

University of Louisville

School of Nursing Bylaws

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UNIVERSITY OF LOUISVILLE

SCHOOL OF NURSING

BYLAWS AND RULES OF THE FACULTY ORGANIZATION

ARTICLE I – PREFACE

- A. These Bylaws and Rules are the official statement of the organizational structure and the rules of governance and procedures of the Faculty of the School of Nursing (SON). The School of Nursing is an official academic unit of the University of Louisville with authority to recommend awarding degrees and certificates and operates under the rules, regulations, and policies of the University of Louisville. These bylaws are declared according to The Redbook (www.louisville.edu/provost/redbook). The Redbook shall hold precedence in all matters of governance and administration for the School of Nursing.

This document, along with its supporting documents, supersedes all other School of Nursing governance documents and constitutes the entire body of the SON governance documents.

ARTICLE II – SON GOVERNANCE

Section 1: Faculty Organization

A. Purpose

Except as otherwise provided, the purpose of the Faculty Organization is a mechanism to exercise general legislative powers over all matters pertaining to the personnel policies, criteria, procedures, meetings, admission requirements, curriculum, examinations, instruction and recommendations to the Board of Trustees for granting of degrees in the academic unit (The Redbook).

B. Membership of the Faculty Organization and Privileges of Membership

General Faculty in the SON hold faculty appointments according to The Redbook. A general faculty member will consist of any faculty member who holds a full-time or part-time academic appointment, including tenure, probationary or term at the academic rank of professor, associate professor, assistant professor, instructor, or lecturer in the SON.

In accordance with The Redbook (section 3.3.1), a majority of full-time faculty in any academic unit shall be probationary or tenured.

All members of the General Faculty accept the rights and responsibilities of membership including regular attendance at meetings, active participation, informed actions, and professional dialogue.

General Faculty shall consist of voting and non-voting members.

A. Voting Members

- a. Tenured and Probationary faculty who hold a full-time (80% or greater) academic appointment. Probationary and tenured faculty retain voting rights as long as their primary academic appointment remains within the SON.
 - b. Full-time (80% or greater) term faculty members (including professor, associate professor, assistant professor, or instructor) are eligible to be a voting member.
 - i. In years where there is a lack of majority of tenured and probationary faculty within the faculty organization an election will be held to determine term faculty members who will have voting privileges. This assures that term faculty members represent less than 50% of the voting faculty within the SON faculty organization.
- B. Non-voting members
- a. Faculty who hold less than 80% appointment within the SON or full-time term faculty who are not elected (when an election is necessary) as identified above.
- C. Faculty Organization Officers
- a. Chair: A non-administrative voting faculty member who served as vice-chair the previous year for a term of one year.
 - b. The duties of the chair include:
 - i. Preside over the faculty organization meetings.
 - ii. Represent the faculty organization where appropriate.
 - iii. Consultation with the Dean, Associate Deans, committee chairs and directors, as well as graduate and undergraduate student representatives to generate an agenda for the faculty organization meetings.
 - iv. Distribute the agenda to all general faculty at least one week in advance of the faculty organization meeting.
 - v. Mentor the Vice-Chair in matters of leadership and the Faculty Organization in preparation for the position of chair in the subsequent year.
 - b. Vice-Chair: A voting faculty member elected for a term of one year.
 - c. The duties of the vice-chair include:
 - i. Preside over the faculty organization meeting in the absence of the Chair.
 - ii. Advise the Chair, upon request, on matters of rules of order.
 - iii. The Vice-Chair at the end of the one year term will become the chair for the subsequent year.
 - d. Secretary : One voting term, probationary, or tenured faculty member for a term of one year
 - e. The duties of the Secretary include:
 - i. Record the minutes of the faculty organization meetings.
 - ii. Disseminate the meeting minutes to all general faculty within 2 weeks of each faculty organization meeting and transmit minutes of actions taken by the faculty to the Office of the President and to the University Archives.

Section 2: Functions of the Faculty Organization

- A. The Voting Faculty shall:
 - a. Elect Vice-Chair and Secretary annually in accordance with election protocols

- b. Represent the General Faculty of the SON, by eliciting and expressing the opinions, suggestions, and recommendations of the general faculty.
 - c. Approve official documents related to the faculty of the SON not otherwise specified by the Bylaws.
 - d. Formulate and approve policies, new programs, and programmatic changes that impact the SON as a whole and make recommendations to the Board of Trustees.
 - e. Review, revise, reaffirm, and approve policies, criteria and procedures related to faculty personnel.
 - f. Participate in the evaluation of the structure and governance of the school.
 - g. Hear reports from the Deans, Directors, and committee chairs at each faculty organization meeting and act on motions or written reports.
 - h. Review annual written summary reports from the Deans, Directors, and committee chairs related to the functioning of the SON.
 - i. Adopt and amend bylaws.
 - j. Create standing and special committees from its membership as well as special taskforces to conduct SON business.
 - k. Invite staff and student input in matters related to the SON.
 - l. View and provide input into the strategic plan and fiscal priorities of the SON.
- B. The non-voting faculty shall:
- a. Attend Faculty Organization meetings and committee meetings where assigned and participate fully in the discussion at such meetings.

