I. Department Bylaws (approved by the Faculty February 17, 2011, awaiting Provost approval)

A. General Powers

1. Consistent with the Charter of the University, the Trustees Bylaws and the Constitution and Bylaws of the Faculty of the University and College of Health Sciences, the Faculty of the Physical Therapy Department is empowered to develop, implement and evaluate the instructional and service programs assigned to the department.

2. The department faculty, as a body or through designated coordinators or committees, assumes the following functions:
   a) To seek the continual improvement of academic standards, programs and achievements in the department
   b) To consider and make recommendations concerning policies governing all matters of faculty welfare; these may include but are not limited to teaching responsibilities, committee membership, and sabbatical leave.
   c) To perform an annual review of policies, procedures and criteria within the department for promotion and tenure and to make recommendations concerning these policies
   d) To consider and make recommendations concerning policies governing the admission of students to the department
   e) To admit new graduate students to the department's physical therapy program
   f) To consider and make recommendations concerning policies governing the clinical education of students in the Physical Therapy Program
   g) To pursue extramural funding to enhance the department's research efforts
   h) To participate in the research training of qualified graduate and undergraduate students
   i) To communicate department research policy and coordinate department research training efforts with appropriate doctoral training programs within the university with which the faculty of the department have affiliations (e.g., the Interdisciplinary Biomechanics and Movement Science Program).
   j) The department faculty is charged with the duty to initiate proposals on all topics listed in paragraph B above through the appropriate departmental standing committee or chair's representative. Recommendations emerging from standing committees or from a representative appointed by the chair for a specific function must be approved by two-thirds of the members of the faculty. Such decisions will be forwarded when necessary to the appropriate College of Health Sciences and/or University policy-making body for consideration and approval.

B. Department Membership

1. Faculty
   a) The faculty of the Physical Therapy Department shall consist of the Department Chair, Professors, Associate Professors, tenure track and continuing and temporary non-tenure track Assistant Professors, Instructors, and Lecturers with assigned teaching workload that hold fulltime appointments in the Department, including those on official leave.
b) Adjunct and joint appointment faculty will have all of the rights and privileges of faculty as defined in the University’s policies and procedures and may serve on departmental committees, but cannot serve as the chair. However, adjunct and joint appointment faculty will not have voting privileges on Department related matters and are not considered when determining a quorum.

2. Professional Staff

a) The staff of the Physical Therapy Department consists of the Directors of Clinical Education (DCEs), as well as the Director and full time staff physical therapists in the University of Delaware Physical Therapy Clinics (professional clinical staff), as well as the Director of the DPT program.

b) Professional clinical staff members who hold secondary appointments with the Department will be allowed to vote on all aspects of the curriculum. However, they will not be allowed to vote on departmental matters involving faculty hiring, faculty bylaws, promotion and tenure, or workload document.

c) The DCEs will be allowed to vote on all aspects of the curriculum. However, they will not be allowed to vote on departmental matters involving faculty hiring, faculty bylaws, promotion and tenure or workload document.

3. Department Chair

a) The Department Chair is appointed by the Dean of the College of Health Sciences with the approval of the Provost and President for a five-year term. He/she serves as chief representative and executive Officer of the Department. This position holds administrative authority over department affairs. The Chair shall exercise leadership in the formulation of policies and in supervision of activities directed toward the improvement of all department goals. Responsibilities shall include strengthening department instruction, research and service and interpreting department policy and activities to the College, University and community.

b) In the course of administering these responsibilities, the Chair is expected to consult with the designated representative of standing and ad hoc committees. In addition, it is the Chair’s function to maintain communication with the faculty on all matters of concern to the faculty and the department as a whole. The Chair shall serve as an ex-officio, non-voting member of all department standing committees except the Promotion and Tenure Committee.

c) The Chair shall be responsible for conducting annual faculty evaluations. The Chair shall provide a written copy of the review and discuss the results of the review with individual faculty members. Guidelines, as stated in the Faculty Handbook, should be followed.

d) The Chair shall be responsible for reviewing the recommendations of the Department Promotion & Tenure Committee on matters of faculty promotion and tenure. In instances where the Chair believes that the committee’s recommendation is unclear, or the case is especially complex, or in which the Chair has reached a decision contrary to that reached by the majority of the committee, the Chair shall meet with the committee before the Chair’s recommendation is made known. However, the committee’s recommendation cannot be changed at this point.
e) The Chair, in cooperation with the DPT Program Director shall be responsible for complying with accreditation policies and procedures, including:

