

Bylaws of the College of Health Professions University of Tennessee Health Science Center

Article I

NAME, DEFINITION AND AUTHORITY

Section 1. Name: The name of the body constituted in this document shall be the faculty of the College of Health Professions of the University of Tennessee Health Science Center.

Section 2. Definition: The College of Community and Allied Health Professions was established by the University Of Tennessee Board of Trustees in 1972. The name of the college was changed to the College of Allied Health Sciences in 1986 and subsequently changed to the College of Health Professions (COHP) in July 2014. The College is a duly constituted academic unit of the University of Tennessee Health Science Center (UTHSC) with authority to recommend the awarding of degrees and certificates and operates in accordance with the rules, regulations, and policies of the University of Tennessee.

The primary activity of the College faculty is the preparation of practitioners, educators and scientists in health-related sciences who will impact human health through, teaching/mentoring, research/scholarship and community and clinical service locally, throughout the state and globally.

Section 3. Authority: The bylaws serve as the authority for the COHP faculty. The UTHSC Faculty Handbook shall provide the guidelines for the COHP Bylaws. If any provision in the COHP or departmental bylaws is inconsistent with the UTHSC Faculty Handbook, the handbook supersedes those provisions according to the Faculty Handbook.

Article II

PURPOSE, MISSION AND VISION

Section 1. Purpose: This body is an organization of faculty employed to carry out the mission of the COHP, consistent with the mission of UTHSC and the University of Tennessee.

Section 2. Mission: The mission of the College is to educate competent health professionals to provide services that address the health care needs of the people of Tennessee, provide leadership in the respective health professions through contribute to the knowledge bases of the respective health disciplines through research/scholarship and promote lifelong learning through continuing education.

Section 3. Vision: The vision of the COHP is inspiring leadership and nationally recognized excellence in the health professions through education, scholarship, research, community service, and clinical practice.

Article III

MEMBERSHIP

Membership of the faculty of the COHP (hereinafter referred to as the faculty) shall consist of all individuals classified as UTHSC faculty in the COHP in the ranks of professor, associate professor, assistant professor, and instructor.

Article IV

ADMINISTRATIVE ORGANIZATION

Section 1. Chief Administrative Officer: The dean of the COHP (hereinafter referred to as the dean) is the chief administrative officer of the college. He/she takes full responsibility for overseeing the academic, research, clinical and community outreach, administrative, and financial matters within the College. In his/her absence, the dean's designee will fulfill those duties. The dean of the college may, when deemed advisable, call and/or preside over meetings of the faculty. The dean is a member of the faculty appointed by the chancellor according to the UTHSC Faculty Handbook.

Section 2. Associate and/or Assistant Deans: The dean appoints faculty members to serve as associate or assistant deans to carry out administrative functions of the college according to the UTHSC Faculty Handbook, with the exception of Assistant Dean for Finance and Administration, who is a staff member. Unless otherwise stated, the Associate/Assistant Dean is granted power and authority by the Dean to represent the Dean in executing all of his/her duties and responsibilities.

Section 3. Department Chair: The dean appoints a faculty member to serve as chair of each collegiate department. The Department Chair serves as the academic and administrative leader of the respective department. Department chairs serve as members of the college council and are advisory to the dean.

Section 4. Division Chief: The Dean may appoint a faculty member to serve as chief of a collegiate division. The chief serves as the administrative leader of the respective division. Divisions are primarily research and/or clinically and do not grant tenure or promotion. Division Chiefs will be invited to participate in college council as needed.

Section 5. Program Directors: In some departments, the chair, with the approval of the dean, may appoint a faculty member to serve as a program director. Specific responsibilities vary, depending upon the needs of the department and program. The primary specific duties and responsibilities of the Program Director are determined by the Chair of the Department and approved by the Dean of the College.

Article V

FACULTY RIGHTS AND RESPONSIBILITIES

The faculty participates in the academic governance of the college through the Health Professions Faculty Organization (HPFO) that approves COHP policies and procedures, and by serving on college committees according to the Faculty Handbook.

Section 1: HEALTH PROFESSIONS FACULTY ORGANIZATION (HPFO)

- A. Purpose: The faculty of the College of Health Professions (COHP) at UTHSC considers it advantageous to establish the means for periodic meetings for the purpose of encouraging participation of the faculty in the affairs of the College, and to:
- establish inter-departmental faculty relations and communication; and
 - establish dialogue between, and disseminate pertinent information to, faculty and administration.
- B. General Functions: The general functions of the HPFO shall be to:
- serve as an advisory group to the Dean,
 - provide a forum to discuss interdisciplinary curriculum concerns,
 - pursue matters of interest to the faculty and/or the Dean, and
 - provide seminars of interest to the faculty.
- C. Voting Membership: Voting membership in the HPFO shall consist of all individuals classified as UTHSC faculty in the COHP in the ranks of professor, associate professor, assistant professor, and instructor who are at .75 Full Time Equivalent (FTE) or above. The COHP dean, or the faculty by majority with approval of the dean, may designate persons not included in the foregoing paragraph who shall have the privilege of attendance and discussion at faculty meetings, but shall not be allowed to vote.
- D. Quorum: A quorum consisting of at least 20 full-time COHP faculty members is required to conduct business.
- E. Decisions on items of business shall require a simple majority vote of the constituted quorum of voting members. Decisions related to the amendments of Bylaws shall require two-thirds (2/3) vote of the constituted quorum.
- F. Officers: The HPFO shall have three officers: President, President-elect, and Secretary. A President-elect and Secretary shall be elected during a regular meeting of the HPFO in March of each year, to be effective July 1. The President-elect shall automatically assume the office of the President at the end of the President's term. The terms of office for each position shall be one academic year (July 1 – June 30). Department chairpersons may not serve as officers.
- G. Specific Duties of Officers:
1. President: It shall be the President's responsibility to:
 - chair and call all meetings, whether upon his/her own initiative, recommendations by faculty members or the Dean's office, or as business may dictate;
 - develop meeting agendas in consultation with the HPFO officers;
 - attend College Council meetings as an ex-officio member;