Section 3: Administrative Team

- A. Administrative Team
 - a. The Administrative team consists of the Dean and any other Associate or Assistant Deans and Directors.
- B. Appointment
 - a. The Dean shall be appointed by the Board of Trustees in accordance with The Redbook
 - b. The Dean recommends the appointment of associate or assistant Deans for approval by the Board of Trustees after seeking recommendations from the Appointment, Promotion, and Tenure (APT) Committee.
 - c. The Dean may appoint Directors or others to an administrative assignment after seeking recommendations from Faculty Organization.
- C. Administrative Responsibilities
 - a. The Dean will:
 - i. Be the educational and administrative head of the SON (The Redbook).
 - ii. Report to the Provost through the Executive Vice President of Health Affairs.
 - iii. Appoint an Administrative team as detailed above.
 - iv. Appoint Ad hoc committees as deemed necessary for the functions of the SON.
 - b. In addition to items set forth in this document and in The Redbook, responsibilities of the administrative team are detailed in the job descriptions section of the Appendices.

Article III – GENERAL RULES OF GOVERNANCE FOR FACULTY ORGANIZATION AND STANDING COMMITTEES

Section 1: Meetings

- A. The Faculty Organization and standing committees will meet in person at least twice per academic year, once in the fall and once in the spring.
- B. A quorum will be greater than 50% of voting faculty within each committee or the Faculty Organization.
- C. Special meetings of the Faculty Organization may be called at the discretion of the Chair, or within four weeks of a written petition by at least one-fourth of voting faculty.
- D. Minutes of Faculty Organization and standing committee meetings will be taken, distributed, and archived in accordance with the rules of the University and The Redbook.
- E. Members who will be absent from regularly scheduled meetings shall give prior notice to the Chairperson.
- F. Ad hoc committees may be appointed by standing committees and shall report back to the appointing committee.
- G. Except for Executive Sessions, all meetings are open to all faculty and staff who choose to attend them.
- H. The Chair shall give notice of all regularly scheduled meeting at the beginning of each academic year.

Section 2: Nominations and Elections

- A. Only voting members of the faculty who are not board-appointed administrators or who hold less than 50% administrative assignment may be elected to standing committees of the organization, except where otherwise noted in the bylaws.
- B. Elected members of standing committees serve staggered terms of two years that begin each year in May following report of the election.
- C. Required elections for Health Science Center and University committees will be held as needed and will follow the bylaws of those committees.
- D. The Faculty Affairs Committee will call for nominations for committee membership consistent with the bylaws 6 weeks prior to the final Faculty Organization meeting of the academic year.
- E. A final ballot consistent with the bylaws, which primarily takes in consideration the needs of the unit and secondarily faculty preference, will be submitted to the faculty for a vote 2 weeks before the final faculty organization meeting of the academic year.
 - a. The final slate shall not be changed, but write-in votes are permitted if the nominee consents.
- F. Individual(s) receiving the largest number of votes will be declared the winner of the election.
 - a. Ties will be resolved by a run-off vote.
 - b. The ballots will be counted and certified by the Chair of the Faculty Organization as well as a staff appointee.
- G. If a vacancy in committee membership or office occurs between elections, the Dean will appoint a faculty member for the remainder of the academic year.
 - a. If the vacant position is the representative to the School of Interdisciplinary and Graduate Studies (SIGS) or Faculty Senate a special election will be held.

- H. Ballots will be retained for 2 weeks following the announcement of the faculty election results.

Section 3: Voting

- A. Voting privileges will be extended to the following:
 - a. Only Voting faculty may vote in Faculty Organization and Executive Sessions of the standing committees.
 - b. Nonvoting faculty, students, and other representatives specified by the bylaws who serve on standing and ad hoc committees may vote in the committees in which they hold membership.
- B. When a quorum is present, a majority of the votes of those present and voting is sufficient for the adoption of any motion that is in order, except those which according to Robert's Rules of Order, require a majority of two-thirds of the votes cast.
- C. Voting faculty on approved LOA/Sabbatical may vote in Faculty Organization or by electronic ballot.
- D. For regularly scheduled meetings, there is no provision for absentee voting except for faculty on approved Leave of Absence (LOA)/Sabbatical.
- E. For special meetings of the Faculty Organization, called outside of the normal schedule, written absentee votes on motions included on the agenda may be submitted to the chair prior to the meeting.
- F. Ex-officio members may not vote.
- G. Electronic votes may be used. When using electronic voting format:
 - a. The business that will be reviewed and voted upon will be sent to all faculty via email
 - b. A minimum of 1 week prior to the release of business a notice should be sent to all faculty stating that they will be receiving material that requires an electronic vote
 - c. The deadline for votes must be clearly specified and the deadline should be no earlier than 5 business days from the receipt of business

Section 4: Reports

- A. Written reports will be submitted to all faculty 2 days prior to all scheduled Faculty Organization meetings by all administrators, committees, and directors. Additionally, written annual reports will be due at the final Faculty Organization meeting at the end of the academic year.