1) timely submission of required fees and documentation, including reports of graduation rates, performance on state licensing examinations, and employment rates;

2) timely notification of expected or unexpected substantive change(s) within the program and of any change in institutional accreditation status or legal authority to provide post-secondary education; and

3) coming into compliance with accreditation criteria within 2 years of being determined to be out of compliance.

f) The Chair shall be appraised of all recommendations of ad hoc and standing committees or appointed representatives, and shall have an opportunity to respond to same prior to any vote by the department faculty.

4. Organization and Procedures

a) Presiding Officer—The Chair of the Department or a designated representative shall conduct and preside at all meetings of the department faculty.

b) Meetings—The department faculty shall meet at least once a semester at times determined by the Chair. Special meetings of the faculty may be called by the Chair or by written petition of one-third of the voting membership of the department faculty at a regular or special meeting of the faculty. In addition, the department faculty shall hold an annual day-long retreat to assess the progress of the Department over the previous year, review and approve all major departmental documents, and to advise the chair on matters related to the allocation on fin

c) Notice of Meetings—Written notice of faculty meetings, together with an agenda, shall be distributed to the faculty at least two days (not including Saturdays or Sundays) in advance of such meetings. At special meetings only those topics on the announced agenda may be voted upon at that meeting.

d) Agenda—The agenda for regular and special meetings of the department faculty shall be prepared by the Chair of the department or a designated representative. The agenda shall include:

1) All items presented by the Chair of the department.

2) All items submitted for faculty consideration by committees or special representatives of the Chair.

3) All items supported by one-third of the department faculty as evidenced by a written petition submitted to the department Chair.

4) New business not on the announced agenda may be introduced for discussion from the floor or by the Chair. A resolution or motion that requires a vote by the Faculty that is not part of the announced agenda can be acted upon only if two-thirds of the faculty members are present. A commemorative resolution may be introduced and voted upon at any meeting of the faculty.
e) Order of Business—The order of business for regular faculty meetings shall be as follows:

1. Call to order
2. Announcements
3. Approval of minutes of previous meetings
4. Approval of agenda
5. Old business
6. New business
7. Adjournment

f) For purposes of voting on Department related matters the following guidelines shall apply:

1. Proposals involving matters of general interest to the department faculty shall be subject to review and vote by the membership described above in paragraph IIA.

2. Standing committees or specially appointed representatives of the Chair are responsible for disseminating information to the Department Faculty in all instances where substantive changes are recommended. This shall be done at least one week in advance of the faculty meeting at which time the faculty will vote on such issues.

3. Minor changes in procedure can be accomplished by standing committees. Such actions shall be presented to the Faculty at a faculty meeting.

g) Quorum—A simple majority of the voting membership of the department faculty not on official leave shall constitute a quorum. Quorum voting membership is dependent on the type of vote. For example, for curricular issues, a quorum would include all faculty and professional staff who hold secondary appointments in the Physical Therapy Department; whereas, with votes on departmental matters involving faculty hiring, faculty bylaws, promotion and tenure or workload document, a quorum of the faculty would be required. The faculty shall abide by its own rules or procedure, but in cases where it has adopted no explicit rules, or where applicability of or interpretation of rules is in doubt, Sturgis’ Rules of Order Newly Revised shall apply. A parliamentarian may be appointed by the Chair.

h) Voting Rules—The faculty shall abide by its own rules or procedure, but in cases where it has adopted no explicit rules, or where applicability of or interpretation of rules is in doubt, Sturgis’ Rules of Order Newly Revised shall apply (i.e. simple majority).

i) Minutes—The Chair shall publish minutes of all meetings of the department faculty which shall become the official record upon being submitted to and approved by the faculty at the first subsequent regular meeting of faculty.

5. Department Committees

a) General Provisions Regarding Committees

1. A committee authorized by the faculty of the department shall be empowered to act as the agent of the faculty in administering responsibilities delegated to them.

2. Faculty appointments shall be for terms of two years unless otherwise noted. These appointments should be staggered to provide for continuity.
Each committee shall record minutes of its meetings including participation by individual members. Minutes should be forwarded to the department Chair to be kept on file and distributed to all faculty.

