assistant professor, instructor, assistant instructor...”

Item 15: “Qualified Academic Rank”

Article II, Policies of the Board of Trustees defines qualified academic rank as “rank held by those members of the academic staff having titles of lecturer, or titles of academic rank preceded by the designations ‘clinical’ or ‘visiting’ or other similar designations.”

Item 16: “Consult with the Faculty/and Professional Staff”

Consultation shall take the form of discussion and advice prior to the taking of official action.

Item 17: “Program”

An administrative unit is responsible for the imparting of a body of knowledge as recognized in the courses of instruction required by individual professional mandates.

Item 18: “Standing Committees”

Established standing committees of the School

## **ARTICLE II**

### **AUTHORITY AND RESPONSIBILITIES OF THE FACULTY AND PROFESSIONAL STAFF ASSEMBLY [FPASOHP] AND STANDING COMMITTEES**

FPASHRP is authorized to recommend, develop and implement programs and policies in accordance with the standards of Articles of Governance of the University Faculty Senate of the State University of New York as promulgated by the policies of the Board of Trustees. The responsibilities of the Faculty and Professional Staff Assembly include the following:

Item 1: The development, support, and conduct of educational, research, and service programs of the School.

Item 2: The establishment, maintenance, and continuous review of academic standards, including requirements for admission, promotion, and for the granting of degrees.

Item 3: Formulation of personnel policies relative to appointments and promotions; participation in the selection of administrative officers and program chairpersons.

Item 4: Participation in the formulation and implementation of policies pertaining to budget and resources, curriculum, and academic rules of the School.

Item 5: Encouragement of student participation in the development of educational programs of the School.

Item 6: Participation in the periodic assessment of faculty, professional staff, and administrative activities in the areas of faculty and professional responsibility.

## **ARTICLE III**

### **ORGANIZATION OF THE FACULTY AND PROFESSIONAL STAFF ASSEMBLY**

The organization shall be known as the Faculty and Professional Staff Assembly of the School of Health Professions, abbreviated FPASOHP.

#### **SECTION A: MEMBERSHIP AND PARTICIPATION**

##### **Item 1: Membership**

Membership in the FPASOHP shall consist of the Faculty and Professional Staff of the School of Health Professions as defined in Article I of the By-Laws.

##### **Item 2: Voting Membership**

The voting members of the FPASOHP shall consist of Faculty and Professional Staff of the School of Health Professions.

**SECTION B: ELECTED OFFICERS OF FPASOHP****Item 1:**

The elected officers of FPASOHP shall consist of a Presiding Officer, a Presiding Officer-Elect, and a Secretary. All elected officers shall serve for one year, and their names shall be announced prior to the end of the academic year. Term of office: July 1 to June 30. The Presiding Officer-Elect shall assume the office of the Presiding Officer automatically at the expiration of the Presiding Officer's term or whenever that office becomes vacated. At such time, the Committee on Nominations, Elections, & By-Laws will solicit candidates and conduct an election for a new Presiding Officer-Elect.

In the event that there is no Presiding Officer-Elect, the Presiding Officer shall be eligible for re-nomination and re-election to a second term of office.

In the event that the Presiding Officer resigns before assuming office, and there is no Presiding Officer – Elect, a replacement for this officer shall be appointed by the Committee of the Faculty.

In the event an elected officer fails to meet his or her responsibilities as stated in the By-Laws as determined by a majority vote of the Committee of the Faculty and Professional Staff, the officer shall be removed by a majority vote of the members of the Faculty and Professional Staff Assembly voting by closed ballot.

**Item 2:** The duties of the elected officers shall be as follows:

## a). The Presiding Officer shall:

1. Preside at meetings of the FPASOHP and perform such duties as appropriate to the office.
2. Notify SOHP programs to appoint faculty representatives to serve on FPASOHP standing committees.
3. Serve as an ex-officio member of FPASOHP standing committees unless otherwise specified.
4. Serve as a member of the Downstate HSU Center-wide Faculty and Professional Staff Committee.
5. Preside over the meeting of FPASOHP.
6. Be available to meet with Center-wide

## administration. b). The Presiding Officer–Elect shall:

1. Assist the Presiding Officer in the performance of his/her duties.
2. Preside in his/her absence.
3. As needed, the Presiding Officer-Elect shall attend meetings of the Committee of the Faculty and Professional Staff and the Center-wide Committee of Downstate HSU.

