

**THE UNIVERSITY OF TENNESSEE  
AT CHATTANOOGA  
COLLEGE OF HEALTH, EDUCATION AND PROFESSIONAL  
STUDIES  
OCCUPATIONAL THERAPY DEPARTMENT**

**FACULTY ORGANIZATION BY-LAWS**

ARTICLES I-VIII: Faculty Organization

ARTICLE IX: STANDING COMMITTEES

Accreditation  
Admissions & Advisement  
Advisory Board  
Alumni & Community Partners  
Curriculum  
Faculty Promotion, Tenure & Retention  
Scholarship  
Student Activities  
Student Retention & Progression  
Post-Professional Education

ARTICLES X-XII: Appeals, Authority and Amendments

**ARTICLE I--Name of Organization**

The name of this organization shall be the Occupational Therapy Department.

**ARTICLE II--Purpose**

The purpose of the organization shall be to:

1. Provide a democratic organization through which the philosophy, purposes, objectives, and policies of the Occupational Therapy Department may be planned, initiated, and promoted within the framework of the university.
2. Promote educational and professional advancement of the faculty and students.
3. Provide an environment conducive to faculty satisfaction and student learning.

**ARTICLE III--Functions**

The functions of the organization shall be to:

1. Develop, initiate, implement, and evaluate the occupational therapy program offered by the University.
2. Evaluate the program and activities of the Occupational Therapy Department according to accreditation criteria.
3. Cooperate and consult with other departments and divisions of the university, and to participate in activities of the total university faculty.
4. Submit proposals for items needed in order to formulate the budget for the Occupational Therapy Department on a yearly basis.
5. Provide information to stakeholders about the occupational therapy program.
6. Provide for a system of student advisement.
7. Promote, support, and provide an advisor for the UTC occupational therapy student organization.
8. Promote and support the University of Tennessee at Chattanooga Occupational Therapy Alumni Association.
9. Cooperate and collaborate with community agencies.
10. Initiate and conduct appropriate scholarship and creative activities.
11. Interpret the purposes and policies of the Occupational Therapy Department to other university departments, and to the community at large.

#### **ARTICLE IV—Voting Membership**

The voting membership of the faculty of the department shall be core faculty members holding the faculty rank of Professor, Associate Professor, Assistant Professor, and Instructor with at least 50% core faculty appointment. Persons holding other academic appointments in the department, such as Adjunct, Clinical Faculty, or Clinical Instructors, are non-voting members of the faculty.

#### **ARTICLE V—Department Leadership**

The Occupational Therapy Department head or a designee will serve as chair of the organization. The department head shall preside over meetings, cancel regular meetings as necessary, and call special meetings. The department head shall prepare the agenda at least 24 hours prior to the meeting. The agenda will include items subject to a vote at that meeting.

## **ARTICLE VI--Meetings**

At the first meeting of the academic year, members will determine a regular meeting time. The department head may cancel a regular meeting or call a special meeting in response to department needs or request of the members.

## **ARTICLE VII--Quorum**

Two-thirds of the full-time faculty shall constitute a quorum for the transaction of business.

## **ARTICLE VIII--Voting**

Section 1. A voice or written vote shall be taken on all motions. Any motion shall be passed by majority. Absentee voting is acceptable if it is in writing to the department head.

Section 2. In the event decisions must be made during the summer, an attempt will be made to obtain a quorum. If no quorum is met, decisions shall be made by those present.

## **ARTICLE IX--Standing Committees**

Section 1. Standing committees for the organization shall include:

- A. Accreditation
- B. Admissions & Advisement
- C. Advisory Board
- D. Alumni & Community Partners
- E. Curriculum
- F. Faculty Promotion, Tenure & Retention
- G. Scholarship
- H. Student Activities
- I. Student Retention & Progression

Section 2. Quorum: A majority of the faculty committee members shall constitute a quorum.

Section 3. Committees shall be added or deleted by vote of the members. Special committees shall be appointed by the department head as needed. Committees shall be charged to bring forward recommendations to the core faculty.

Section 4. Membership of Committees

Committee assignments are made at the end of the spring semester by the collective core faculty considering faculty requests and departmental needs for committee assignments. The chair of each committee will be decided by the collective core faculty at the final spring semester faculty meeting. The department head may make a special request for the appointment of a chairperson of a committee. In addition to required committee membership on Accreditation, Faculty Promotion, Tenure & Retention (if tenured), and Student Retention and Progression Committees, all faculty will serve on two additional committees.