- appoint a nominating committee, and any other committees as needed by the HPFO;
 - conduct elections for the at-large COHP Faculty Senate positions, for officers of the HPFO and for the at-large members of the College Promotion & Tenure Committee.
 - submit the new Senators' names to the Faculty Senate for service beginning May 1;
 - participate in campus activities as requested, or as needs arise; and
 - participate in planning faculty development.
2. President-elect: It shall be the President-elect's responsibility to:
- secure appropriate speakers for each meeting from suggestions of the faculty,
 - assume the President's responsibilities in his/her absence, and
 - serve as President in the following year.
3. Secretary: It shall be the Secretary's responsibility to:
- distribute information about HPFO meetings to all faculty members,
 - send reminders of meetings at least one week prior to the meeting,
 - maintain official documents of the HPFO including minutes and bylaws, and
 - maintain records of Faculty Senate representatives and terms of office
- H. Meetings: The organization shall meet at least once every four months or more often as business or interest may dictate.
- I. Committees:
1. Nominating Committee: The President shall appoint a nominating committee consisting of a faculty member from each department of the college in January of each year. This committee shall submit names of candidates for the offices of President-elect and Secretary of the HPFO, as well as candidates for college at-large Faculty Senate positions and college at-large promotion and tenure committee positions if openings exist. The slate of candidates shall be submitted to the HPFO President in March.
 2. Special Committees: Ad hoc committees may be appointed by the President as needs dictate.
- J. Faculty Senate Positions:
1. The COHP has a minimum of 8 elected positions on the Faculty Senate:
 - One senator from each department excluding the departmental chairperson
 - Departments with more than 15 members may have one senator for every 15 faculty members
 - At-large positions, one of which may be a departmental chairperson
 2. Departmental representative:

- Each department in the college shall nominate and vote for their respective departmental senator.
3. At-large positions:
- The Nominating Committee shall solicit their respective departments for nominations and submit those candidates' names to the President. The entire HPFO body shall vote for these senators as positions become available.
4. Executive Committee Member:
- As soon as possible following the March elections, all of the COHP senators shall meet and decide who will represent the college on the Executive Committee. The representative to the Executive Committee is elected annually.
5. Faculty Senate Membership:
- The newly elected senators and the executive committee representative will be announced to the HPFO membership at a meeting following the elections.
 - The President of the HPFO may serve as an ex-officio member of the Faculty Senate.
6. General Information:
- Faculty members with full-time appointments are eligible to be senators. Faculty members with administrative appointments above the level of chairperson are ineligible to be elected to the Faculty Senate as senators.
 - Department representatives must be employed in the department they represent.
 - The term of all Faculty Senate positions is three years.
 - A senator may serve at most three consecutive terms. In the event eligibility is questioned, the matter is referred to the Faculty Senate Executive Committee for resolution.

Section 2: STANDING COMMITTEES OF THE COLLEGE

- A. Purpose: Standing committees of the college provide an effective mechanism for participation by the collegiate faculty in the academic governance of the college.
- B. Composition: Committee members will include faculty members and may include administrators, students, and/or alumni.
- C. Term: Committee members are elected for 3-year terms beginning August 1st. Members must have a staggered term so that no more than one-third is elected annually. Committee members may be reelected.
- D. Assignments: Committees shall initiate recommendations and receive matters referred by the dean or faculty for study and recommendation. They shall report to the faculty when

necessary, or when directed to do so by the dean.

E. Recommendations made by the committees are forwarded to the Dean for final approval. Committees shall report to the faculty at least annually or when directed to do so by the Dean.

