Approved by the faculty of Georgia State University, Byrdine F. Lewis School of Nursing and Health Professions:
April 4, 2013;
updated April 28, 2016
ARTICLE I

PURPOSE

Section 1. To provide the essential framework governing the composition, organization, and functions of the faculty of the Byrdine F. Lewis School of Nursing and Health Professions (Lewis School) that is composed of the School of Nursing, Departments of Nutrition, Occupational Therapy, Physical Therapy, Respiratory Therapy, and the Health Informatics program as established July 1, 2011.

Section 2. To enable the faculty of the Lewis School to implement the authority granted to it by Article IX, Sections 1, 2, 3, 4 and 5 as contained in the Statutes of Georgia State University.

Section 3. These bylaws and amendments thereto hereafter adopted are subordinate to the Policies of the Board of Regents and the Statutes of Georgia State University.
ARTICLE II

MEMBERSHIP

Section 1. Faculty of the Lewis School are those persons who have been designated as such by the Board of Regents of the University System of Georgia. When all voting faculty members of the Lewis School meet together to conduct the business of the School, they should be referred to as the Faculty.

Section 2. Voting faculty are defined as personnel of Georgia State University in the Lewis School who have been appointed to faculty rank at 0.38 EFT (equivalent full time) or greater by the Board of Regents. Individuals holding adjunct, visiting, or part-time instructor rank shall be entitled to be present at faculty meetings and shall have the right to be heard, but shall not have voting privileges.
ARTICLE III

AUTHORITY OF THE FACULTY

Section 1. Subject to the Statutes of Georgia State University and the Bylaws of the Lewis School the faculty shall legislate the educational policies and internal affairs of the Lewis School.

Section 2. The faculty shall function through departments and committees. Faculty members may refer issues concerning educational policies and internal affairs to the appropriate unit head, or to a member of the responsible committee, whichever process is appropriate.

Section 3. The voting faculty may, within their jurisdiction:

A. adopt and amend the bylaws of The Lewis School;

B. elect the members for standing committees and other committees of the Faculty;

C. elect a parliamentarian who shall serve at all Faculty and Staff meetings;

D. vote on issues presented to the faculty for action; and

E. present pertinent issues to the Faculty of The Lewis School.

Section 4. In any election a majority of the votes cast, provided a quorum is present, shall be required for election. When urgent business of the Lewis School requires a faculty or staff vote and a Faculty meeting is not scheduled, on-line voting can be conducted. Urgent School business is an issue that requires action before the next scheduled Lewis School faculty meeting. The committee chair or unit head who needs to conduct a vote should contact the Dean who will determine if the
action is urgent. The Dean will contact the School’s website coordinator with a one (1) business day lead time and she/he can set up a secure, anonymous survey. The survey will be sent to faculty via email with a secure link for voting. Faculty and/or staff will have three (3) business days to cast their vote. It will be assumed that a quorum is present as the survey will go to all faculty for the desired vote. A simple majority is required for most issues to pass. Bylaws changes require a two-thirds majority.

Section 5. In matters coming within the jurisdiction of faculty governance, the Lewis School shall follow a committee review procedure. Unless the faculty by a two-thirds majority votes to suspend committee review of a specific matter and act as a committee of the whole, all matters of substance shall be submitted for committee study, recommendations, and/or action prior to definitive action by the Faculty. Standing committee business may be initiated by each committee, by the Dean, by the faculty of a unit within the School, an individual member of the School faculty, or by a vote of the Faculty.

Section 6. Until such time as the faculty suspends this pattern, the committees listed in Article V. of the bylaws shall constitute the standing Faculty governance system of the School.
ARTICLE IV

FACULTY OFFICERS AND CONDUCT OF MEETINGS

Section 1. Officers of the Faculty

A. Chairperson. In accordance with University Statutes, Article VIII, Section 3.C., the presiding officer of all Faculty meetings shall be the Dean. In the absence of the Chairperson, a designee of the Chairperson shall preside.