- A. Accreditation: The membership shall consist of the core faculty with two designated core faculty serving as chairpersons.
- B. Admissions & Advisement: The membership shall consist of the Coordinator of Admissions, the OT program coordinator and the Coordinator of Advisement. The core faculty shall participate in final selection processes. All faculty will have defined advisement responsibilities as assigned by the department head.
- C. Advisory Board: The membership shall consist of the President of the UTC Occupational Therapy Alumni Association and six occupational therapists representing a variety of settings and serving staggered terms of three years. Ex-officio members will include all occupational therapist core faculty. The Chair of Alumni and Community Partners Committee will organize and call the meetings. The Advisory Board will annually select a chair from its members at the spring meeting.
- D. Alumni & Community Partners: The membership shall consist of three faculty members, the President of the UTC Occupational Therapy Alumni Association, and the Chairperson of the UTC Occupational Therapy Advisory Board.
- E. Curriculum: The membership shall consist of three faculty members and an OTD student.
- F. Faculty Promotion, Tenure & Retention: The membership is defined in The University of Tennessee at Chattanooga Faculty Handbook, Section 3.3.4 (p 14 – 18).

- G. Scholarship: The membership shall consist of three core faculty members.
- H. Student Activities: The membership shall consist of two faculty members and the president of each OTD class. One faculty will serve as liaison for OTD-3 graduation activities. The OTD-2 president will serve as the chairperson.
- I. Student Retention & Progression: The membership shall consist of the core faculty with the department head serving as chairperson.

Section 5. Each committee shall prepare semiannual reports, submitted to the Department Head via departmental server.

Section 6. Purposes of the committees shall be as follows:

- A. Accreditation: The committee shall be responsible for ascertaining that all services in the Department meet the standards set by the Accreditation Council for Occupational Therapy Education (ACOTE), and by the Southern Association for Colleges and Schools (SACS), including incorporating these standards into the bylaws as well as departmental policies and procedures. The committee further shall be responsible for effecting changes recommended by the accrediting bodies.
- B. Admissions & Advisement: Coordinate and direct recruitment, pre-professional and professional program advisement and entry-level OTD program admission. Review, evaluate and revise admission standards and procedures. Review, evaluate and revise advisement standards and procedures.
- C. Advisory Board: Advise the department head and core faculty on issues brought forward by the standing committees.
- D. Alumni & Community Partners: Collaborate with alumni and community advisory board to expand service and outreach as part of an engaged metropolitan university.
- E. Curriculum: Review and evaluate the existing pre-professional and entry-level curriculum on a systematic basis. Formulate and present recommendations for total faculty approval or action regarding new courses, major revisions of current courses and/or curriculum modification. Recommendations will be considered and approved by the UTC OT Advisory Board.
- F. Faculty Promotion, Tenure & Retention: Make recommendations for promotion, tenure and reappointment of department faculty following the procedures as identified in The University of Tennessee at Chattanooga Faculty Handbook.

- G. Scholarship: Promote and support scholarly and creative activities of faculty and students.
- H. Student Activities: Plan student activities for pre-OT and OT students. Discuss and channel student concerns. Faculty sub-committee recommends students to the faculty for scholarships, honors and awards.
- I. Student Retention & Progression: Review petitions to remediate and/or re-enter the entry-level and post-professional transition occupational therapy program.
- J. Post-Professional Education: Review and approve proposals for post-professional education courses sponsored (or co-sponsored) by the UTC OT department. Provide strategic oversight for new program development for post professional coursework leading to academic credit.

#### **ARTICLE X--Appeals and Grievances**

Any appeals or grievances shall follow the policy and procedure outlined in The University of Tennessee at Chattanooga Faculty Handbook.

#### **ARTICLE XI--Parliamentary Authority**

Meetings shall be conducted according to Robert's Rules of Order Revised.

#### **ARTICLE XII--Amendments**

Any member shall have the power to initiate amendments to the by-laws. Proposed amendments shall be submitted in writing to all members at least one week prior to the meeting at which the amendment shall be introduced. An amendment shall become effective immediately upon approval by a simple majority.

Proposed October 21, 2013