ARTICLE IV – FACULTY SENATORS

Section 1: Qualifications

- A. Senators representing the SON must have a primary appointment in the SON.
- B. The Senators are elected as at-large representatives of the SON to fill the number of seats determined by the Faculty Senate.

Section 2: Election

- A. Election shall be by written ballot. The Faculty Affairs Committee will call for nominations for the annual election to fill vacancies in number of Senators specified by the Senate.
- B. The senatorial at-large seats shall be filled by an election of qualified members of the Voting Faculty.

Section 3: Responsibilities

- A. Senators represent Faculty of the SON in the University Faculty Senate.
- B. SON Senators shall meet at the beginning of each academic year to elect a liaison to the Faculty Organization.

ARTICLE V – PARLIAMENTARY AUTHORITY

Section 1: Rules of Order

- A. All meetings will be conducted according to the current edition of Robert’s Rules of Order.
- B. The Vice-Chair will serve as a consultant to faculty regarding interpreting and implementing Robert’s Rules of Order.

ARTICLE VI – GENERAL PROVISIONS

Section 1: Proxy Voting

- A. Voting by proxy shall not be permitted.

Section 2: Conflict of Interest

- A. No faculty member shall participate in any decision or case (other than general policy questions) where that member, or his/her spouse, relative or household member, has a financial interest in the outcome.

ARTICLE VII – AMENDMENT TO THE BYLAWS

Section 1: Provision

- A. These bylaws may be amended by the concurrence of two-thirds of the voting members of the Faculty Organization
 - a. The proposed amendment(s) are to be sent to all voting faculty members at least 2 weeks prior to the meeting at which the vote will be taken.
 - b. All amendments shall be consistent with The Redbook.
 - c. The amendments shall be subsequently approved by the President or the Board of Trustees on the recommendation of the President of the University, as set forth in the Redbook.

ARTICLE VIII – STANDING COMMITTEES

Section 1: Membership

- A. Membership on all standing committees will be determined by election according to Article III, Section 2.

Section 2: Committees

A. APPOINTMENT, PROMOTION AND TENURE (APT)

1. Membership:
 - a. All tenured or term faculty of the SON at the level of associate or full professor
 - b. Dean – ex officio
2. Voting:
 - a. Tenured faculty vote on any promotion or tenure decision at or below rank.
 - b. Term faculty vote on promotion decisions for term faculty at or below rank.
3. Functions:
 - a. Faculty search and appointments
 - i. Establish and implement procedures related to faculty recruitment and appointment in consultation with the Dean and in accordance with University policies.
 - ii. Review credentials and submitted materials of faculty applicants for tenured, tenure-track, term (full-time; at the rank of Assistant or above), and adjunct positions.
 - b. Conduct interviews of selected candidates in cooperation with the Dean.
 - c. Recommend candidates for appointment and academic rank to the Dean.
 - d. Conduct the following career reviews:
 - i. Annual reviews to determine progress towards rank and tenure for probationary faculty.
 - ii. Pre-tenure reviews at midpoint of probationary period for probationary faculty.
 - iii. Periodic post-tenure 5 year reviews.
 - e. Review and evaluate term and tenured faculty to determine progress towards promotion prior to declaration of intent to seek promotion.
 - f. Annually conduct faculty development/guidance related to promotion and/or tenure requirements and procedures.
 - g. Recommend the award or denial of tenure to faculty members.
 - h. Make recommendations for promotion in rank.
 - i. Revise promotion and tenure criteria and submit to Faculty Organization as needed.
 - j. Propose policies related to appointments, promotion, and tenure and submit to Faculty Organization as needed.

B. RESEARCH AND SCHOLARSHIP COMMITTEE

1. Membership
 - a. 4 faculty, two of whom are tenured or probationary and two who are term at least one of which is voting
 - b. Associate Dean of Research is a voting member
 - c. One undergraduate student
 - d. One doctoral student

2. Functions

- a. Recommend research and scholarship initiatives to address the mission of the SON.
- b. Promote faculty development in research and scholarship.
- c. Promote student and faculty participation in research and scholarship.
- d. Facilitate an annual research symposium plus undergraduate research programs.
- e. Recommend acquisition and distribution of research and scholarship resources.
- f. Participate in evaluation of the SON research and scholarship outcomes.
- g. Approve faculty and student internal research and scholarship funding awards.
- h. Nominate Faculty for internal and external Research Honors and Awards.