B. Secretary. The Secretary of the faculty will be appointed annually by the Dean and will assume the responsibilities of the office at the end of the spring term. The Secretary of the faculty will serve for one year. The Secretary of the Faculty will be supported administratively by the Dean’s Office. The Secretary shall notify the faculty in writing of the date, time, place and agenda of all School faculty meetings in accordance with Article IV. Section 3.A. of these bylaws. The Secretary shall prepare and send copies of minutes of the Faculty meetings to each faculty member and administrative officers of The Lewis School in accordance with Article IV. Section 3.E. of these bylaws.

C. A parliamentarian, appointed by the Dean, shall be present at all faculty /staff meetings to advice on questions of parliamentary law and procedure and shall advise the presiding officer prior to rulings on controversial questions. The Parliamentarian will also document whether or not a quorum is present at all meetings; this will be noted in the minutes of all faculty meetings. The most recent edition of Robert’s Rule of Orders will be used by the Parliamentarian to ensure meetings are conducted appropriately.
Section 2. Frequency of Faculty Meetings. The faculty of The Lewis School shall hold at least one regular meeting during each semester of the academic year. The meeting dates for each academic year shall be proposed and established by the Dean. Special meetings may be called by initiative of the Dean and must be called when at least twenty (20) percent of the faculty members eligible to vote petition the Chairperson for a meeting. The petition shall specify the purpose of the meeting.

Section 3. Order and Conduct of Meetings.

A. All members of the faculty shall be informed by the Secretary of the faculty of all regularly scheduled meetings by written communication at least five (5) working days prior to the scheduled meeting time. Faculty shall receive written notification of special meetings at least twenty-four (24) hours prior to the scheduled meeting time. Notification of all meetings shall specify the time, date, and place of these meetings and the agenda for the meeting.

B. The text of any motions or resolutions that are to be proposed by committees at a Faculty meeting shall be provided to the Dean as Chairperson of the faculty meeting ten (10) working days before the meeting and shall be forwarded to faculty members at least five (5) working days prior to the meeting, as attachments to the agenda. Similarly, persons requiring presentation time and/or a vote at regular faculty meetings, or those wishing to make reports to the Faculty, shall submit items with supporting documents as needed to the Chairperson.
ten (10) working days before the meeting, for attachment to the agenda.

The purpose of special meetings shall be stated in the notice to the
faculty; materials to be discussed and/or voted upon at special meetings
shall be distributed at least twenty-four (24) hours prior to said meetings
as attachments to the agenda.

C. The order of business at faculty meetings shall be in accordance
with the agenda. All meetings shall be conducted according to the latest

D. Faculty shall receive a copy of the minutes of any meeting within
fifteen (15) working days following the meeting, with a copy
simultaneously being kept on file with the in the Dean’s Office.

Section 4. Quorum. A quorum is defined as a simple majority of the voting members of the
faculty employed for the current semester. The Parliamentarian will publish the
number of voting members and the number required for a quorum in the minutes
of the fall faculty meeting.
ARTICLE V

STANDING AND SPECIAL COMMITTEES

Section 1. The Standing Committees composed of Faculty of the Lewis School shall be:

- Academic Affairs Committee
- Bylaws Committee
- Faculty Advisory Committee
- Faculty Appeals Committee
- Faculty Promotions and Tenure Committee
- Graduate Faculty Committee
- International Services Committee
- Research Committee
- Student Appeals Committee
- Student Services Committee

Section 2. Membership of Standing Committees.

