

**UNIVERSITY OF LOUISVILLE
SCHOOL OF NURSING
BYLAWS AND RULES OF THE FACULTY ORGANIZATION**

ARTICLE I - PREFACE

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. 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 of the School of Nursing.

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

Purpose of the Faculty Organization

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

ARTICLE II - MEMBERSHIP

Section 1 Membership and Privileges of Membership

Faculty in the School of Nursing hold faculty appointments according to The Redbook. All members of the Faculty Organization accept the rights and responsibilities of membership including regular attendance at entire meetings, active participation, informed actions, and professional dialog.

The School of Nursing Faculty Organization shall include governing and general faculty.

- A. A governing faculty member shall be:
1. A faculty member who holds a full-time, academic appointment (academic rank of professor, associate professor, assistant professor, instructor) in the University of Louisville with a primary appointment in the School of Nursing

2. Faculty with lecturer, part-time, adjunct, or gratis appointments who have been elected at the time of the general election by the Governing Faculty for a term of one year
 3. At no time shall part-time, adjunct, gratis and term faculty constitute a majority of the governing faculty.
- B. A general faculty member shall be:
1. Lecturer, part-time, term, adjunct or gratis faculty who hold appointments within the School of Nursing and are not elected as Governing Faculty.
- C. The chair of the Faculty Organization shall be the Dean of the School of Nursing or his/her designee.

ARTICLE III - SCHOOL OF NURSING GOVERNANCE

Section 1 Functions of the Faculty Organization

The Governing Faculty shall

- A. be the official representative of the faculty organization of the School of Nursing, responsible for eliciting and expressing the opinions, suggestions, and recommendations of the faculty.
- B. Approve official documents related to the faculty of the School of Nursing
- C. Review and approve academic policies, new programs, and programmatic changes, including policies on admission requirements, curricula, instruction, examinations, and recommendations to the Board of Trustees for granting of degrees and certificates in the School of Nursing.
- D. Review and approve faculty personnel policies criteria and procedures.
- E. Participate in the evaluation of the structure and governance of the school.
- F. Serve as a forum for discussion of key issues that affect the School of Nursing and recommend action.
- G. Request reports from the Dean on the academic, admissions, clinical, financial, research, and other programs and/or committees of the School,.
- H. Adopt bylaws providing for such officers, committees, and meetings as necessary for

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the performance of its functions.

- I. Act on recommendations and reports of the Faculty Organization Committees.

Section 2 Administrative Officers

The Dean shall:

- A. Be the educational and administrative head of the School of Nursing. (The Redbook)
- B. Report to the Provost through the Executive Vice President for Health Affairs.

Section 3 Appointment of the Dean

- A. The Dean of the School of Nursing shall be appointed by the Board of Trustees in accordance with The Redbook.

Section 4 Administrative Team of the School of Nursing

- A. After seeking recommendations from the Executive Committee, the Dean shall recommend the appointment of vice, associate and/or assistant deans to the Executive Vice President for Health Affairs and Provost for approval by the Board of Trustees.
- B. After seeking recommendations from the Executive Committee the Dean may appoint directors or others with administrative assignment.

Section 5. Specific Duties and Responsibilities

- A. In addition to items set forth in this document and in the Redbook, responsibilities are detailed in job descriptions in Appendix 1.

ARTICLE IV - GENERAL RULES OF GOVERNANCE FOR FACULTY ORGANIZATION AND STANDING COMMITTEES

Section 1 Meetings

- A. The Faculty Organization and standing committees will meet at least twice per academic year, once in the fall and once in the spring.

- B. A quorum will be one more than one-half of the governing faculty membership of the committee.
- C. The faculty secretary and one alternate shall be any governing member elected by the faculty and shall be responsible for Faculty Organization minutes.
- D. Special meetings of the Faculty Organization may be called at the discretion of the Dean, or when requested by written petition of at least one-fourth of the governing faculty.
- E. Minutes of Faculty Organization and standing committee meetings will be taken and distributed in accordance with the rules of the University and The Redbook
- F. Members who will be absent from regularly scheduled meetings shall give prior notice to the Chairperson.
- G. Ad hoc committees may be appointed by either the Dean or by standing committees and shall report to the person or group that appointed them.
- H. Except for executive sessions, all meetings are open to anyone who chooses to attend.
- I. The dean shall give notice of all meetings.