C. FACULTY AFFAIRS COMMITTEE (FAC)

1. Membership

- a. Nine elected voting members of the faculty, 5 of whom are tenured or probationary and who are not deans and 4 of whom are term. At least one of the tenured faculty must be a full professor.

2. Functions

a. Nominations.

- i. Develop a ballot of qualified faculty for elections.
- ii. Conduct faculty elections.

b. Faculty Awards

- i. Facilitate professional development and recognition of faculty.
- ii. Accept nominations and select recipients for internal awards and nominations for external awards (except research and scholarship awards).

c. Merit Review

- i. Conduct an annual merit review for all fulltime faculty.
- ii. Communicate protocols, guidelines, and timelines to the faculty for merit review.
- iii. Recommend to the Dean the level of merit for each faculty member.
- iv. Recommend changes in policies regarding merit review to Faculty Organization and the Dean.

d. Faculty Development

- i. Facilitate professional development of faculty.
- ii. Facilitate new faculty orientation including the mentoring process required by the Kentucky Board of Nursing for new faculty teaching in the undergraduate program.

- e. Develop and review faculty policies and make recommendations to Faculty Organization as needed, except for policies that are handled by the APT Committee.

D. COMMITTEE FOR ADVANCEMENT OF THE SON (CASON)

1. Membership

- a. 6 members of the faculty, five of whom must be voting faculty

b. Ex-officio: Dean, Director of Practice and International Studies, Director of Community Engagement, SON Technology Consultant, SON Skills Laboratory Director, SON Development Officer

2. Functions

a. Practice

- i. Implement and evaluate the SON faculty practice plan and procedures.
- ii. Develop annual goals and priorities for faculty practice.
- iii. Approve internal faculty funding awards for faculty professional development related to faculty practice.

b. Diversity

- i. Implement and evaluate the SON diversity plan.
- ii. Facilitate unit level activities that raise awareness of issues regarding diversity.

c. Community Engagement

- i. Implement and evaluate the SON community engagement plan.
- ii. Facilitate unit level activities that promote community engagement.

d. Technology

- i. Implement and evaluate the SON technology plan.
- ii. Evaluate the strength and weaknesses of technology within the SON, including the simulation lab.
- iii. Recommend to administration the technology needs of the SON.

E. BSN/MSN ACADEMIC AFFAIRS COMMITTEE

1. Membership

- a. 11 voting faculty members whose primary teaching assignment is within the BSN and/or MSN programs; at least 5 of whom are tenured or probationary and of the term representatives 5 must be voting members.
- b. One Undergraduate student member elected by Undergraduate students.
- c. One Graduate student member elected by Graduate students.
- d. Ex officio: Associate Dean for Undergraduate Programs; Associate Dean for Graduate Programs, SON Development Officer, Student Services Representative, Community Representative.

2. Functions

- a. Collaborates with the office of student services to facilitate student recruitment, orientation and retention activities.
- b. Approve BSN and MSN student admission and progression actions.
- c. Review and recommend philosophy, framework, objectives and curriculum of the BSN and MSN program to Faculty Organization.
- d. Approve BSN and MSN student academic awards and scholarships in collaboration with the Dean's designee and/or SON Development Officer.
- e. Propose BSN and MSN academic policies to the Faculty Organization.
- f. Participate in BSN and MSN academic program evaluation.
- g. Communicate with the PhD committee regarding BSN/MSN business
- h. Recommend acquisition and distribution of appropriate academic resources.

- i. Establish a student grievance subcommittee in accordance with The Redbook.

F. DOCTORAL ACADEMIC AFFAIRS COMMITTEE

1. Membership

- a. 7 faculty members: 2 of whom have a primary teaching appointment within the PhD program; 2 of whom are eligible to serve as a member of a dissertation committee; and 2 of whom who have a primary teaching appointments within the DNP program
- b. Ex officio: PhD Program Director; Associate Dean for Graduate Programs
- c. One PhD student member elected by PhD students
- d. One DNP student member elected by DNP students

2. Functions:

- a. Collaborates with the office of student services to facilitate student recruitment, orientation and retention activities.
- b. Approve Doctoral student admission and progression actions.
- c. Approve Doctoral student awards and scholarships.
- d. Review and recommend philosophy, framework, objectives and curriculum of the Doctorate programs to Faculty Organization.
- e. Propose Doctoral academic policies to the Faculty Organization.
- f. Participate in Doctoral academic program evaluation.
- g. Communicate with the BSN/MSN committee regarding Doctoral committee business.
- h. Recommend acquisition and distribution of appropriate academic resources.
- i. Establish a student grievance subcommittee in accordance with The Redbook.