A. It is the desire to have at least one faculty member from Nursing and at least one member from the health profession disciplines on each committee. Members for each of the following standing committees shall be elected by the Faculty at the last meeting of the academic year or by the end of Spring Semester: Academic Affairs, Bylaws, Faculty Appeals, Faculty Advisory, Graduate Faculty, International, Research, Student Appeals, and Student Services. An alternate member is elected to each of these committees to fill vacancies that may occur during the academic year. The Faculty Promotions and Tenure Committees members shall be elected in the manner described in Section 4.E. All persons elected to committees other than the Faculty Promotions and Tenure Committees shall assume their responsibilities at the beginning of the following Fall semester and serve for two years. Members of the Faculty Promotions and Tenure Committees shall begin their service at the beginning of the Spring semester of the academic year for which they are elected. To
provide continuity of membership in constituting new committees or reconstituting existing committees, the committee shall be initially divided in two groups. Lots will be drawn so that approximately half the members of the committee serve one-year terms and the remainder of the members serves two-year terms so that not all terms of office expire at the same time.

B. The Office of the Dean shall maintain a record of the members of each standing committee to include the sequence of elections and the respective terms of those elected.

C. Students who serve on committees will be nominated by the academic units. Student representatives will be distributed across the academic units to provide opportunities for each discipline be represented.

(1) Student representation on the Student Services Committee shall be determined as follows: By September 15th, each student organization faculty advisor nominates one or more officers to serve on the Committee.

(2) The faculty members of the Student Services Committee will review the nominations and appoint student committee members to serve for the academic year.

D. The Dean, Associate Deans, Assistant Deans and Department Heads are Not eligible to serve on the Faculty Promotions and Tenure Committee, Services Committee, Research Committee, Academic Affairs Committee, Graduate Faculty Committee, and the Committee for Review of Candidates to Rank of Professor.
E. At the end of each Spring semester, the out-going chair shall deposit committee materials and official records in the Office of the Dean. For storage purposes, the outgoing chair shall inform the Office of the Dean whether or not the materials involve confidential data.

F. To facilitate committee work, each outgoing committee chair will meet with the incoming committee members prior to the end of the spring semester to orient the committee on unresolved actions and any other matters. This will allow the committee to work with the dean over the summer to create their action items for the upcoming academic year. The out-going committee chair is responsible for providing an orientation on any outstanding committee items requiring action in the upcoming year.

G. At its first meeting of the academic year, each committee shall:
   (1) elect a chairperson from among its membership,
   (2) determine how to cover secretarial duties,
   (3) review the policies and procedures of the committee, and
   (4) provide a membership orientation to the functions of the committee.

The names of the elected officers of committees shall be reported to the Office of the Dean who will keep the information on file, as well as distribute it to the appropriate individuals. This should be done within 5 business days after the first organization meeting occurs.

H. Faculty vacancies that occur during an elected term of office shall be filled by the alternate member of that committee as follows:
   1) The chair of the committee shall notify the alternate member of the
committee of the need for his/her services.

2) If the vacancy extends beyond one academic semester, the alternate member shall serve the remainder of the term on the standing committee.

Section 3. Standing Committee Meetings.

A. Each committee shall determine the frequency and schedule of its meetings but shall have at least one meeting at the beginning of its term of service each academic year. Meetings may be called by the chairperson or by a majority of the membership of the committee. Meetings shall be conducted according to accepted business practices listed in section 3B. A committee quorum shall consist of a majority of its members.

B. Standing committees shall keep minutes of all meetings, including a list of members present and members absent. The minutes shall include attachments or otherwise the text of any actions taken by the committee that propose or implement changes in committee or School policy or procedure. It shall be the responsibility of the Office of the Dean to maintain the official copies of all such policy or procedure documents, and to have the current version of each posted on the School’s web site. Each committee’s chair shall deposit the minutes of the committee meetings with the Dean’s Office within five (5) working days following the date of their approval. Faculty/Staff meeting agendas will include a time for all approved standing committee reports. Minutes shall be kept on permanent file in the Dean’s office and shall be accessible to all members of the faculty, unless specifically designated as confidential.
and closed in accordance with University policy.

Section 4. Standing Committees.