## c). The Secretary shall:

1. Notify the Faculty and Professional Staff of FPASOHP meetings at least 10 calendar days in advance of each meeting, except in the case of special meetings.
2. Distribute and post agenda for FPASOHP meetings.
3. Prepare and distribute a listing of the chairs and members of each standing committee

to faculty and professional staff members.

4. Keep accurate minutes and records of FPASOHP.
5. Maintain a permanent file of minutes and records of FPASOHP.
6. Distribute the summary of its proceedings to each member of the Assembly in a timely fashion.
7. Maintain an up-to-date copy of the School By-Laws and Center-wide By-Laws.
8. Coordinate voting or mail resolutions with the Committee on Nominations, Elections, & By-Laws.
9. Maintain an up-to-date listing of members of all Standing Committees and maintain a current roster of voting members, including email addresses.
10. Attend meetings of the Faculty and Professional Staff of the School.

**SECTION C:**                    **STANDING COMMITTEES OF FPASOHP**

(See Article V of SOHP By-Laws for Specific Roles and Functions of the FPASOHP Committees)

Committee of the Faculty and Professional Staff  
Committee on Educational Policy and Curriculum  
Committee on Academic and Professional Qualifications  
Committee on Academic Policy  
Committee on Program Development and Budget  
Committee on Nominations, Elections, & By-Laws

**ARTICLE IV**

**STANDARD OPERATING PROCEDURES OF THE FACULTY & PROFESSIONAL STAFF ASSEMBLY OF THE SCHOOL OF HEALTH PROFESSIONS**

**SECTION A:**                    **NOMINATIONS AND ELECTIONS**

Item 1: The Committee on Nominations, Elections, & By-Laws solicits nominations for elected offices from the Faculty and Professional Staff and conducts elections. This should be initiated in the Spring term and completed prior to the final Faculty Assembly of the academic year.

Any member of the FPASOHP shall be eligible to hold office as Presiding Officer-Elect, or Secretary, and to cast a ballot in such elections.

The Committee on Nominations, Elections, & By-Laws shall conduct elections, count, and verify ballots as described herein.

Item 2: Requirements for Election:

- a. In all elections, a majority of the votes cast shall be sufficient for election

- b. If there is a possibility that no candidate will receive a majority of the votes, the preference of the majority shall be determined by the candidate receiving the most number of votes.
- c. If there is an equal number of a vote among candidates, a run-off election will be conducted.

**SECTION B: MEETINGS OF FPASOHP****Item 1: Regular Meetings**

Three regular meetings of the FPASOHP shall be held in each academic year. Unless otherwise provided in these By-Laws, the latest edition of Robert's Rules of Order shall govern the conduct of the business of FPASOHP. The meetings will be scheduled at the beginning of each semester.

**Item 2: Special Meetings**

Special Meetings may be called by the Chancellor, President, Vice President, Dean, or Presiding Officer or upon written application of twenty percent of the members of FPASOHP. This should be done in no more than ten days of receipt of such application and every effort should be made to notify FPASOHP members. The business of such meetings shall be indicated on the notice of the meeting and shall be limited to the matter set forth in the application.

**Item 3: Quorum**

A quorum at any meeting of the FPASOHP shall have a minimum of one faculty member from each program.

**Item 4: Notice of Meeting**

Except in the case of special meetings, the Secretary shall notify each member of the Faculty and Professional Staff, Dean of the School of Health Professions, Vice-President, and President of Downstate HSU by mail and/or e-mail at least ten calendar days in advance of a meeting.

**Item 5: Order of Business**

The usual order of business at the SOHP Faculty Assembly meetings, except for special meetings shall be:

- Approval of minutes of previous meetings
- Report of the Chancellor, if provided
- Report of the President, if provided
- Report of the Vice-President, if provided
- Report of the Dean
- Report of the Presiding Officer
- Reports of the Program Chairpersons

- Report of the Committees
- Old Business
- New Business

Item 6: Voting Procedures

Items of new business may be presented at any meeting of the FPASOHP. Discussion is encouraged but may be brought to a close by a vote of the majority of those present. A quorum is required (Article IV, Section B, Item 3) to vote on any resolution. This vote can be obtained in person, by e-mail or by telephone. Any resolution may be voted upon without delay and considered passed if approved by a majority of Assembly members present. A resolution must be voted on by mail or e-mail ballot sent to all members of the FPASOHP under the following circumstances: by petition of three members of the voting Faculty and Professional Staff in a timely manner after distribution of the minutes of the meeting.