F. Standing Committees of the College:

1. Curriculum Committee: The curriculum committee for COHP is comprised of one representative elected from each of the programs and follows the UTHSC policy on Approval of Curricular Changes Relating to Academic Programs.
2. Research Committee: The research committee facilitates the dissemination of research information and opportunities from the office of the Associate Dean for Research to the respective departments. A representative is elected from each department.
3. Student Affairs Committee: The student affairs committee is comprised of representatives from each of the programs and is responsible for advising the College on policies and procedures pertaining to student affairs (including but not limited to recruitment, enrollment, engagement, clinical placement, retention, withdrawal, and reinstatement). The committee is also responsible for developing and/or reviewing policies and procedures pertaining to student affairs as needed. Membership: Representatives from each program are elected. The Associate Dean for Academic, Faculty and Student Affairs is an Ex Officio member.
4. Public Relations Committee: The public relations committee serves as the editorial board for the college alumni magazine and other college or campus publications. The committee consists of one faculty member elected from each academic program within the College. The committee collects information, photographs and other records on an ongoing basis about faculty, alumni, and student activities as well as special achievements in the College. The information is maintained for publications and other public relations activities or events.
5. Promotion and Tenure Committee: The committee is advisory to the dean on faculty appointments, promotions, and tenure in the COHP.
 - a. Membership: Membership is composed of the following tenured faculty:
 - one member elected from each department in the college, holding a minimum rank of associate professor
 - if a department does not have a tenured faculty member at the rank of associate professor or higher, that department may elect a non-tenure track faculty member at the rank of associate professor or higher to serve on the committee
 - one member of the committee, holding the rank of professor, will serve as chair; elected by the promotion and tenure committee
 - two members holding the rank of professor to be selected at large from faculty within the college
 - The chief academic officer of the college shall serve as ex officio and advisory to the committee without a vote
 - The collegiate faculty affairs officer shall serve as ex officio and

- advisory to the committee with a vote
- b. **Role of the chief academic officer of the college:** All required documents of candidates for promotion and/or tenure are submitted to the chief academic officer of the college. Recommendations and supporting documents for a candidate for promotion and/or tenure will be presented to the committee by the chief academic officer of the college.
 - c. **Role of the committee chair:** direct meetings related to the review of candidates for promotion and/or tenure and forward committee recommendations and the summary vote of the committee to the dean.
 - d. **Meetings:** The committee meets at least annually to review candidates for promotion and/or tenure. The committee may also convene at other times as necessary.
 - e. **Committee Duties and Responsibilities: Promotion and Tenure (P&T)** Committee of the COHP is responsible for making recommendations to the dean concerning the award of tenure, and for promotion in rank. If requested by the Dean, the committee may review a candidate's credentials and make a recommendation concerning the appointment and rank. If requested by the department chair, the committee participates in faculty interim probationary reviews and also in termination of tenured faculty in accordance with the UTHSC Faculty Handbook.

Article VI

AD HOC COMMITTEES OF THE FACULTY

The dean may appoint special committees for specific purposes for a limited period of time.

Article VII

PARLIAMENTARY AUTHORITY

The parliamentary authority for all meetings of the faculty of the COHP shall be Robert's Rules of Order, Newly Revised.

Article VIII

GUIDELINES FOR APPOINTMENT, PROMOTION, TENURE AND TERMINATION IN THE COHP.

Section 1: Appointment

The College will follow the UTHSC *Faculty Handbook* requirements for initial appointments. Full time faculty can be hired either on the tenure-track or the non-tenure track, which is consistent with the UTHSC Faculty Handbook. The dean may request the P&T Committee, as tenured faculty, to review a candidate's credentials and make a recommendation concerning the appointment and rank. Prior to initial appointment, all candidates for faculty positions must demonstrate that they are able to communicate effectively with students in the English language. As part of the interview process, candidates are evaluated by COHP members on a rating form that includes a question about the candidate's ability to communicate effectively using the English language.

Section 2: Promotion

The College will follow the UTHSC *Faculty Handbook* requirements and procedures for promotion in rank. Recommendations for promotion are usually initiated by the chairperson, followed by a review of the candidate's qualifications and achievements by departmental faculty peer reviewers. In addition to tenured departmental faculty, non-tenure track, part-time, affiliated, or voluntary faculty with appointments in that department may also serve as reviewers on promotions. Peer reviewers are limited to members of the faculty holding rank(s) equal or higher than that to which the candidate is seeking promotion.

Section 3: Tenure

The College will follow the UTHSC *Faculty Handbook* requirements and procedures for tenure. In departments with at least three tenured faculty members, excluding the dean and the chair, interim and final probationary reviews for tenure will be conducted by the departmental tenured faculty. In the event that there are not at least three tenured faculty in the department, the interim review will be conducted by the chair in consultation with the tenured departmental faculty, and the final probationary review will be conducted by the college's P&T Committee.

Faculty nominated for the awarding of tenure must meet the criteria for a positive recommendation stated in the UTHSC *Faculty Handbook*. No faculty member at the rank of instructor shall be recommended for the award of tenure without a concurrent recommendation and a positive action for promotion to the rank of assistant professor.

Section 4: Termination

Termination procedures for tenure track and non-tenure track faculty adhere to the UTHSC Faculty Handbook. Departmental tenured faculty will participate in the termination of tenured faculty per the Handbook. In the event there are less than three departmental tenured faculty members, the P&T committee may be asked by the chair to participate in the termination process.