A. Academic Affairs Committee

i. Purpose: The Academic Affairs Committee (AAC) provides oversight of all curriculum issues, including modification to the existing curriculum, the introduction of new courses, changes within specialty tracks, thesis and dissertation requirements and guidelines, and other academic related issues.

ii. Membership: The AAC shall consist of six (6) faculty members – one (1) from the SON and one each from Health Informatics, Nutrition, Occupational Therapy, Physical Therapy and Respiratory Therapy, one (1) student, either undergraduate or graduate, and the Director of the Office of Academic Assistance of the Lewis School Student representatives shall serve for one year. One alternate is elected to fill any vacancy that may occur during the academic year. All members of the committee are to be voting members.

iii. Duties and Functions

The committee shall:

a. receive and review proposals for addition, deletion or substantive modification of courses, curricula, and programs in The Lewis School and make recommendations to the Faculty;

b. assist, if requested, in course, curricula and program development and evaluation;

c. review both undergraduate and graduate, college-level, academic issues and recommend to the faculty academic policies for both
undergraduate and graduate education; develop and submit for
approval by the Faculty of the Lewis School policies and
procedures necessary for conducting the committee’s duties and
functions.

B. Bylaws Committee

i. Purpose: It is the responsibility of this committee to review the Bylaws
for the purpose of considering any additions and/or revisions which may
be deemed necessary and advisable by the Dean and Faculty. The
committee is charged with preparing and revising the Bylaws which shall
provide the Faculty members with a detailed guideline for the
accomplishment of their responsibilities and standard operating
procedures.

ii. Membership: The Bylaws Committee shall consist of six (6) faculty
members—one (1) from SON, one each from Health Informatics, Nutrition, Occupational Therapy, Physical Therapy and Respiratory Therapy, and one alternate. Three (3) members shall be elected annually.

iii. Duties and Functions

The committee shall:

a. consider any proposals for amendments to the bylaws
necessitated by changes in the Georgia State University Statutes
or submitted by The Lewis School committees or faculty, and draft
appropriate amendments to submit to the Faculty for
consideration;

b. advise on questions of interpretation of the bylaws;
c. review the bylaws at least annually and recommend to the faculty
amendments, as the committee deems necessary.

C. Faculty Advisory Committee

i. Purpose: The Faculty Advisory Committee (FAC) is an advisory
body to the dean on a range of matters relating to the administration of the
college. The FAC is also charged with a number of specific responsibilities
that include; making nominations, which can be supplemented by
nominations from the floor of a School faculty meeting, for each vacant
position on standing committees of the faculty; and making such
recommendations to the faculty as it deems appropriate.

ii. Membership: The Faculty Advisory Committee shall consist of six (6)
members - either tenure track or non-tenure track from each unit and
program. To be eligible to serve, faculty members must have at least two
(2) years of faculty service at Georgia State University as of the time they
would take office and must at that time be employed as full-time faculty
members.

iii. Duties and Functions

The committee shall:

a. serve as an advisory committee of the faculty to the Dean
b. provide a channel through which faculty issues and policies
   may be addressed;

c. receive nominations from divisions/school for student on
   committees and select students for the various committees at
   the beginning of Fall semester;

d. by the end of Fall Semester, elect two (2) members from the
existing Faculty Advisory Committee to serve as a nominations subcommittee with responsibility for soliciting nominations from the Lewis School faculty by February 10 for each vacant faculty position on the Bylaws, Faculty Advisory, Faculty Appeals, Graduate Faculty, Research, Student Appeals, and Student Services Committees and preparing a slate of candidates for faculty vote at the Spring faculty meeting. Voting will be by secret ballot and results will be sent electronically to faculty within 48 hours of the faculty meeting.

