

**Constitution of the Department of
Health and Human Performance**
College of Education—University of Houston
(June 2003)

I. Preamble

In order to establish an ideal professional and intellectual atmosphere, delineate administrative and operational lines of authority, advance the interests of the Department, affirm and assure the right of academic freedom, and promote the general welfare and rights of individual members, this Constitution of the Department of Health and Human Performance is hereby established within the guarantees granted and the limits set forth by the College of Education, University of Houston and by the Regents of the University of Houston.

II. The Organization

The organization herein defined shall be known as the Department of Health and Human Performance, administratively located in the College of Education, University of Houston. The Department of Health and Human Performance faculty shall be composed of all tenure track instructors, assistant professors, associate professors and full professors, as well as non-tenure track lecturers, adjunct professors, visiting professors, research faculty, clinical faculty and part-time faculty assigned to the Department of Health and Human Performance, College of Education, University of Houston. The granting of leave by the University does not affect membership.

III. The Organizational Structure and Recognized Constituencies

The administrative structure of the Department of Health and Human Performance shall include a Chairperson and such persons and/or positions as are authorized by the Department, College or University administration as necessary to insure efficient functioning of the Department.

The Department of Health and Human Performance shall be organized into Curriculum Areas which shall be responsible to the Chairperson and to the Department for planning, developing, and delivering quality educational programs and services. Curriculum Areas shall be empowered to initiate, approve, and forward recommendations concerning proposed area curricula and curricula changes, within the policies of the University, College and Department.

The Department of Health and Human Performance is presently organized into the following Curriculum Areas:

- Exercise Science
- Health
- Nutrition
- Sport and Fitness Administration

Each faculty member shall be identified with and assigned to one Curriculum Area, although a faculty member may be involved in activities of other Curriculum and/or Program Areas.

The Faculty

The faculty of the Department of Health and Human Performance shall participate in governance and administration of the Department as outlined in this document.

The Students

The student body shall have clearly defined means to participate in the formulation and application of Department policy that affects academic and student affairs. It shall be the responsibility of the Chairperson to assure that students are provided means for participation in these matters.

IV. Responsibilities

Responsibilities of the Department Administration include those designated in the University of Houston Faculty Handbook, the College of Education Constitution, and those specifically outlined in this document. Responsibilities outlined are intended to clarify and make public certain expectations but shall never in any instance be construed or interpreted in such a way as to violate statements outlined in the University Faculty Handbook or the College of Education Constitution. At such time as any conflict should arise, those documents shall always be accepted as the authoritative sources. Responsibilities of faculty members include professional and scholarly contribution, service, and instructional activities.

V. Operations

The operation of the Department's recommendations and decision-making structure is defined by the descriptions, which follow.

Administrative Responsibilities

The Department Chairperson has responsibility and authority for giving leadership to the program development efforts of the department and for implementing programs and policies. The Chairperson may delegate authority to specific persons but the ultimate responsibility for successful administration of the department remains with the chairperson. The Chairperson makes all administrative appointments and such persons are responsible directly to the Chairperson. Within the realm of assigned responsibility,

such persons have the full authority of the Chairperson. The Department standing committees are:

Undergraduate Committee
M.Ed. Graduate Committee
Graduate Research Degrees Committee
Promotion and Tenure Committee

Committee Membership

The Undergraduate Committee shall consist of one faculty member from each curriculum area plus one at-large faculty member elected by the HHP faculty who shall serve two year terms (amended 8/17/05). The committee members shall select a chair.

The M.Ed. Graduate Committee shall consist of one faculty member from each curriculum area plus one at-large faculty member elected by the HHP faculty for a one-year term. Only tenure track faculty are eligible to serve on the M.Ed. Graduate Committee. The committee members shall select a chair.

The Graduate Research Degrees Committee shall consist of faculty who are approved by the criteria described in the By-laws of this Constitution. Only tenure track faculty members who are found to have the qualifications defined in the By-laws to this Constitution are eligible to serve on the Graduate Research Degrees Committee. The committee members shall select a chair.

The Promotion and Tenure Committee shall be composed of all tenured faculty members of associate and full professor rank. All tenured faculty will evaluate those seeking promotion to associate professor. Only faculty members at the rank of professor are eligible to evaluate a faculty member seeking promotion to that rank. A faculty member may not serve concurrently on both the Department and College Promotion and Tenure Committees or serve during the same year of application for review.

Responsibilities of Departmental Standing Committees

The responsibilities of the Undergraduate Committee are to:

1. Make recommendations regarding the relative priorities within the various Curriculum Area proposals and needs.
2. Review Curriculum Areas, courses and academic policies.
- ~~3.~~ Review appropriate petitions and appeals.
4. Make recommendations to the Chair of courses to offer each semester.
5. Perform other duties as specified in the By-laws to this Constitution.

The responsibilities of M.Ed. Graduate Committee are to:

1. Make recommendations regarding the relative priorities within the M.Ed. degree proposals and needs.
2. Review M.Ed. degree courses and academic policies and recommend changes.

3. Review and take action on petitions and appeals related to the M.Ed. degree program.
4. Review and take action on M.Ed. student admission applications.
5. Design the procedures for the M.Ed. comprehensive examination and make a determination of pass or fail.
6. Make recommendations to the Chair of courses to offer each semester.
7. Perform other duties as specified in the By-laws to this Constitution.