Item 7: Written Secret Ballot

Written secret ballots shall be utilized for all elections of FPASOHP.

Item 8: The Manner of Voting on Resolutions by Mail:

Within two weeks of the fulfillment of any of the circumstances listed in Item 6, a ballot, accompanied by the text of the final resolution, shall be emailed by the Secretary of the FPASOHP to members of the Faculty and Professional Staff. The ballots should be returned to the Secretary in the printed form inside two envelopes and signed over the seal by the voter within two weeks.

**SECTION C:                    PROCEDURE FOR CREATING NEW COMMITTEES**

Item 1: Additional Committees

Additional Standing Committees and Ad-Hoc Committees shall be created by:

- a. Proposal of the Committee of the Faculty and Professional Staff of FPASOHP.
- or-
- b. Written proposal by 10% of members of FPASOHP.

Approval by a majority vote of the FPASOHP is required.

**ARTICLE V****STANDING COMMITTEES****SECTION A: GENERAL RULES OF STANDING COMMITTEES**

- Item 1: Each Committee shall hold its initial meeting for the academic year in the month of September. the previous year's Chairperson of the Committee shall be responsible for calling the initial meeting. He/she shall preside at this meeting for the purpose of electing a chairperson or re-electing the present chairperson to whom he or she shall deliver the records of the Committee. It is the responsibility of the Committee chairperson to plan and select a date/time for this meeting prior to the beginning of the academic year.
- Item 2: If a member of a Standing Committee cannot serve his/her full term, the chairperson of the program shall appoint another representative to serve on the Committee for the remainder of the year.
- Item 3: A quorum shall consist of the majority of Committee members, except in the case of CAPQ as determined by CAPQ Committee's standing Rules of Procedures.
- Item 4: The names of all of the program representatives on standing committees shall be submitted by the Chairperson of each School Program to the Secretary of FPASOHP.
- Item 5: When necessary, the Chairperson of the Standing Committee will appoint Subcommittees to assist the Committee in carrying out its responsibilities. Membership in such subcommittees may include the members of the Faculty, Professional Staff, or student body. When matters of specific interest to individual programs are involved, the subcommittees shall have, when possible, at least one representative from the program concerned.
- Item 6: Passing of recommendations of the Committee shall be by a majority vote of the members. All Standing Committees and Subcommittees shall be responsible for making written detailed reports of their activities to the FPASOHP via the Chairperson of the Committee for each FPASOHP meeting.
- Item 7: All Committees shall submit an annual written report of their activities to the Presiding Officer and Dean of SOHP via the Chairperson before the June meeting.
- Item 8: The Presiding Officer, with the approval of the Committee of the Faculty and Professional Staff, may appoint to any Committee one member of the School.
- Item 9: The Dean of the School of Health Professions is an ex-officio member of all standing committees, and shall receive copies of the minutes and an annual written report of all activities of each standing committee. The Dean should be notified of the dates of meetings.



**SECTION B: COMMITTEE OF THE FACULTY AND PROFESSIONAL STAFF ASSEMBLY OF FPASOHP****Item 1: Membership**

- a. The Committee of the Faculty and Professional Staff shall consist of the Presiding Officer and Secretary of the FPASOHP and one member from each Program in the School appointed by the Program Chairperson. The Presiding Officer-Elect shall be an ex-officio member.

**Item 2: Officers of the Committee of the Faculty and Professional Staff of the FPASOHP**

- a. Chairman: The Presiding Officer of the FPASOHP Faculty Assembly shall be the meeting chairperson. In his/her absence, the Presiding Officer-Elect shall preside at meetings.
- a. Secretary: The Secretary of FPASOHP shall be appointed to the Committee.

**Item 3: Meetings of the Committee of the Faculty and Professional Staff of the FPASOHP**

- a. The first regular meeting of the Committee shall take place in September. Thereafter, the Committee shall meet regularly with a meeting to precede each meeting of the FPASOHP.
- b. Special meetings may be called by the Chairperson of the Committee of the Faculty or at the written request of three members of the Committee of Faculty and Professional Staff.
- c. The Secretary of the Committee shall be responsible for the preparation of the minutes of the meetings of the Committee and for the distribution of these to the following persons: The Dean of the School, Chairperson of each Program, and members of the Committee and others to be deemed appropriate. The minutes shall include the time and place of the next meeting.