D. Faculty Appeals Committee

i. Purpose: The Faculty Appeals Committee is for the establishment of a fair and impartial hearing panel and for the handling of faculty complaints related to matters other than removal of a faculty member for cause or non-renewal of faculty contract.

ii. Membership: The Faculty Appeals Committee shall consist of six (6) faculty members. At least one member from each unit and one must be a tenured full professor. A faculty member elected to serve on the Faculty Promotions and Tenure Committee shall not be eligible to serve simultaneously on the Faculty Appeals Committee.

iii. Duties and Functions

The committee shall:

a. provide an impartial hearing to any member of the faculty who lodges a complaint with the Dean on any matter concerning that faculty member’s employment relationship, other than matters involving removal of a faculty member for cause, or renewal of a faculty employment contract. When a faculty member has lodged
a complaint with the Dean and is not satisfied with the decision thereon, such faculty member shall, on written request to the Faculty Appeals Committee, have the right to a fair and impartial hearing before the committee;

b. conduct the hearings in accordance with Article XI, Section 25 of the Statutes of Georgia State University;

c. engage in annual perusal of the appeals procedure and the Hearing Committee procedure for necessary revision and/or appropriate dissemination of information to the faculty.

E. Faculty Promotion and Tenure Committee

Purpose: to make recommendations for tenure and/or promotion and advises the Dean on tenure and promotion decisions, and on other related matters as required.

(a) Promotion to Professor

i. Membership: The Faculty Promotion and Tenure Committee for Professor shall be elected by the faculty to review candidates applying for promotion and/or tenure to the rank of professor during the Fall semester with the term of office beginning no later than March of the following semester. With the exception of the Dean, all tenured faculty with the rank of professor are eligible to serve on this committee. If the candidate’s chair is a member of this committee, that chair is ineligible to serve for the purpose of review of that candidate. If there are eligible professors (a minimum of three) at the unit level, then the candidate for promotion to professor can be reviewed at that level. However, if there are not enough eligible professors at the unit level, there will be no unit
level faculty review and the candidate will be reviewed by the Committee
for Promotion to Professor. This committee shall consist of three (3)
members, elected by the Faculty, who shall serve one (1)-year terms.

ii. Duties and Functions

The committee shall:

a. recommend to the Faculty criteria and procedures for
promotion in academic rank of faculty to professor and the
awarding of tenure to faculty being promoted to professor. This
committee will also perform post-tenure review for professors;

b. serve as an advisory committee to the Dean in matters of
promotion and tenure related to the rank of professor;

c. receive applications for promotion to the rank of professor and
make recommendations for promotion and tenure as outlined in
the Lewis School Promotion and Tenure Manual;

d. be responsible for the selection and procurement of external
reviewers for all candidates seeking promotion to professor as
described in the Lewis School Promotion and Tenure Manual;

e. review School policy documents for consistency with University
and Regents policy on promotion to the rank of professor and
tenure;

f. review annually the duties of, functions of, and procedures for
the Faculty Committee for Promotion to Professor and the criteria
for promotion and tenure to professor.

(b). Promotion and Tenure Committee (P & T)

i. Membership: The P & T Committee (TT and NTT) shall consist of five
(5) faculty members who shall be elected for 2 year-terms; two (2) members from the SON, one being tenure track and one being non-tenure track; and two (2) members from the health professions disciplines, one being -tenure track and one (1) being non-tenure track. Representatives shall be elected during the Fall semester and shall take office at the beginning of Spring Semester. All Members must hold the academic rank of associate professor or professor and must be tenured, excluding as noted above.

ii. Duties and Functions:

The committee shall:

a. recommend to the Faculty criteria and procedures for both promotion in academic rank of faculty of tenure-track (TT) (associate professor) and Non-tenure-track (NTT) faculty, and the awarding of tenure to faculty being promoted to associate professor and recommend to the Faculty criteria and procedures for promotion of non-tenure track faculty;

b. serve as an advisory committee to the Dean in matters of promotion and and/or tenure of faculty members;

c. receive applications for promotion to the rank of associate professor and of non-tenure track faculty and make recommendations for promotion and tenure as outlined in the appropriate Lewis School Promotion and Tenure Manual;

d. review School policy documents for consistency with University and Regents policy on promotion and / or tenure;

e. review annually the duties of, functions of, and procedures for the
Promotions and Tenure Committee (TT and NTT).