Section 5: Faculty Peer Reviewers and College P&T Committee

Duties: Review dossier, meet to discuss each candidate, complete Metric Matrix for promotions, and vote on each recommendation for promotion and/or tenure, thereby making a positive or a negative recommendation on each candidate. The vote will be taken anonymously. Voting is limited to members of the committee holding rank equal to or higher than that to which the candidate is seeking promotion

- Quorum: A quorum shall be 75% of faculty eligible to vote on a given candidate and a positive or negative recommendation shall be decided by a simple majority of those faculty members present.
- Reporting: Faculty Peer Reviewers will forward a report to the chair and the college P&T committee will forward a report to the dean that includes the following: a list of participating faculty members; the majority and minority views, if relevant; and the summary vote.

Section 6: Documentation

Required dossier documents: Documents for the dossier are those required by the P&T Committee and the Dean according to the UTHSC *Faculty Handbook*:

Each candidate for promotion and tenure must submit the following (since the last promotion or tenure review) as follows:

1. Chair's nomination letter and the Metric Matrix to the dean
2. Departmental faculty peer evaluation/report. These faculty should meet without any administrator present and debate and discuss the candidacy as per the UTHSC *Faculty Handbook*.
3. Summary of accomplishments by mission
4. Current curriculum vitae in UTHSC format
5. Initial appointment letter (if relevant) and annual reappointment
6. Annual performance and planning reviews
 - a. Interim probationary review for tenure documentation (for tenure candidate only)
7. Documentation of teaching including course evaluation summaries for all courses taught
8. Documentation of research including copies of publications
9. Documentation of service
10. Documentation of patient care
11. Letters of internal and external evaluation per UTHSC Faculty Handbook

Section 7: Faculty Ranks, Criteria, and Activities

This section is designed as a guideline for use by the COHP to interpret the criteria for initial faculty appointment, promotion, and tenure as described in the UTHSC Faculty Handbook. The general format used herein is to cite the exact language from the Faculty Handbook on the left side of the chart in plain type. Interpretive comments and concrete suggestions which may be used as guidelines by the COHP faculty and department chairs are noted in the right column in *italics*. The examples and suggestions provided are not all inclusive nor does a candidate have to provide evidence for each. Documentation may include a reference of the activity in the curriculum vitae, letters of reference, copies of published works, and other appropriate documentation.

UTHSC Policy for Faculty Ranks, Criteria & Activities	<i>COHP Guidelines for Criteria, Activities & Documentation</i>
<p>Instructor: The rank of instructor may be granted to tenure track and non-tenure track faculty. Depending on the distinctive requirements contained in the letter of appointment, a faculty member with the rank of instructor is expected to:</p> <ol style="list-style-type: none"> a. Hold a terminal degree of the discipline or equivalent training and experience appropriate to the particular appointment b. Exhibit a commitment to the University’s mission c. Have obtained an excellent scholastic record as a student d. Have the ability to relate effectively to students and/or professional colleagues 	<p><i>The baccalaureate degree is the minimum degree appropriate for appointment to the rank of instructor in the COHP. Appropriate professional training and experience may be substituted in selected cases for clinical faculty.</i></p> <p><i>For initial appointment, primary documentation of degree(s) is required.</i></p> <p><i>There should also be evidence of an excellent scholastic record as a student:</i></p> <ol style="list-style-type: none"> <i>1. Transcripts</i> <i>2. Faculty recommendations</i> <i>3. Academic awards and honors</i> <p><i>There should be evidence of one or more of the following:</i></p> <ol style="list-style-type: none"> <i>1. Personal experience in instruction</i> <i>2. CE or coursework in instructional method</i> <i>3. Expressed desire to instruct</i> <p><i>There should be evidence of one or more of the following:</i></p> <ol style="list-style-type: none"> <i>1. Involvement or willingness to be involved in research and scholarly activities</i> <i>2. Intent to pursue an advanced degree</i> <i>3. Expressed interest in maintaining professional competence</i> <p><i>Documentation may include:</i></p> <ol style="list-style-type: none"> <i>1. Recommendations of employers and faculty</i> <i>2. Continuing education or coursework in instructional methods</i>