Section 2 Nominations and Elections

- A. Only governing 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 this organization, except where otherwise noted
- B. Qualified faculty are those faculty whom the Executive Committee has judged to hold the appropriate education, experiences, and length of service that will facilitate achievement of the functions of the committee.
- C. Elected members of standing committees serve staggered terms of three (3) years that begin each year on August 1.
- D. The Executive Committee will call for nominations for a) committee membership, and b) candidates for governing faculty (see II, A, 2) at least one month prior to the election.
- E. The Executive Committee will prepare a written ballot consistent with the By-Laws, needs of the unit, and faculty preference and submit it to faculty for a vote

at least two weeks prior to the end of the spring semester.

- F. The printed slate shall not be changed but write-in votes are permitted.
- G. Individual(s) receiving the largest number of votes will win the election, ties will be resolved by the Dean with a recommendation from the Executive Committee, and results reported to faculty prior to the end of the academic year.
- H. When a vacancy in committee membership or office is created between elections, the Dean will appoint a faculty member for the remainder of the academic year.
- I. The ballots will be retained until reviewed by the Executive Committee and then destroyed.
- J. The committee chairperson will be a qualified faculty member elected by the representative committee before the conclusion of spring semester.

Section 3 Voting

- A. Voting privileges will be extended to the following:
 - 1. Only governing members of the faculty may vote in Faculty Organization, and Executive Sessions of the standing committees.
 - 2. General faculty, students, and other representatives specified by bylaws to serve on the standing committees and ad hoc committees may vote in general sessions of standing committees and ad hoc committees.
- B. When a quorum is present, a majority of the votes cast is sufficient for the adoption of any motion that is in order, except those which, according to the current edition of Robert's Rules of Order, require a two-thirds vote of those present and voting.
- C. For regularly scheduled meetings, there is no provision for absentee vote.
- D. For special, called meetings of the Faculty Organization, written absentee votes on motions included on the agenda may be submitted to the chairperson prior to the meeting.
- E. Governing faculty on leave of absence may vote in the Faculty Organization in person or by written ballot.
- F. Ex-officio members may not vote.

- G. In extenuating circumstances secured electronic votes may be scheduled when the governing faculty or chairperson determine it to be necessary.

Section 4 Reports

- A. Written reports will be submitted to Faculty Organization meetings by all standing committees. Additionally, annual reports will be due at the final Faculty Organization of the academic year.

ARTICLE V - STANDING COMMITTEES

A. UNDERGRADUATE ACADEMIC AFFAIRS COMMITTEE

Section 1 Membership

- a. 8 qualified members, 4 of whom must be tenured/probationary faculty.
- b. Associate Dean for Academic Affairs, ex officio
One community member selected by the Committee, ex officio
One librarian selected by the Committee, ex officio
One representative from the Office of Student Services appointed by the Dean, ex officio
- c. Additional representatives
One undergraduate student elected by the undergraduate student body

Section 2 Functions

- a. Propose undergraduate academic policies to the Faculty Organization.
- b. Review/recommend philosophy, framework, objectives and curricula of undergraduate programs.
- c. Participate in undergraduate academic program evaluation.
- d. Approve undergraduate student admission and progression actions.
- e. Approve undergraduate awards and scholarships.
- f. Participate in student recruitment and orientation.

- g. Establish a student grievance subcommittee in accordance with The Redbook.
- h. Facilitate procurement of appropriate academic resources.

B. GRADUATE ACADEMIC AFFAIRS COMMITTEE

Section 1 Membership

- a. 4 – 6 qualified faculty members, all of whom must be tenured or probationary faculty holding graduate school membership.
- b. Associate Dean for Academic Affairs, ex officio
One community member selected by the Committee, ex officio.
One representative from the Office of Student Services appointed by the Dean, ex officio.
One librarian selected by the Committee, ex officio
- c. Additional representatives
One MSN student elected by the MSN student body
One PhD student elected by the doctoral student body

Section 2 Functions

- a. Propose graduate academic policies to the Faculty Organization.
- b. Review/recommend philosophy, framework, objectives, and curricula of graduate programs.
- c. Participate in graduate academic program evaluation.
- d. Approve graduate student admission and progression actions
- e. Approve graduate awards and scholarships..
- f. Participate in student recruitment and orientation.
- g. Establish a student grievance subcommittee in accordance with The Redbook
- h. Facilitate procurement of appropriate academic resources.