F. Graduate Faculty Committee

i. Purpose: The Graduate Faculty Committee reviews applications for Graduate Faculty Status, and, to recommend approval of new members of the Graduate Faculty to the Dean.

ii. Membership: The Graduate Faculty Committee shall consist of five (5) faculty members. One nursing, one from each health professions discipline, and one alternate member. Only faculty who currently hold Graduate Research or Graduate Professional Faculty status are eligible to serve on the committee.

iii. Duties and Functions

The committee shall:

a. annually review criteria for membership on the School’s Graduate Faculty to ensure consistency with the current Georgia State University Faculty Handbook, Section 306.07;

b. establish and publish fall and spring semester deadlines for submission of materials for committee review;

c. provide results of reviews to the Dean in the form of a written letter from the committee chair to:

   1. notify faculty of committee recommendations to the Dean, which will be forwarded to the Provost/Vice President for Academic Affairs as described in the Georgia State University Handbook;

   2. provide recommendations for future submissions when recommending that a faculty member not receive graduate
G. International Services Committee

i. Purpose: This committee will advise the Dean on the growth of relationships with international universities with similar programs. The committee will assist the dean in identifying goals and metrics for successful international services partnerships. The committee will assist the dean in attainment of the identified benchmark for success in achieving the strategic goal.

ii. Membership: The International Services Committee shall consist of five (5) faculty members elected by the faculty at-large. The Associate Dean for Academic Affairs will be an ex officio member.

iii. Duties and Functions

The committee shall:

a. Review Study Abroad programs and make suggestions for revision in current programs and suggest alternate opportunities.

b. Track and review all current international agreements and make recommendations to the Dean about ending or expanding an agreement.

H. Research Committee

i. Purpose: The Research Committee is to encourage and actively support research in the Lewis School. This entails the specific role of reviewing all Lewis School internal research proposals and making recommendations of these proposals for funding to the dean.

ii. Membership: The Research Committee shall consist of five (5) faculty members-at-large and the Associate Dean for Research who shall serve in an advisory capacity rather than as a voting member. Members of the
Research Committee shall have an active program of research and
experience in submitting grants for internal and/or external funding.

iii. Duties and Functions

The Committee shall:

a. review internal and external grant proposals and provide written
   feedback to principal investigators;

b. act as a liaison between the faculty and the Associate Dean for
   Research;

c. advise the Associate Dean for Research regarding faculty
   development and research support needs;

d. organize School-wide activities to promote faculty programs of
   research to develop or enhance faculty research skills and
   knowledge.

I. Student Appeals Committee

i. Purpose: The Student Appeals Committee is to uphold the academic
   standards of the Lewis School. If exceptions to academic rules and
   regulations are to be made, this body will adjudicate the case.

ii. Membership: The Student Appeals Committee shall consist of six (6)
   faculty Members, one alternate, and one student from Nursing and one
   student from the health professions disciplines.

iii. Duties and Functions

The committee shall:

a. review annually student appeals procedures in the Lewis School
   for compliance with University policy and for necessary revision
   and/or appropriate dissemination of information to students and
b. at the request of the Dean, identify three (3) of its faculty members and one (1) student to serve as an advisory panel to the Dean in grade appeal cases where the Dean wishes to have such an advisory panel. For any hearings that are called, the student appointed must not be in the discipline of the student who filed the appeal or from the same discipline as the student who is charged with academic dishonesty. A quorum must be present for an appeal case to be heard;

c. In cases of academic dishonesty, the hearing panel members will be convened on a case-by-case basis in accordance with the University Student Appeals and Policy and Procedures.

