

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 (U of L). These bylaws are declared according to The Redbook <https://louisville.edu/provost/redbook>. The Redbook shall hold precedence in all matters of governance and administration for the School of Nursing. To the extent that any provision of these bylaws is inconsistent with any section or provision of the Redbook, the inconsistent bylaw provision in question shall be considered nullified and the controlling provision of the Redbook shall prevail.

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 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

The Faculty Organization of the SON shall consist of all full-time faculty (80% and greater) and part-time faculty who hold academic appointments regardless of rank or administrative responsibility. All members of the Faculty Organization are expected to participate in the work of the SON including regular attendance at meetings, active participation, informed actions, and professional and civil dialogue.

C. Voting

- a. Voting members consist of all members of the Faculty Organization who hold a full-time (80% or greater) appointment in the School of Nursing.
- b. Faculty who hold a full-time clinical faculty appointment which is non-academic in nature and faculty who hold a part-time appointment are not eligible to vote.

D. Organization Officers

- a. Chair: The meetings will be chaired by the Faculty Council (as defined in Article IX, Section 2, C) Chairperson or a designated representative.
- b. The duties of the chair include:
 - i. Preside over the Faculty Organization meetings.
 - ii. Consult with the appropriate Associate Dean in the appointment of individuals to search taskforces for tenured and probationary faculty.
 - iii. Consult with the Dean, Associate Deans, committee chairs, directors and faculty, as well as graduate and undergraduate student representatives, to generate an agenda for the Faculty Organization meetings.
 - iv. Oversee the distribution of the agenda to all faculty at least one week in advance of the Faculty Organization meeting.
 - v. The chairperson shall oversee notice to the faculty of scheduled meetings at the beginning of each academic year.
- c. Secretary: The Secretary is elected/appointed for a term of one year. The Secretary can be a term, tenured, or probationary faculty member.
- d. The duties of the Secretary include:
 - i. The Secretary shall be elected by the voting faculty in the election per Article IV section 2.
 - ii. Record the minutes of the Faculty Organization meetings.
 - iii. 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 and post to current SON organizational management system.
 - iv. Record all motions considered in the Faculty Organization meeting.
 - v. Ensure motions that are passed receive the appropriate signatures.
 - vi. Post finalized motions to the current SON organizational management system
 - vii. Ensure any documents related to approved motions (e.g. updated/new policies) are appropriately filed.

Section 2: Functions of the Faculty Organization

- A. The Voting Faculty shall:
 - a. Represent the faculty of the SON, by eliciting and expressing the opinions, suggestions, and recommendations of the faculty.
 - b. Approve official documents related to the faculty of the SON not otherwise specified by the Bylaws.
 - c. Formulate and/or approve academic policies, new academic programs, curricula, or programmatic changes within the SON and make recommendations to the Dean and U of L Administration as appropriate in accordance with The Redbook.
 - d. Review, revise, reaffirm, and approve policies, criteria, and procedures related to faculty personnel.
 - e. Participate in the evaluation of the structure and governance of the school.
 - f. Hear reports from the nursing leadership and committee chairs and act on motions or written reports.

- g. Review annual written summary reports from the Deans, Directors, and committee chairs related to the functioning of the SON.
- h. Receive information from the Dean, faculty Senators, and University committees which bear directly or indirectly on the SON.
- i. Adopt and amend bylaws as recommended by the Unit Effectiveness Committee
- 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.
- m. Enter into an Executive session through adoption of a motion to do so, following Robert's Rules.

Section 3: Ad hoc Committees

- A. Ad hoc committees may be assembled upon recommendation of the Dean or Chair of any standing committee.
- B. Members of Ad hoc committees recommended by the Dean will be appointed by the Dean or the Dean's designee.
- C. Members of Ad hoc committees recommended by the Chair of a standing committee will be appointed by the chair of the committee.
- D. Ad hoc committees provide recommendations only to the Dean, Chair or Faculty.