C. EXECUTIVE COMMITTEE

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Section 1 MEMBERSHIP

- a. 5 qualified faculty, all of whom are tenured.*.
- b. Dean and Administrative Designee, ex officio.

*For promotion and tenure decisions, the tenured faculty shall serve as The Executive Committee of the whole.

Section 2 Functions

- a. Recommend actions regarding faculty appointments, promotion, tenure, periodic career reviews and annual reviews to the Dean.
- b. Propose policies to Faculty Organization as needed.
- c. Facilitate professional development and recognition of faculty.
- d. Make recommendations regarding the School of Nursing governance structure.
- e. Facilitate faculty participation in University governance and structure.
- f. Participate in the development of a strategic plan for the unit.
- g. Participate in evaluation of the strategic plan of the unit.
- h. Facilitate faculty search.
- i. Facilitate the procurement of resources for the School of Nursing.
- j. Develop a ballot of qualified faculty for elections.
- k. Facilitate the appointment of faculty for internal and external representation of the School of Nursing.

D. RESEARCH COMMITTEE

Section 1 Membership

- a. 6-8 qualified faculty 4 of whom are tenured or probationary.
- b. Associate Dean for Research, Ex officio.

- c. Additional representatives:
One undergraduate student selected by the committee
One masters student selected by the committee
One doctoral student selected by the committee

Section 2 Functions

- a. Recommend research initiatives.
- b. Promote strategies to create an exemplary research environment
- c. Facilitate procurement of research resources.
- d. Participate in evaluation related to the research mission.

E. PRACTICE/SERVICE COMMITTEE

Section 1 Membership

- a. 6-8 qualified faculty 4 of whom are tenured or probationary
- b. Associate Dean for Practice or the Administrative Designee, ex-officio.

Section 2 Functions

- a. Recommend practice/service initiatives.
- b. Promote strategies to create an exemplary practice/service environment
- c. Facilitate procurement of practice/service resources.
- d. Participate in evaluation related to the practice/service mission.
- e. Establish a Continuing Education Subcommittee
 - a. Membership: 3 faculty one of whom serves as the Kentucky Board of Nursing nurse administrator of the Continuing Education program.
 - b. Functions
 - i. Follow the policies and procedures of the Kentucky Board of Nursing when awarding continuing education credit related to relicensure.
 - ii. Participate in policy and procedure decisions of the Continuing Health Sciences Education committee.

- iii. Collaborate with units of the Health Sciences in provision of continuing education for nurses.
- f. Facilitate the School of Nursing role in partnership/University initiatives.

ARTICLE VI – FACULTY SENATORS

Section 1 Qualifications

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

Section 2 Election

- A. Election shall be by written ballot. The Executive Committee will call for nominations.
- B. The senatorial at-large seats shall be filled by an election of qualified members of the Governing Faculty

Section 3 Responsibilities

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

ARTICLE VII - PARLIAMENTARY AUTHORITY

Section 1 Rules of Order

- A. All meetings will be conducted according to current edition of Roberts Rules of Order.

ARTICLE VIII - GENERAL PROVISIONS

Section 1 Proxy Voting

- A. Voting by proxy shall not be permitted except in specially called meetings.

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 IX - AMENDMENT TO THE BYLAWS

Section 1 Provision

- A. These bylaws may be amended by the concurrence of two-thirds of the members of the Faculty Organization present and voting provided that:
1. A quorum is present.
 2. The proposed amendment(s) have been sent to all faculty members fourteen (14) days prior to the meeting at which the vote will be taken.
 3. All amendments shall be consistent with The Redbook.
 4. The amendments shall be subsequently approved by the President or the Board of Trustees on the recommendation of the President.

