

# **Constitution of the Department of Health and Human Performance**

University of Houston  
(version August 21, 2014)

## **I. Preamble**

To establish a productive professional and intellectual atmosphere, delineate administrative and operational lines of authority, advance the interests of the Department, and promote the general welfare and rights of department members, this Constitution of the Department of Health and Human Performance is established within the guarantees granted and the limits set forth by the College of Liberal Arts and Social Sciences and 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 Liberal Arts and Social Sciences (the College), University of Houston (the University). The Department of Health and Human Performance faculty membership (the 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, and clinical faculty assigned to the Department of Health and Human Performance. The granting of leave by the University does not affect membership.

## **III. Organizational Structure**

The administrative structure of the Department of Health and Human Performance shall include a Chairperson and other administrative 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 includes the following Curriculum Areas:

- Exercise Science
- Nutrition
- Sport and Fitness Administration

Each faculty member shall be assigned to one Curriculum Area, although a faculty member may be involved in activities of multiple Curriculum 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.

## **IV. Responsibilities**

Responsibilities of the Department Administration include those designated in the University Faculty Handbook, the College Bylaws, and those specifically outlined in this document. Responsibilities outlined herein are intended to clarify and make public certain expectations but cannot supercede statements outlined in the University Faculty Handbook or the College Bylaws. The Department Chairperson has responsibility and authority for giving leadership to program development and for implementing programs and policies. Responsibilities of Faculty members include scholarship, professional service, and instructional activities.

## **V. Operations**

### **Administrative**

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.

### **Committees**

The Department standing committees are:

Undergraduate Committee  
Professional Masters Committee  
Graduate Research Degrees Committee  
Promotion and Tenure Committee

Additional special or ad hoc committees may be appointed by the Chairperson as necessary.

### **Standing Committee Membership**

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

The Professional Masters Degree Committee shall consist of one faculty member from each professional Master's degree plus one at-large faculty member elected by the HHP faculty who shall each serve a one-year term. A faculty member may represent multiple professional Master's degrees, provided he or she has active role in delivering each degree.

The committee members shall select a chair.

The Graduate Research Degrees Committee shall consist of faculty who meet the criteria described in their Standard Operating Procedures. 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.

### **Responsibilities of 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 and recommend changes.
3. Review and take action appropriate petitions and appeals.

The responsibilities of Professional Masters Committee are to:

1. Make recommendations regarding the relative priorities within the Professional Masters Committee degree proposals and needs.
2. Review Professional Masters degree courses and academic policies and recommend changes.
3. Review and take action on petitions and appeals related to the Professional Masters degree programs.
4. Review and take action on Professional Masters student admission applications.
5. Design the procedures for the Professional Masters comprehensive examinations and make a determination of pass or fail.

The responsibilities of Graduate Research Degrees Committee are to:

1. Administer the M.S. and Ph.D. degrees as outlined in their Standard Operating Procedures.

The responsibilities of the Promotion and Tenure Committee are to:

1. The committee will be responsible for conducting third-year reviews and evaluating the performance of faculty being considered for promotion in rank or tenure.

### **College Committees**

Tenured and tenure track faculty members are eligible to serve on College committees. The Department Faculty shall, at its opening meeting of the academic year, elect its representatives to the College committees as necessary.

## **Department 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 and must be called upon request of 50% of voting members of the faculty of the Department.

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. The Department Chairperson shall be responsible for establishing the agenda for scheduled meetings.

Reports from Department committees shall be called for at each regularly scheduled faculty meeting. The Department Chairperson shall be responsible for seeking input from the faculty for the agenda ahead of the meeting and providing the agenda and other necessary materials at the meeting.

## **Voting**

All tenured and tenure-track faculty with a minimum of 50% assignment and non-tenure track 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. Tenured and tenure track faculty members with less than 50% assignment, or non-tenure track faculty members with less than 100% assignment, may request voting privileges on an annual basis if Health and Human Performance is regarded as their home department and have previously held a departmental position with a minimum assignment of 50% or 100% respectively. An election will be held and a majority of the ballots cast must be received to restore voting privileges. Only tenured and tenure-track faculty with a minimum of 50% assignment and non-tenure track faculty with a minimum of 100% assignment are eligible to vote in this election. 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. A faculty member has the right to request reconsideration of a negative programmatic and/or personnel decision. These procedures are available in the departmental office.

## **Amendment of the Constitution**

Any proposed amendments to this Constitution shall be considered as an agenda item at a Health and Human Performance faculty meeting and must be distributed in writing to the Faculty 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.

Amendments to the Constitution shall be adopted by two-thirds vote of all eligible Department faculty who cast their vote. Voting on amendments to the Constitution shall be conducted by anonymous ballot.