The responsibilities of Graduate Research Degrees Committee are to:

1. Make recommendations regarding the relative priorities within the M.S., Ph.D. and Ed.D. degree proposals and needs.
2. Review M.S., Ph.D. and Ed.D. degree courses and academic policies and recommend changes.
3. Review and take action on petitions and appeals related to the M.S., Ph.D. and Ed.D. degree programs.
4. Review and take action on M.S., Ph.D. and Ed.D. student admission applications.
5. Design the procedures for the Ph.D. and Ed.D. candidacy paper and make a determination of pass or fail.
6. Design the procedures for the Ph.D. and Ed.D. comprehensive examination and make a determination of pass or fail.
7. Evaluate and take action on a faculty member's application to become a member of the committee. The criteria specified in the By-laws to this Constitution will be used to judge an applicant's qualifications.
8. Make recommendations to the Chair of courses to be offered each semester.
9. Perform other duties as specified in the By-laws to this Constitution.

Responsibilities of the Promotion and Tenure Committee

The committee will be responsible for conducting three-year reviews and evaluating the performance of faculty being considered for promotion and/or tenure. Only faculty with the rank of full professor can serve on the committee evaluating a faculty member being considered for full professor.

College Standing Committees

Tenured and tenure track faculty members are eligible to serve as the departmental representative on a College Standing Committee. The Health and Human Performance Faculty shall, at the outset of its opening meeting of the academic year, elect its representatives to the College of Education Undergraduate and Graduate Committees.

Departmental Faculty Meetings

Departmental faculty meetings shall be scheduled each fall and each spring semester. Other meetings may be called at the discretion of the Department Chairperson or the Health and Human Performance Faculty. Other meetings may be called at the discretion

of the Department Chairperson and must be called upon request of 25% of the members of the Department faculty.

A quorum for scheduled Department faculty meetings must include a minimum of 50% of the voting members of the faculty. The Department, except by approved motion of the faculty to the contrary, shall use Robert's Rule of Order in the conduct of its meetings. One faculty member will be elected parliamentarian. The Department Chairperson shall be responsible for establishing the agenda for scheduled meetings.

Reports from departmental standing and ad hoc committees shall be called for at each regularly scheduled faculty meeting. The Department Chairperson shall be responsible for submitting the agenda and materials, which may be necessary for the faculty to consider and act on at least two working days in advance of any scheduled meeting. The required two working days to distribute written agenda items to the faculty may be overruled, if two-thirds of the faculty vote to disregard this requirement. Minutes shall be distributed to faculty members seven working days following the meetings.

Recruitment and Employment of Faculty

Each year, the Department Chairperson, after formally consulting with the faculty, shall prioritize needs within the Department and shall determine which Curriculum (Curricula) and/or program area(s) will be recommended to the Dean of the College of Education for new or replacement positions.

Voting Policies

All tenured and tenure-track faculty with a minimum of 50% assignment and clinical faculty members with 100% assignment within the Department are voting members of the Department and are eligible to vote on matters acted upon in standing committees and at faculty meetings. In elections for a member-at-large position, the winner must receive a majority of the ballots cast. In cases where no person received a majority, the top two candidates (and all ties for second position) will be included in a run-off ballot.

Faculty and Student Grievance Policy

A multilevel procedure for redress of grievance concerning academic and instructional matters as well as university related employment problems is available to any faculty or student member of the department. The procedures are available in the departmental office. A faculty member has the right for reconsideration of a negative programmatic and/or personnel decision. Reconsideration must then be conducted within five (5) working days of the request for reconsideration.

Amendment of the Constitution and By-Laws

Any amendments to this Constitution and the By-laws shall be considered as an agenda item at a Health and Human Performance faculty meeting and must be distributed in writing to faculty members at least ten working days prior to that meeting. Any motions to amend proposed amendments must be distributed in writing, with a second, to each faculty member, at least 24 hours prior to the faculty meeting at which the motion is to be presented.

Any proposed amendments to this Constitution and the By-laws shall be discussed in a faculty meeting and shall be distributed in writing to faculty members at least ten

working days prior to the meeting. Amendments to the Constitution shall be adopted by two-thirds vote of all eligible Department faculty who cast their vote. Amendments to the By-Laws shall be adopted by a majority vote of all eligible Department faculty who vote. Voting on amendments to the Constitution and By-Laws shall be conducted by secret mail ballot.

By-Laws Section

By-Law Number One:

GRD Membership - *Over-arching policy statement:* A faculty member eligible for GRD membership must demonstrate the ability to independently direct doctoral research.

This would be defined by the following criteria:

A) the faculty member must have an ongoing, focused research agenda as evidenced by refereed journal articles, grant writing, research presentations.

AND

B) the faculty member has Dissertation/Thesis experience as evidenced by having served as Chair or Co-Chair of doctoral dissertations or Master's thesis committees at UH or other academic/research institutions.

The sitting GRD committee will begin an ongoing review process of its own membership in order for an individual member to maintain GRD status. This review will be on a three year basis after initial membership is granted.

See HHP webpages for additional procedural issues.