Committee chairs will prepare an annual report to be summarized at the final faculty meeting in each academic year. Copies of the annual written reports shall be forwarded to the department Chair at least one week in advance of the last scheduled faculty meeting in the spring semester.

Annual reports will be kept on file in the Chair’s office and made available to interested faculty.

The department Chair shall not hold membership on the Promotion and Tenure Committee.

b) Standing Committees

(1) Curriculum Committee

(a) Responsibilities

(i) Oversee and review all matters related to academic standards, courses and curricula offered by the Department.

(ii) Assess the balance of time/credit allocated to content areas and courses.

(iii) Assess whether the curriculum is preparing students to meet competencies recommended by the APTA accreditation standards, APTA sections and special interest groups; required by the Delaware State Practice Act; and reflecting the current status of clinical practice.

(iv) Review all proposals recommending additions/deletions to existing courses or curricula and make recommendations concerning same to the faculty.

(v) Participate in the curricular evaluation portion of the re-accreditation process.

(b) Accountability: The department faculty

(c) Membership: The committee shall be appointed by the Chair of the Physical Therapy Department and chaired by the Director of the DPT Program. It will consist of 2 faculty members, one DCE, and one professional clinical staff member.

(2) Scheduling Sub-committee of the Curriculum Committee

(a) Responsibilities

(i) Oversee the semester schedules of the DPT curriculum

(b) Accountability: The department faculty

(c) Membership: The membership of the Scheduling Subcommittee shall consist of the Chair of the Curriculum Committee and the Director of Clinical Education representative that serves on the Curriculum Committee. The Assistant to the Chair shall also serve as ex-officio to the sub-committee. The Assistant to the Chair will designate one staff person to assist the committee with administrative tasks.
(3) Academic Affairs Committee

(a) Responsibilities

(i) Make recommendations to the Chair concerning the academic standing and professional behavior of individual students in accordance with the academic policies and procedures of the Physical Therapy Department and the Standards of Practice and Code of Ethics of the American Physical Therapy Association.

(ii) Make recommendations to the Chair concerning revisions in the department policy governing academic standards and procedures.

(iii) Make changes in the Academic Policies and Procedures Manual that have been approved by the Faculty of the Physical Therapy Department.

(iv) Consider petitions from students i) seeking variance from department policy or requirements, or ii) having a grievance with an instructor, and make recommendations to the Chair regarding such cases.

(v) Contact students in writing about decisions regarding their academic standing or general status in the program.

(b) Accountability: The Department Faculty

(c) Membership: The committee shall consist of the clinic staff, the DCEs and the entire faculty and chaired by the Director of the DPT Program.

(4) Generic Abilities Committee

(a) Responsibilities

(i) This committee shall oversee all issues and processes related to the development and assessment of the DPT students’ professional behaviors. It shall review students’ self assessments and seek faculty input about students’ professional behavior, weaknesses and strengths; provide feedback to students to further reinforce or develop these behaviors and when necessary guide them with remediation action plans when deficiencies are identified.

(ii) Make recommendations to the Chair concerning the professional behavior of individual students in accordance with the student policies and procedures of the Physical Therapy Department and the Standards of Practice and Code of Ethics of the American Physical Therapy Association.

(iii) Make recommendations to the Chair and faculty concerning revisions in the department policy governing professional behaviors and standards.

(iv) Review and update the Student Policies and Procedures document as it relates to the Generic Abilities Assessment policy and procedure.

(b) Accountability: The Department Chair and the Faculty

(c) Membership: The committee shall consist of the Director of the Entry-Level Program and the Directors of Clinical Education.
(5) Diversity Committee

(a) This committee will foster the application of qualified minority students to the Physical Therapy Entry Level Program.

(b) The committee will contact universities and colleges in the tri-state area having large minority enrollments and informing them about the Physical Therapy Program.

(i) Sending appropriate materials publicizing the Program to universities and colleges with large minority enrollments

(ii) Meeting with representatives of appropriate universities and colleges to enlist their support in recruiting qualified minority candidates

(iii) Offering seminars at appropriate colleges and universities to

(a) Provide information to minority students about opportunities in the profession of physical therapy

(b) Provide information about the University of Delaware's Physical Therapy Program

(c) Accountability: The Department Chair

(d) Membership: The diversity committee will consist of at least one faculty member and one professional staff member.