	3. <i>Letters of support with reference to clinical instruction</i>
UTHSC Policy for Faculty Ranks, Criteria & Activities	<i>COHP Guidelines for Criteria, Activities & Documentation</i>
<p>Assistant Professor: The rank of Assistant Professor may be granted to tenure-track or non-tenure track faculty. Depending on the distinctive requirements contained in the letter of appointment, a faculty member with the rank of Assistant Professor is expected to:</p> <ol style="list-style-type: none"> a. Hold the doctorate or other terminal degree of the discipline or equivalent training and experience appropriate to the particular appointment b. Demonstrate potential for excellence in teaching c. Demonstrate potential for excellence in research/creative and/or scholarly activity d. Demonstrate potential for excellence in service e. Have demonstrated the ability to relate effectively to students or professional colleagues f. Demonstrate potential for excellence in patient care when applicable g. Hold board certification in his/her discipline when applicable 	<p><i>For appointment or promotion to assistant professor in the COHP, all requirements for instructor must be met and at least a masters degree is required. Appropriate professional training and experience may be substituted in selected cases for clinical faculty.</i></p> <p><i>For initial appointment, primary documentation of degrees is required.</i> <i>Faculty must hold appropriate credential (certification and/or license) as appropriate to the specific discipline and/or appointment.</i></p>
Assistant Professor: Teaching Performance Activities	Documentation must provide evidence of potential for excellence in teaching
<ol style="list-style-type: none"> a. Actively participates in the teaching of students (e.g., lecturing, laboratory, conferences, counseling) b. Communicates information and concepts in a clear and well organized manner c. Provides timely updates to teaching materials d. Accepts criticism and responds appropriately to feedback regarding quality and effectiveness of teaching e. Maintains broad, detailed, and current knowledge of the subject matter f. Serves as a formal or informal mentor for students g. Participates in interdepartmental/interprofessional teaching activities when requested h. Experiments with new and innovative teaching approaches i. Encourages innovation 	<p><i>Examples of specific documentation may include:</i></p> <ol style="list-style-type: none"> 1. <i>Summary of ratings on course evaluation forms for years since initial appointment or last promotion (indicate response rate)</i> 2. <i>Evaluations by peers</i> <ol style="list-style-type: none"> a. <i>Letters that address internal peer evaluation of lectures and teaching materials and an assessment of an individual's contribution to overall curriculum quality</i> b. <i>Letters that address external peer evaluation of lectures and teaching materials and an assessment of an individual's contribution to overall curriculum quality</i> 3. <i>Evaluations by former students (Letters that address how well the individual's teaching prepared students for both credentialing exams and competent performance in the discipline)</i>

<ul style="list-style-type: none"> j. Writes clear test questions designed to assess major concepts and prepare students for their professional careers k. Provides evidence of the success of former students l. Serves as a professional role model for students 	<ul style="list-style-type: none"> 4. <i>Evaluations by employers of former students (This can be in the form of letters and should address how well prepared the individual employee was in the area taught by the faculty member.)</i> 5. <i>Current data documenting student performance on credentialing examinations in content areas for which the faculty member has been responsible</i> 6. <i>Evidence of tutorial efforts for students (Time spent with, and development of extra materials for those students who are having academic problems should be documented.)</i> 7. <i>Continuing education credit in educational methodology</i> 8. <i>Documentation of participation as an instructor in continuing education programs or as a clinical instructor (Letters from participants, course directors and evaluations by participants)</i>
<p>Assistant Professor: Research/Creative and Other Scholarly Activities</p>	<p>Documentation must provide evidence of potential for excellence in research/creative and other scholarly activities</p>
<ul style="list-style-type: none"> a. Demonstrates ability to conceive, execute, and report on research investigations (from proposal to publication) b. Exhibits a creative and innovative approach to research and scholarship c. Publishes research in appropriate discipline-specific/discipline-related journals d. Collaborates with other faculty members in research projects e. Develops and disseminates practice guidelines and/or health policy briefs f. Publishes clinical case studies, reports for the lay press, patient brochures g. Shows continuity in research and perseverance in achieving research goals h. Obtains and maintains adequate external and/or internal funding for scholarly activities i. Responds appropriately and in a timely manner to grant reviews j. Pursues opportunities to convert results of research into practical applications having societal or commercial value (e.g., obtains patents) k. Serves as an invited expert at agencies, institutions, study sections, other universities, etc. 	<p><i>Examples of specific documentation may include:</i></p> <ul style="list-style-type: none"> 1. <i>Evidence of scholarly activities such as papers and theses completed during graduate education or during professional experience, instructional monographs and manuals</i> 2. <i>Articles published in journals or publications, books or chapters in a book, with external peer evaluation of the contribution to the discipline</i> 3. <i>Assessment of participation in research projects (letter from the principal investigator and/or peer reviewer)</i> 4. <i>Documentation of presentations (brochures, letters of invitation, course evaluations, posters, etc.).</i>

<p>l. Participates as an invited speaker for research symposia, seminars, and special lectures</p>	
<p>Assistant Professor: Service/Community Outreach Activities</p>	<p>Documentation must provide evidence of potential for excellence in service</p>
<p>a. Serves on departmental, college, and university committees</p> <p>b. Serves on local, regional, national, or international committees</p> <p>c. Serves on committees to review research grant proposals in the area of expertise (e.g., NIH, American Cancer Society, American Heart Association)</p> <p>d. Serves as journal editor, on editorial boards of journals or as a referee for manuscripts</p> <p>e. Participates in department, college, and University activities (e.g., seminars, conferences, faculty meetings)</p> <p>f. Speaks to local/regional external groups (e.g., civic groups) on current issues in health care</p> <p>g. Participates in departmental functions</p> <p>h. Is a member of, and holds offices in, professional societies</p> <p>i. Participates in interdepartmental/interprofessional teaching, research, and seminar programs</p> <p>j. Makes special contributions as recognized by peers and Chair</p> <p>k. Participates in local health care boards or provides leadership for local health-related volunteer organizations</p> <p>l. Serves as a member of boards/committees for hospitals or other health care organizations</p>	<p><i>Documentation may be in the form of letters of support from departmental chair, professional peers, colleagues, members of the board(s) or organization(s) on which faculty member serves and former students</i></p> <p><i>Examples of specific documentation may include:</i></p> <ol style="list-style-type: none"> 1. Record of service to your program, department, college and university 2. Record of service to your profession 3. Record of service to your community
<p>Assistant Professor: Patient Care Activities if applicable</p>	<p>Documentation must provide evidence of potential for excellence in patient care when applicable</p>
<p>a. Manages patient care responsibilities to meet agreed-upon expectations as to the numbers of patients/procedures expected in the discipline and in the particular setting</p> <p>b. Provides clinical care that is viewed as competent by peers and other health care providers</p> <p>c. Acquires and maintains board certification and applicable professional licensure in his/her field where appropriate</p>	<p><i>Documentation may be in the form of letters of support from peers, colleagues, and patients</i></p>