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ATTACHMENT A
UNIVERSITY OF LOUISVILLE
SCHOOL OF NURSING
JOB DESCRIPTION, DEAN

The Dean Shall:

- A. Be the academic and administrative leader of the School of Nursing.
- B. Report to the President or appropriate University offices.
- C. Administer the SON according to the University and SON policies.
- D. Keep the administrative offices of the University, as required by The Redbook, and the faculty fully informed concerning the educational and financial status of the School of Nursing.
- E. Maintain effective relationships with alumni and relevant internal and external constituents.
- F. Work with internal and external constituents to assure support for the School of Nursing.
- G. Function as chief fiscal and personnel manager of the unit.
- H. Be responsible for all cooperative programs involving the School of Nursing and other units of the University.
- I. Represent the School, formally and informally, to the University, community and the world.
- J. Oversee academic, research, and practice/service programs with other agencies.
- K. Facilitate the accomplishment of the scholarships of teaching, discovery, application and integration.

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- L. Oversee evaluation of faculty and staff.
- M. Be responsible for such additional duties as may be assigned by the Board of Trustees or University Administration Offices.

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ATTACHMENT B

UNIVERSITY OF LOUISVILLE SCHOOL OF NURSING ASSOCIATE DEAN FOR ACADEMIC AFFAIRS JOB DESCRIPTION FEB. 2, 1998

Description

The Associate Dean for Academic Affairs provides leadership in managing all facets of the academic programs including faculty and student affairs, program coordination, program evaluation, resource development and management, marketing and public relations that facilitate the educational missions of the School of Nursing. The Associate Dean for Academic Affairs provides leadership in the development of future goals and directions for academic programs in the School of Nursing and supports the practice/service and research missions.

Qualifications

Earned doctorate in nursing or related discipline, master's degree in nursing; previous teaching experience at the undergraduate and graduate levels; record of professional, community and university service; record of scholarly productivity; experience in curriculum development, implementation, and evaluation; strong leadership and organizational abilities; effective interpersonal skills. Previous experience in academic administration preferred. Eligible for RN licensure in Kentucky.

Rank

Associate Professor or Professor

Formal Accountability

Reports directly to the Dean of the School of Nursing

Responsibilities

The Associate Dean for Academic Affairs shall:

1. Collaborate with the Dean of the School of Nursing, the Academic Affairs Committee, and other colleagues in matters that influence academic affairs.
2. Oversee the evaluation of the effectiveness of the academic programs.
3. Manage human, fiscal, and other necessary resources to support the academic programs.
4. Collaborate with faculty to achieve the desired educational outcomes of the academic programs.
5. Oversee the supervision and evaluation of part-time faculty.
6. Administer and implement academic programs including scheduling, assignments, and contracts for clinical learning experiences.
7. Collaborate with Executive Committee for recruitment of qualified faculty.
8. Oversee procurement of external resources to support the educational mission.
9. Oversee management of the Learning Resource Center.
10. Administer all scholarship programs.
11. Foster an environment that enhances faculty development, opportunities and abilities in educational endeavors.
12. Collaborate and negotiate with campus administration, including Graduate School and Office of Student Affairs, regarding educational matters.
13. Assume responsibility for marketing, recruitment, admission, progression, and miscellaneous student matters.
14. Assume responsibility for the overall coordination of the Office of Student Services.
15. Serve as an ex-officio member of the Academic Affairs Committee and the Executive Committee.
16. Collaborate with other Associate Deans to integrate the academic, practice/service, and research missions of the School of Nursing.
17. Communicate the academic mission of the School of Nursing to the broader university metropolitan community.

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18. Foster positive relations between the School of Nursing, the university and the surrounding metropolitan community.

ATTACHMENT C

UNIVERSITY OF LOUISVILLE SCHOOL OF NURSING ASSOCIATE DEAN FOR PRACTICE/SERVICE JOB DESCRIPTION FEBRUARY 2, 1998

Description

The Associate Dean for Practice/Service provides leadership in the development, implementation, coordination, and evaluation of academic practice/service models that support the mission of the University of Louisville and School of Nursing and the related metropolitan urban community. Coordinates academic practice/service initiatives of faculty and establishes new practice initiatives. Negotiates contracts between the School of Nursing and health care agencies, coordinates practice/service efforts and develops and manages the practice budgets. Supports the academic and research missions of the School of Nursing.