(6) Important Ad Hoc Committees

(a) Promotion and Tenure

(i) For details regarding responsibilities, accountability and membership, refer to the Physical Therapy Department’s Promotion and Tenure Guidelines (Policy I.B).

(b) Two- and Four-Year Pre-tenure Review Committee

(i) For details on responsibilities, accountability and membership, refer to the University of Delaware Faculty Handbook.

(c) Post-Tenure Review

(i) For details on responsibilities, accountability and membership, refer to the University of Delaware Faculty Handbook.

(d) Faculty Search Committee

(i) Responsibilities

(a) The Chair of the search committee is responsible for reviewing and complying with all University policies and procedures related to a faculty search.

(b) Solicit high quality applicants through advertisements and professional contacts.
(c) Evaluates applications and makes decisions on which applicants to interview. Faculty members are given the opportunity to review the applications and provide input to the search committee.

(d) Once interviews are complete, the committee ranks the applicants.

(e) The entire faculty then votes and makes a recommendation to the Department Chair.

(f) The Department Chair then makes a final recommendation to the Dean and Provost.

(ii) Membership

(a) At a minimum, the committee will be comprised of a Chair, two other Physical Therapy faculty members, and a faculty member or professional staff of the university from outside the Department.

(b) The committee and its chair will be appointed by the Department Chair.

c) Special Representatives of the Chair

(1) Director of Doctorate of Physical Therapy (DPT) Program -

(a) Responsibilities

(i) Recruitment of new students

(a) Maintain ongoing communication with appropriate undergraduate programs on the UD campus, including Biology and Exercise Science.

(b) Coordinate Department participation in appropriate UD undergraduate activities, including PT club, UD Discovery Days, and Blue and Golden Days.

(c) Coordinate yearly DPT open house.

(d) Coordinate visits to PT interest clubs and Career fairs within the region.

(e) Coordinate maintenance and upgrading of UD-DPT web site related to prospective students.

(f) Coordinate the development, dissemination, and updating of UD-DPT color brochure.

(g) Develop strategies for increasing the quality of the applicant pool to the UD-DPT program.

(ii) Coordination and implementation of the selection / admission process of new students into the DPT program

(a) Determine appropriateness of applicants’ prerequisite courses, including domestic and foreign applicants.

(b) Coordinate interview sessions

(c) Conduct phone interviews for applicants unable to travel to campus for interviews.
(d) Evaluate each application and make recommendations to the Chair regarding acceptance.

(e) Coordinate and maintain the yearly evaluation of the admission process.

(iii) Coordination of the implementation, continued development, evaluation, and modification of the DPT curriculum

(a) Chair the curriculum committee.

(b) Coordinate the review of the current curriculum at least twice a year, including planned reviews during faculty retreats.

(c) Make recommendation to the faculty for appropriate modification of the curriculum.

(d) Coordinate and monitor all approved changes to the DPT curriculum.

(e) Coordinate the scheduling of all class times and room assignments.

(f) Coordinate and conduct peer teaching evaluations within the Department and report results to the Chair.

(iv) The Program Director, in cooperation with the Department Chair shall be responsible for complying with accreditation policies and procedures, including:

(a) timely submission of required fees and documentation, including reports of graduation rates, performance on state licensing examinations, and employment rates;

(b) timely notification of expected or unexpected substantive change(s) within the program and of any change in institutional accreditation status or legal authority to provide post-secondary education; and

(c) coming into compliance with accreditation criteria within 2 years of being determined to be out of compliance.

(b) Accountability: The Department Chair and Faculty.

(2) Admissions Advisory Committee

(a) Responsibilities

(i) Serve as a liaison between the Faculty and Department staff involved in the admissions process.

(ii) Review admission's procedures and policy on a yearly basis.

(iii) Recommend changes in admission's procedures and policy to the Chair and the Department Faculty.

(b) Accountability: The Department Chair and Faculty.

(c) Membership: The admissions advisory committee will be made up of the Director of the DPT Program of the Physical Therapy Dept and one office staff member and one faculty member, both appointed by the Chair.
6. Amendment

These By-Laws may be amended only by a two-thirds affirmative vote of the total Department voting membership. The balloting shall be conducted by secret ballot. Petitions for changes must be placed on the announced agenda and discussed at a general faculty meeting prior to the balloting. Voting must be concluded within two weeks following the faculty meeting.