<ul style="list-style-type: none"> d. Participates in relevant professional societies e. Participates regularly in continuing education activities to remain current in his/her specialty f. Provides “in-service” education at clinical practice site 	
<p>UTHSC Policy for Faculty Ranks, Criteria & Activities</p>	<p><i>COHP Guidelines for Criteria, Activities, and Documentation</i></p>
<p>Associate Professor: The rank of Associate Professor may be granted to tenure-track or nontenure track faculty. Depending on the distinctive requirements contained in the letter of appointment, a faculty member with the rank of Associate Professor is expected to:</p> <ul style="list-style-type: none"> a. Hold the doctorate or other terminal degree of the discipline or equivalent training and experience appropriate to the particular appointment b. Demonstrate significant contributions as a teacher and a strong likelihood of continuing effectiveness c. Demonstrate significant contributions as a researcher and/or scholarly or professional attainment, and a strong likelihood of continuing effectiveness d. Demonstrate significant contributions to service and a strong likelihood of continuing effectiveness e. Have demonstrated ability to relate effectively to students and professional colleagues f. Participate actively in professional associations g. Have held the rank of Assistant Professor at UTHSC or other accredited academic institution for at least 4 years (earlier promotions may be recommended in exceptional cases, however). h. Demonstrate significant contributions to patient care when applicable i. Be board certified when applicable 	<p><i>For appointment or promotion to associate professor all requirements for assistant professor must be met and at least a master’s degree is required. Appropriate professional training and experience may be substituted in selected cases for clinical faculty. The doctoral degree may be required in some departments as appropriate for the discipline.</i></p> <p><i>For initial appointment, primary documentation of degree(s) is required.</i></p> <p><i>Faculty must hold appropriate credential (certification and/or license) as appropriate to the specific discipline and/or appointment. Candidates for promotion must achieve the minimum score for faculty rank on the Promotion and Tenure Matrix as described in the Faculty Handbook.</i></p>
<p>Associate Professor: Teaching Performance Activities</p>	<p>Documentation must provide evidence of significant contributions as a teacher and a strong likelihood of continuing effectiveness</p>

<ul style="list-style-type: none"> a. Actively participates in the teaching of students (e.g., lecturing, laboratory, conferences, counseling) b. Communicates information and concepts in a clear and well organized manner c. Provides timely updates to teaching materials d. Accepts criticism and responds appropriately to feedback regarding quality and effectiveness of teaching e. Maintains broad, detailed, and current knowledge of the subject matter f. Serves as a formal or informal mentor for students g. Participates in interdepartmental/interprofessional teaching activities when requested h. Experiments with new and innovative teaching approaches i. Encourages innovation j. Writes clear test questions designed to assess major concepts and prepare students for their professional careers k. Provides evidence of the success of former students l. Serves as a professional role model for students 	<p><i>Examples of specific documentation may include those listed for assistant professor. Additional examples include documentation of:</i></p> <ol style="list-style-type: none"> 1. <i>Innovations in teaching</i> 2. <i>Simulation use</i> 3. <i>Use of technology or use of new technology in teaching</i> 4. <i>Course redesign</i> 5. <i>Major curriculum revision</i> 6. <i>Team Based Learning</i> 7. <i>Invited guest lecturer</i> 8. <i>Interdisciplinary or interprofessional teaching</i> 9. <i>Recognition of excellence in teaching by awards</i>
<p>Associate Professor: Research/Creative and Other Scholarly Activities</p>	<p>Documentation must provide evidence of significant contributions as a researcher and a strong likelihood of continuing effectiveness</p>
<ul style="list-style-type: none"> a. Demonstrates ability to conceive, execute, and report on research investigations (from proposal to publication) b. Exhibits a creative and innovative approach to research and scholarship c. Publishes research in appropriate discipline-specific/discipline-related journals d. Collaborates with other faculty members in research projects e. Develops and disseminates practice guidelines and/or health policy briefs f. Publishes clinical case studies, reports for the lay press, patient brochures g. Shows continuity in research and perseverance in achieving research goals h. Obtains and maintains adequate external and/or internal funding for scholarly activities 	<p><i>In general, it is expected that the candidate will produce documentation of a minimum of 5 peer-reviewed publications for tenure track and a minimum of 2 publications for non-tenure track.</i></p> <p><i>Examples of publications and other scholarly activities may include:</i></p> <ol style="list-style-type: none"> 1. <i>Articles published in peer reviewed journals or publications, invited articles, books or chapters in a book, with external peer evaluation of the contribution to the discipline</i> 2. <i>Evidence of grantsmanship (funded or non-funded), or collaboration on a funded project, with external peer evaluation of the contribution to the discipline</i> 3. <i>Documentation of presentations (brochures, posters, letters of invitation, course evaluations, etc.). Generally invited presentations are of higher merit than</i>