**Item 4: Functions of the Committee of the Faculty and Professional Staff of the FPASOHP**

- a. The Committee shall function as an executive body, directing the flow of matters to and from committees, the FPASOHP, or other appropriate constituencies, and will provide such recommendations as it deems necessary to the Dean.
- b. The Committee shall consider all matters referred to it by its Presiding Officer, the SOHP Faculty, student organizations, or administration.
- c. The Presiding Officer and Secretary shall be responsible for the preparation of an agenda for meetings of the SOHP Faculty Assembly.
- d. The Committee shall have the authority to establish ad-hoc Committees of the Committee of the Faculty and Professional Staff.
- e. The Committee shall ensure that the resolutions or other determinations of the FPASOHP are implemented.

- f. The Presiding Officer may appoint, with the approval of the Committee, persons to represent the Faculty, when requested to do so by other governance organizations.
- g. The Committee Chairperson shall prepare and present a report at meetings of the FPASOHP.

**SECTION C: COMMITTEE ON EDUCATIONAL POLICY AND CURRICULUM**

**Item 1: Membership**

- a. The Committee on Educational Policy and Curriculum shall consist of one (1) member from each of the programs in the School.
- b. The Chairperson of the Committee shall be elected annually at the first meeting of the Committee. The Chairperson shall serve as a member of the Center-wide Educational Policy and Curriculum Integration Committee.
- c. The Committee Chairperson shall prepare and present a report at the meetings of the FPASOHP.
- d. Ex-Officio members shall include the Dean and Presiding Officer of FPASOHP.

**Item 2: Functions**

- a. The Committee on Educational Policy and Curriculum shall review all proposed curriculum changes and overall educational policy of the School and shall refer recommendations to the individual programs and the Dean.
- b. The Committee shall assess the possible impact of proposed curriculum changes on the total educational policy of the School and on the teaching programs of other Schools and Colleges within the Health Science Center.
- c. The Committee shall review and periodically update the School course evaluation tools.

**SECTION D: COMMITTEE ON ACADEMIC AND PROFESSIONAL QUALIFICATIONS**

**Item 1: Membership**

- a. The Committee on Academic and Professional Qualifications shall consist of one member from each Program in the School, each of whom shall be elected by a majority of his Program Faculty. Membership will include at least two tenured faculty.
- b. The Chairperson of the Committee shall be elected annually at the first meeting of the Committee.

**Item 2: Functions**

- a. The CAPQ shall review the credentials of individuals applying for tenure and/or promotion and for all new appointments to the rank of Associate Professor and Professor, and make recommendations to the Dean for action. The CAPQ shall review the credentials of



individuals applying for promotion to the rank of clinical associate professor and clinical professor and make recommendations to the Dean for action.

- b. The Committee shall establish procedures for its operations including special mechanisms and submit such procedures to the FPASOHP for approval.
- c. The Committee shall follow the document “Tenure and Promotion Guidelines” of the School of Health Professions which is developed in accordance with State University of New York Guidelines. This document was initially approved in 2004 by the FPASOHP and must be updated every five years.
- d. The Committee shall elect from its membership a representative to serve on the Center-wide Committee of Faculty and Professional Policies.

**SECTION E:                    COMMITTEE ON ACADEMIC POLICY**

**Item 1:** Membership

- a. The Committee shall consist of one member from each Program in the School.
- b. The Chairperson of the Committee shall be elected annually at the first meeting of the Committee.

**Item 2:** Functions

- a. The committee shall establish new policies on academic regulations and academic integrity.
- b. The Committees shall review and recommend modifications for existing policies at a minimum of every two years.

**SECTION E:                    COMMITTEE ON PROGRAM DEVELOPMENT AND BUDGET**

**Item 1:** Membership

- a. The Committee on Program Development and Budget shall consist of the Chairpersons of each of the Programs in the School, or his/her designee.
- b. The Dean of the School shall be an ex-officio member.
- c. The Chairperson of the Committee shall be elected at the first meeting.

