

**Bylaws**  
**Applied Sciences & Professions (ASP) Division**  
**Ohio University – Chillicothe**

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**I. Division Composition**

The Applied Sciences and Professions Division (herein referred to as the *division*) at Ohio University-Chillicothe represents the units defined as applied sciences and professions and includes as members all current Group I, Group II, and Group IV faculty of these units. Current units are: Applied Management, Business Management Technology, Child Development, Communication Studies, Computer Technology, Education, Environmental Engineering Technology, Health Sciences Administration, Human Services Technology, Law Enforcement Technology, Office Technology, Technical Applied Studies, and Social Work. Future faculty membership will be addressed by DCs and Dean. All hold voting rights in division matters.

**II. Division Duties**

The essential duties of this division are to define and administer the promotion and tenure process as well as define and administer the faculty evaluation process (e.g., merit) for members in this division. Additionally, the division will serve as a forum to identify, discuss, and address situations that apply uniquely to this division and its members, or applicable shared governance functions articulated in the *Ohio University Faculty Handbook*.

It is understood that the actions of this division must be consistent with the *Ohio University Faculty Handbook* as well as any other policy and procedure defined by Ohio University. When incongruities develop, the *Ohio University Faculty Handbook* policy and procedure and Ohio University policy and procedure will supersede the divisional incongruities, and this division is required to address any such incongruities (e.g. revise divisional bylaws).

The division will meet at least two times per semester during the regular academic year and on an as-needed basis. It is the responsibility of the Division Coordinator to schedule these meetings.

**III. Division Rules of Order**

The *Roberts Rules of Order Newly Revised* will be the primary reference for making decisions and conducting all division meetings and division committees. For our division, a quorum is two-thirds or greater of the division membership, and a simple majority is a majority of those actually voting (i.e., present) to approve a proposition for it to be enacted.

Voting will be through a simple show-of-hands, electronic means, or some other pre-determined format agreed upon by the division. If voting is done by electronic means, a minimum of seven (7) calendar days must be allowed for response by division members.

An anonymous ballot may be utilized when one fourth or more of the quorum approves such a request. All votes will require a quorum and a simple majority to pass, unless otherwise specified. For example, approval of meeting minutes does not require a quorum and can be approved by simple majority of votes cast at a meeting (i.e., by those present). When a vote is required and a quorum does not exist at a meeting, the vote can either be postponed or completed through a campus mail or an electronic voting process.

Amendments to these *ASP Division Bylaws* can be made on an as needed basis and must require a simple majority of a quorum. Committee work only requires a simple majority.

#### **IV. Division Coordinator**

The Division Coordinator must be tenured and fulltime. At least two faculty for Division Coordinator will be recommended by the division to the Dean for an appointed three-year term by a simple majority of a quorum of the division membership with voting rights. The division may recommend by a quorum of the division membership with voting rights a change in the Division Coordinator appointment to the Dean. The Division Coordinator appointment will be selected by the Dean.

The stipend for the coordinator is determined under Regional Higher Education (RHE) Guidelines for Division Coordinator stipends and in consultation between the Dean and Division Coordinator.

Additional duties of the Division Coordinator:

- Communicate to the division the Promotion and Tenure Committee composition as a committee of the whole which includes faculty tenured at the Associate Professor and Professor ranks,
- Arrange for appropriate Promotion Committee composition for those faculty seeking promotion to Professor (may require soliciting faculty of equivalent rank from other divisions or campuses),
- Appoint an individual to chair the division's Promotion and Tenure Committee for the academic year,
- Appoint the division's Annual Review Committee for Group I Faculty and appoint an individual to chair this committee,
- Appoint the division's Annual Review Committee for Group II and IV Faculty, and appoint an individual to chair this committee,
- Coordinate the annual faculty evaluation process,
- Represent the division at meetings and events as required by the university, and
- Communicate to the division meeting activities, and events.

#### **V. Division Secretary**

A Division Secretary is appointed at the beginning of each meeting by the Division Coordinator. The Division Secretary will be responsible for taking meeting minutes and counting and reporting the votes.