J. Student Services Committee

I. Purpose: The Student Services Committee is responsible for bridging the gap between the student services provided by the University and students in The Lewis School. This committee also serves to increase publicity for the services and utilization of student fees, and serve as the voice of students for the future of these student services.

ii. Membership: The Student Services Committee shall consist of seven (7) members as follows: the Associate Dean for Academic Affairs; one (1) faculty member elected from each department or program; two (2) undergraduate and two (2) graduate students from The Lewis School; and two (2) student alternates, one undergraduate and one graduate. Students shall serve one (1) year terms, with no term limit. The student alternates shall be selected to serve as substitute members for student
members who are unable to attend. When possible, at least one of the faculty members shall be a member of the Senate Student Life and Development Committee and also, when possible, one or more of the students shall be members of the Student Government Association. The Associate Dean for Academic Affairs shall serve as presiding officer of meetings and convener of the committee, but is a non-voting member. Student alternates may attend all meetings, but vote only as designated by the Chair. A quorum for all votes of the Committee shall consist of four (4) voting members. Tie votes are to be treated as failed-to-pass.

iii. Duties and Functions

The committee shall:

a. identify and review student concerns and issues and make recommendations to the Faculty;

b. serve as the Student Activity Fee Committee in The Lewis School by fulfilling the responsibilities of making recommendations to the Dean about how to use the student activity fee allocation to support student activities, clubs, programming, etc. within the School and developing, implementing and enforcing policies and procedures regarding the student activity fee allocation to insure compliance with applicable University, and Board of Regents policies and State and Federal laws.

c. Serve as the Student Technology Fee Committee for the Lewis School by fulfilling the responsibilities of making recommendations to the Dean about how to use the student technology fee allocation to support student activities, clubs, programming, etc.
within the School and developing, implementing and enforcing policies and procedures regarding the student technology fee allocation to insure compliance with applicable University, and Board of Regents policies and State and Federal laws.

d. Provides names of students recommended to serve on faculty committees to the respective chair of each committee at the beginning of the academic year.

Section 5. Special Committees. The Faculty or the Dean may establish special committees and appoint and/or elect members to such committees.
ARTICLE VI

UNITS OF THE SCHOOL

Section 1. Schools

A. In accordance with Article VIII, Section 1, of the Statutes of Georgia State University, a School may be developed within a college. The Byrdine F. Lewis School of Nursing and Health Professions consists of the School of Nursing, the Department of Nutrition, the Department of Occupational Therapy, the Department of Physical Therapy, the Department of Respiratory Therapy and the Health Informatics program.

B. The individual who is responsible for the School shall be the Dean.

Section 2. Departments

A. In accordance with Article X, Section 1, of the Statutes of Georgia State University, a department is an administrative subdivision of a college or school established for the purpose of conducting programs of instruction, research and service. The following subdivisions are departments of the Lewis School:

- School of Nursing
- Department of Nutrition
- Department of Occupational Therapy
- Department of Physical Therapy
- Department of Respiratory Therapy

B. The Secretary of the faculty shall add the names of additional divisions to this list as they are established. The following subdivisions are programs of the Lewis School:

- Health Informatics

C. The individual who is responsible for a school, department shall be the Unit Head, whose responsibilities and authority are described in Article X, Section 2,
Section 3. Schools, Departments, and Institutes

A. In accordance with the Statutes of Georgia State University and subject to direction of the faculty of the School, the Lewis School shall develop and implement policies and procedures concerning their selection of students and their educational programs, and shall handle matters of internal administration.

B. The Faculty of the Lewis School shall meet at least once each semester during the academic year. Minutes shall be maintained and copies transmitted formally to the Dean of the School.
ARTICLE VII
RATIFICATION AND AMENDMENTS

Section 1. Amendments to these bylaws shall be in effect upon approval by two-thirds of the faculty of the Lewis School present who are eligible to vote, providing a quorum is present.

Section 2. Any voting faculty member or committee may propose amendments to the Bylaws Committee for its consideration.