<ul style="list-style-type: none"> i. Responds appropriately and in a timely manner to grant reviews j. Pursues opportunities to convert results of research into practical applications having societal or commercial value (e.g., obtains patents) k. Serves as an invited expert at agencies, institutions, study sections, other universities, etc. l. Participates as an invited speaker for research symposia, seminars, and special lectures 	<p><i>submitted and national level of higher merit than regional.</i></p> <p>4. <i>Evidence of instructional materials marketed and sold regionally and/or nationally</i></p>
<p>Associate Professor: Service/Community Outreach Activities</p>	<p>Documentation must provide evidence of significant contributions to service and a strong likelihood of continuing effectiveness</p>
<ul style="list-style-type: none"> a. Serves on departmental, college, and university committees b. Serves on local, regional, national, or international c. Serves on committees to review research grant proposals in the area of expertise (e.g., NIH, American Cancer Society, American Heart Association) d. Serves as journal editor, on editorial boards of journals or as a referee for manuscripts e. Participates in department, college, and University activities (e.g., seminars, conferences, faculty meetings) f. Speaks to local/regional external groups (e.g., civic groups) on current issues in health care g. Participates in departmental functions h. Is a member of, and holds offices in, professional societies i. Participates in interdepartmental/interprofessional teaching, research, and seminar programs j. Makes special contributions as recognized by peers and Chair k. Participates in local health care boards or provides leadership for local health-related volunteer organizations l. Serves as a member of boards/committees for hospitals or other health care organizations 	<p><i>Documentation may be in the form of letters of support from departmental chair, professional peers, colleagues, members of the board(s) or organization(s) on which faculty member serves, and former students.</i></p> <p><i>Examples of specific documentation may include:</i></p> <ul style="list-style-type: none"> 1. <i>Record of service as member or chair of departmental, college and university committee (including the Faculty Senate)</i> 2. <i>Record of appointment or election to committees or other positions in professional organizations (regional and national appointments are of higher merit)</i> 3. <i>Record of appointment or election to committees or other positions in community organizations</i>

<p>Associate Professor: Patient Care Activities if applicable</p>	<p>Documentation must provide evidence of significant contributions to patient care when applicable</p>
<ul style="list-style-type: none"> a. Manages patient care responsibilities to meet agreed-upon expectations as to the numbers of patients/procedures expected in the discipline and in the particular setting b. Provides clinical care that is viewed as competent by peers and other health care providers c. Acquires and maintains board certification and applicable professional licensure in his/her field where appropriate d. Participates in relevant professional societies e. Participates regularly in continuing education activities to remain current in his/her specialty f. Provides “in-service” education at clinical practice site 	<p><i>Documentation may be in the form of letters of support from peers, colleagues, patients and former students</i></p>
<p>UTHSC Policy for Faculty Ranks, Criteria & Activities</p>	<p><i>COHP Guidelines for Criteria, Activities and Documentation</i></p>
<p>Professor: The rank of Professor may be granted to tenure- or nontenure track faculty. Depending on the distinctive requirements contained in the letter of appointment, a faculty member with the rank of Professor is expected to:</p> <ul style="list-style-type: none"> a. Hold the doctorate or other terminal degree of the discipline or equivalent training and experience appropriate to the particular appointment b. Demonstrate a clear and convincing record of a high level of sustained effectiveness as a teacher c. Demonstrate a clear and convincing record of a high level of sustained effectiveness in research and/or scholarly activity d. Demonstrate a clear and convincing record of a high level of sustained effectiveness in service e. Demonstrate the ability to relate effectively to students and professional colleagues f. Have a national or international reputation in the discipline g. Have held the rank of Associate Professor at UTHSC or other accredited academic institutions for at least 5 years (earlier promotion may 	<p><i>For appointment or promotion to professor in the COHP, a doctoral degree is usually required. Appropriate professional training and experience may be substituted in selected cases for clinical faculty.</i></p> <p><i>For initial appointment, primary documentation of degree(s) is required.</i></p> <p><i>Documentation must provide evidence of a national or international reputation in the discipline.</i></p> <p><i>Faculty must hold appropriate credential (certification and/or license) as appropriate to the specific discipline and/or appointment. Candidates for promotion must achieve the minimum score for faculty rank on the Promotion and Tenure Matrix as described in the Faculty Handbook.</i></p>