**Item 2:** Functions

- a. The Committee shall review and make determinations and proposals on research resources, planning salaries, and budget issues common to all programs in the School.
- b. A member of the Committee to be elected at the first annual meeting shall serve as a member of the Center-wide Committee on Research, Resources, Planning and Budget, if operational.

**SECTION G: COMMITTEE ON NOMINATIONS, ELECTIONS AND BYLAWS****Item 1: Membership**

- a. The Committee shall consist of one member from each Program in the School.
- b. The Chairperson of the Committee shall be elected by the Committee at the first meeting.

**Item 2: Functions**

- a. The Committee shall recommend candidates for the Offices of Presiding Officer-Elect and Secretary of FPASOHP.
- b. The Committee shall elect from its membership a representative to serve on the Center-wide Committee on Nominations, Elections, and Ballots.
- c. The Committee Chairperson or his/her designee shall assist the Secretary of FPASOHP in counting the election ballot
- d. The Committee shall review periodically the By-Laws of the Faculty and Professional Staff of the Faculty and Professional Staff of the School to determine whether such By-Laws are consistent with the Policies of the Board of Trustees of the State University of New York and the By-Laws of the Faculty and Professional Staff of the Downstate HSU, and make recommendations to the FPASOHP.
- e. The Committee shall initiate and develop necessary amendments or revisions to the By-Laws of the School consistent with the Policies of the Board of Trustees of the State University of New York and the By-Laws of the Faculty and Professional Staff of the SUNY Downstate HSU and make recommendations to the FPASOHP.

**ARTICLE VI****SECTION A: COMMITTEE ON ADMISSIONS AND ACADEMIC STANDING****Item 1: Membership**

- a. The Committee on Admissions and Academic Standing is not a standing committee of the FPASOHP but is a Committee appointed by the Dean of the School of Health Professions.
- a. The Committee is advisory to the Dean and reports directly to the Dean.
- b. The Chairperson of the Committee is appointed by the Dean. The Chairperson is responsible for scheduling meetings and recording the minutes of meetings.

- c. The voting members of the Committee consist of the Chairperson of each program or their designees or others appointed by the Dean.

Item 2: Functions

- a. The Committee is responsible for reviewing and voting on all candidates presented for acceptance, rejection, or placement on the alternate list.
- b. The Committee shall operate according to the policies contained in the document “Standard Operating Procedures” that it developed with the approval of the Dean of the School of Health Professions.
- c. The Committee shall review the academic status of all students and make recommendations to the Dean on such matters as promotion to the next semester, academic probation, leaves of absence, dismissals, graduation, deceleration to a modified program of study, cancellation of registration and all other matters pertaining to the enforcement of the academic policies of the School of Health Professions.

Item 3: Quorum

- a. A quorum consists of a majority of voting members.
- b. Voting: A simple majority is needed to pass an action. In case of a tie, the Committee Chair will have the deciding vote.

Item 4: Frequency of Meetings

- a. The Committee meets frequently, usually weekly or every other week while applications for admission are being processed, and as needed at other times of the year.

## **ARTICLE VII**

### **SECTION A: AMENDING THE BY-LAWS**

- a. Presentation of Amendment Proposals to amend these By-Laws must be made by the written petition of 25% of members of FPASOHP, or by any Standing Committee of FPASOHP, to the Presiding Officer and voting members of FPASOHP, ten days before discussion at an FPASOHP meeting.

### **SECTION B: METHOD OF VOTING ON AMENDMENTS**

- Item 1: Upon the termination of discussion on a proposed amendment, The Secretary should e-mail the ballot, accompanied by the text of the final proposed amendment to the voting membership of FPASOHP. The ballot should be returned in the printed form inside two envelopes and signed across the seal by the voter to the Secretary of the FPASOHP in the time allotted. The ballots shall be counted by the Nominations, Elections, and By-Laws Committee, and the result of the vote made public by that Committee to all members.

The text of passed amendments shall be transmitted to the Dean of the School.

Item 2: These By-Laws may be amended by a majority of the votes cast in favor of the proposed amendment.

Item 3: An amendment to these By-Laws shall go into effect immediately upon its adoption unless the motion to adopt specifies a time for its going into effect or the FPASOHP has previously adopted a motion to the effect.

*Modifications Adopted by FPASOHP 6/27/12*