

East Carolina University
College of Allied Health Sciences (CAHS)
Standing Committee Charge

1. **Name:** Faculty Council
2. **Membership:** No less than five (5) and no more than (9) members at large, plus the Secretary and the Chair.
 - A. Any full-time faculty member (*as defined in II.A. of the CAHS Unit Code*), who has been a voting member of the faculty for at least one year, is eligible to serve as a Faculty Officer or member-at-large
 - i. Exceptions include: the Dean, Associate Dean(s), Assistant Dean(s), and Department Chairs.
 - ii. No department shall have more than one at-large member on the Faculty Council.
 - B. ***Ex-officio members (non-voting):***
 - i. The Dean of CAHS serves as an ex-officio non-voting member of this committee.
 - ii. The chair of the committee may invite resource persons as necessary to realize the committee charge.
 - iii. The chair of the committee may appoint such subcommittees as he or she deems necessary.
3. **Quorum:** simple majority of the committee members shall constitute a quorum, exclusive of ex-officio.
4. **Committee membership term:**
 - A. Begins May 15 and ends May 14 of the selected term.
 - B. Faculty members shall be elected for three-year terms and shall be eligible for a maximum of two consecutive terms (*six years*) unless otherwise noted.
 - C. Terms of office for the Chair and the Secretary of the CAHS Faculty shall be one year, and neither may serve more than three consecutive terms.
 - D. Committee will have staggered terms with election of some members occurring each year.
 - E. A vacancy in the at-large membership of the Faculty Council shall be filled by a voting faculty member appointed by the Chair and approved by a majority of the Faculty Council. This individual must meet the eligibility criteria and shall serve until the next regular election. Serving during this period shall not count toward the "Consecutive Terms" limitation.
 - F. The committee chair shall be elected at the initial meeting of the committee members to be convened no later than May 30 by the senior member of the committee (*the longest serving member of the committee*).
 - i. The term shall be for one year, and that person shall be eligible for re-election.

5. Committee Responsibilities:

- A. Meet monthly or more frequently as determined by its members to conduct the business of the faculty.
 - i. Any faculty member may submit an agenda item to the chair of the Council at least five (5) working days before a scheduled meeting.
- B. Advise the Dean on matters pertaining to planning, policy, organizational, and budgetary issues as they impact on the operation of the College.
- C. Have the authority to establish a committee, as necessary, which will review the Code of the College of Allied Health Sciences.
 - i. This Code Committee will make recommendations to the faculty for the amendment of the Code in part or in total as specified in *Section IX* of the Unit Code.
- D. Interpret the Code upon request from an administrator or a faculty member when an item is submitted in writing and states in detail the area of concern.
- E. Perform other duties delegated by the Dean.
- F. Report to the faculty on a regular basis.
- G. Reconsider any decision or recommendation it has made when twenty percent of the faculty appeal such a decision in writing to the Chair of the Council.
 - i. The Council will then set a date for a full faculty meeting at which a vote on the issue will be taken by the faculty, and recommendations may be overridden by a two-thirds vote of the faculty.

6. To Whom the Committee Reports:

Dean, College of Allied Health Sciences (CAHS)

7. How Often the Committee Reports:

- 1) Bi-annually at the Spring and Fall Faculty Convocations in the form of a brief annual update.
- 2) Annually by May 1st in the form of a written Annual Report.
- 3) Meeting minutes must be submitted for posting to the CAHS webpage.

8. Power of The Committee to Act Without Faculty Council/Dean's Approval:

None

9. Standard Meeting Time:

The committee meeting time is scheduled for the third Wednesday of each month.