Qualifications

Earned doctorate in nursing or related discipline, master's degree in nursing; previous administrative and advanced clinical experience in health care practice; record of professional, community and university productivity; adherence to highest quality standards of health care services; evidence of effective leadership and interpersonal skills as well as strong organizational abilities; working knowledge of procedures necessary for maximizing reimbursement for professional services. Previous administrative experience and eligibility for ARNP licensure in Kentucky preferred. Eligible for RN licensure in Kentucky.

Rank

Associate Professor or Professor

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Formal Accountability

Reports directly to the Dean of the School of Nursing

Responsibilities

The Associate Dean for Practice/Service shall:

1. Collaborate with the Dean of the School of Nursing and other colleagues in decisions that influence professional practice/service.
2. Provide leadership in the development, implementation, coordination, and evaluation of academic nursing practice/service models and testing of practice/service models.
3. Collaborate with other School of Nursing Associate Deans to integrate practice/service, academic, and research missions of the School of Nursing.
4. Collaborate with internal and external constituents to facilitate the practice/service mission.
5. Assume responsibility for leadership, planning, administration, budget and outcome standards for practice/service activities.
6. Communicate and collaborate with representatives of community agencies and others involved with promotion and marketing of practice/service initiatives.
7. Provide leadership in the initiation of changes and responses to changes in the health care delivery system.
8. Monitor the external health care environment and the implications for faculty practice/service endeavors.
9. Foster faculty development in practice/service efforts by providing opportunities and activities for increasing expertise.
10. Seek external support for practice/service initiatives through negotiated contracts with other agencies, reimbursement and grant funding.
11. Foster an environment within which incentives for faculty practice/service are instituted and maintained.
12. Foster an environment that enhances faculty development, opportunities and abilities in professional practice/service.
13. Provide leadership in the development and evaluation of the faculty practice plan.

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14. Serve as ex-officio on the School of Nursing Practice/Service and Executive Committees.
15. Participates in the evaluation of the School of Nursing as appropriate.

ATTACHMENT D

UNIVERSITY OF LOUISVILLE SCHOOL OF NURSING ASSOCIATE DEAN FOR RESEARCH JOB DESCRIPTION

Description

The Associate Dean for Research has the responsibility of providing leadership to the School of Nursing in the area of research, including the development of future goals and directions. This Associate Dean will foster and facilitate research efforts of the faculty and the research mission of the School of Nursing and University, and will support the academic and practice missions of the School.

Qualifications

Earned doctorate in nursing, master's degree in nursing; record of professional, community and university service; record of funded research and scholarly activity; experience in the development, implementation, and evaluation of programs of research; strong leadership and organizational abilities; effective interpersonal skills. Eligible for licensure as RN in Kentucky. Previous administrative experience preferred.

Rank

Associate Professor or Professor

Formal Accountability

Reports directly to the Dean of the School of Nursing

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Job Description

The Associate Dean for Research shall:

1. Collaborate with the Dean of the School of Nursing and other colleagues to integrate the research mission in the School of Nursing.
2. Administer the School of Nursing Research Office.
3. Provide leadership for the research initiatives of the School of Nursing.
4. Facilitate acquisition of resources and develop resource management strategies to fulfill the research mission of the School of Nursing.
5. Mentor and support faculty in development of research programs appropriate to rank and interest.
6. Facilitate interdisciplinary research initiatives within the University and with community agencies, state, and other appropriate entities.
7. Participate in an ongoing program of research.
8. Serve as resource to faculty in matters related to the research component of the curriculum
9. Serve as ex-officio member of the Research Committee and the Executive Committee.
10. Collaborate with the other Associate Deans to support the academic and practice/service missions.
11. Develop and maintain a system for grant proposal submission for external funding.
12. Disseminate information related to research activities and available resources at the School of Nursing and the university, and in the community.
13. Develop, implement, and evaluate outcomes of the strategic objectives for the School of Nursing research mission in collaboration with faculty and administration.

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