<p>be recommended in exceptional cases, however).</p> <ul style="list-style-type: none"> g. Demonstrate a clear and convincing record of high level of sustained effectiveness in patient care when applicable h. Be board certified when applicable 	
<p>Professor: Teaching Performance Activities</p>	<p>Documentation must provide evidence of a clear and convincing record of a high level of sustained effectiveness as a teacher</p>
<ul style="list-style-type: none"> a. Actively participates in the teaching of students (e.g., lecturing, laboratory, conferences, counseling) b. Communicates information and concepts in a clear and well organized manner c. Provides timely updates to teaching materials d. Accepts criticism and responds appropriately to feedback regarding quality and effectiveness of teaching e. Maintains broad, detailed, and current knowledge of the subject matter f. Serves as a formal or informal mentor for students g. Participates in interdepartmental/interprofessional teaching activities when requested h. Experiments with new and innovative teaching approaches i. Encourages innovation j. Writes clear test questions designed to assess major concepts and prepare students for their professional careers k. Provides evidence of the success of former students l. Serves as a professional role model for students 	<p><i>Refer to documentation requirements for assistant and associate professor.</i></p>
<p>Professor: Research/Creative and Other Scholarly Activities</p>	<p>Documentation must provide evidence of a clear and convincing record of a high level of sustained effectiveness in research</p>
<ul style="list-style-type: none"> a. Demonstrates ability to conceive, execute, and report on research investigations (from proposal to publication) b. Exhibits a creative and innovative approach to research and scholarship 	<p><i>In general, it is expected that the candidate will produce documentation of a minimum of 10 peer-reviewed publications for tenure track and a minimum of 5 publications for non-tenure track.</i></p>

<ul style="list-style-type: none"> c. Publishes research in appropriate discipline-specific/discipline-related journals d. Collaborates with other faculty members in research projects e. Develops and disseminates practice guidelines and/or health policy briefs f. Publishes clinical case studies, reports for the lay press, patient brochures g. Shows continuity in research and perseverance in achieving research goals h. Obtains and maintains adequate external and/or internal funding for scholarly activities i. Responds appropriately and in a timely manner to grant reviews j. Pursues opportunities to convert results of research into practical applications having societal or commercial value (e.g., obtains patents) k. Serves as an invited expert at agencies, institutions, study sections, other universities, etc. l. Participates as an invited speaker for research symposia, seminars, and special lectures 	<p><i>Refer to documentation requirements for associate professor.</i></p>
<p>Professor: Service/Community Outreach Activities</p>	<p>Documentation must provide evidence of a clear and convincing record of a high level of sustained effectiveness in service</p>
<ul style="list-style-type: none"> a. Serves on departmental, college, and university committees b. Serves on local, regional, national, or international committees c. Serves on committees to review research grant proposals in the area of expertise (e.g., NIH, American Cancer Society, American Heart Association) d. Serves as journal editor, on editorial boards of journals or as a referee for manuscripts e. Participates in department, college, and University activities (e.g., seminars, conferences, faculty meetings) f. Speaks to local/regional external groups (e.g., civic groups) on current issues in health care g. Participates in departmental functions h. Is a member of, and holds offices in, professional societies i. Participates in interdepartmental/interprofessional teaching, research, and seminar programs 	<p><i>Documentation may be in the form of letters of support from departmental chair, professional peers, colleagues, members of the board(s) or organization(s) on which faculty member serves and former students.</i></p> <p><i>Refer to documentation requirements for associate professor.</i></p>

<ul style="list-style-type: none"> j. Makes special contributions as recognized by peers and Chair k. Participates in local health care boards or provides leadership for local health-related volunteer organizations. l. Serves as a member of boards/committees for hospitals or other health care organizations 	
<p>Professor: Patient Care Activities if applicable</p>	<p>Documentation must provide evidence of a clear and convincing record of a high level of sustained effectiveness in patient care</p>
<ul style="list-style-type: none"> a. Manages patient care responsibilities to meet agreed-upon expectations as to the numbers of patients/procedures expected in the discipline and in the particular setting b. Provides clinical care that is viewed as competent by peers and other health care providers c. Acquires and maintains board certification and applicable professional licensure in his/her field where appropriate d. Participates in relevant professional societies e. Participates regularly in continuing education activities to remain current in his/her specialty <p>Provides “in-service” education at clinical practice site</p>	<p><i>Documentation may be in the form of letters of support from peers, colleagues, patients and former students</i></p>

Article IX

AMENDMENT OR REPEAL OF BYLAWS

Motions for change or repeal of these Bylaws shall be presented in writing to all members at least 30 days in advance of a regular meeting of the faculty. Proposed amendments shall be discussed at the next regular faculty meeting at which time a vote may be held or scheduled. A quorum consisting of greater than fifty percent (50%) of the COHP faculty membership is required to vote on any proposed amendment. Proposed amendments must carry by a two-thirds vote of the members voting.

Approved by the faculty on December 10, 1999.

Copy edited February 5, 2003 to change the name of the university to UTHSC.

Draft Revisions to emphasize that the dossier of a faculty member seeking promotion and/or tenure must include evaluation of teaching by currently enrolled student.

Approved by the CPT Committee, February 20, 2003.

Draft Revisions eliminating references to sixth-year review.

Approved by the faculty on March 31, 2005.

Draft Revisions eliminating appendices.

Approved by the faculty on October 7, 2010.

Approved by the faculty on October 2015.

Approved by the faculty on April 28, 2017

Approved by the faculty on April 13, 2022

Approved by the faculty on May 16, 2023