ARTICLE III – 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 Committee.
 - c. The Dean may appoint directors or others to an administrative assignment after seeking consultation from the Faculty Council.
- 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 appropriate University-designated path.
 - 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 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 six times per academic year, with a minimum of three meetings each fall and spring semester.
- 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. Except for Executive Sessions, all meetings are open.
- G. All faculty will have permission of the floor per Robert's Rules of Order

Section 2: Nominations and Elections

- A. All members of the Faculty Organization who are not board appointed administrators may be elected to standing committees of the organization.
- B. Elected members of standing committees serve staggered terms of two years that begin each year on August 1st.
- 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 School of Nursing standing committees and positions will be filled following the SON Nominations and Election Policy.
- E. If a vacancy in committee membership or office exists (by lack of nominee or resignation), the Dean or the Dean's designee will appoint a faculty member for the remainder of the academic year and in doing so will consider workload and committee diversity as a factor in the appointment.
 - a. If the vacant position is the representative to the Graduate School or Faculty Senate, a special election will be held.
- F. Ballots will be retained for two weeks following the announcement of the faculty election results.

Section 3: Voting

- A. All full-time faculty who are not 100% clinical faculty have the right to vote in person, by phone or text, or by electronic ballot on Faculty Organization business, as well as standing and ad hoc committees of the organization, in executive session meetings, and when serving on a Dean appointed taskforce.
- B. For regularly scheduled meetings, there is no provision for absentee voting outside of the adopted voting procedure, except for faculty on approved Leave of Absence (LOA)/Sabbatical who may submit a vote to the chair prior to the meeting.

- C. When a quorum is in attendance, a majority of the votes cast is sufficient for the adoption of any motion that is in order, except those which according to Robert's Rules of Order, require a two-thirds vote of those present and voting.
- D. Faculty on approved leave of absence (LOA) or sabbatical may vote in Faculty Organization.
- E. For specially-called meetings of the Faculty Organization, written absentee votes on motions included on the agenda may be submitted by any faculty member to the Chair prior to the meeting.
- F. Ex-officio members of committees may not vote on official committee business.
- G. Faculty enrolled as a student in a SON academic program shall not have voting privileges on issues related to the academic program in which they are enrolled.
- H. Electronic votes may be used for items that need to be addressed in between regularly scheduled meetings.

Section 4: Reports

- A. Written committee, Director, and Administrative reports will be submitted to the Faculty Organization Bi-Annually – one report is mid-academic year and one report is an end of academic year report.

ARTICLE V – 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.
- C. A minimum of one tenured or probationary faculty member should hold one senate seat at all times.
- D. Other seats may be filled by any full-time academic faculty member who has attained three years of service to the School of Nursing.

Section 2: Election

- A. Election shall be by paper or electronic ballot. The Unit Effectiveness Committee will call for nominations for the annual election to fill vacancies in number of Senators specified by the Senate.
- B. Members of the Faculty Organization will elect the senatorial at-large seats to be decided by majority vote.

Section 3: Responsibilities

- A. Senators represent Faculty of the SON in the University Faculty Senate.
- B. SON Senators shall report Faculty Senate business to the Faculty Organization.

Section 4: A SON senator may seek reelection for one subsequent term. A faculty member may run again for a Senate position after 1 year has passed from the end of their term.

ARTICLE VI – 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 Chair can vote on motions.
- C. Student representatives are non-voting members on standing committees.
- D. A student representative may not serve as a chairperson on standing committees.
- E. Part-time faculty who qualify for standing committees based on their job function have full voting authority within the committee but do not maintain voting authority in the Faculty Organization.

ARTICLE VII – GENERAL PROVISIONS

Section 1: Proxy Voting

- A. Voting by proxy shall not be permitted.

Section 2: Conflict of Interest

- A. The SON will follow the University conflict of interest policy.

Section 3: Committee Leadership

- A. All standing committees and taskforces should elect a chair.
 - 1. The chair is responsible for:
 - a. Seeking input for committee members to set an agenda for meetings.
 - b. Overseeing that the number of required annual meetings are held and meeting dates and times are communicated to committee members.
 - c. Overseeing the process of recording minutes and ensuring that minutes for each meeting are posted in the SON electronic filing system.
 - d. Providing bi-annual reports (academic mid-year and year-end) to the faculty regarding activities of the committee.
 - e. Oversight of the meetings according to Roberts Rules of Order.
 - f. Ensure that a quorum is present before voting commences.
- B. If a committee fails to elect a chair the Dean or the Dean’s designee will appoint a chair.

Section 4: Evaluation

- A. All committees and councils are responsible for items listed in the SON Evaluation Plan and should make recommendations to the faculty and administration as appropriate.

ARTICLE VIII – 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 fourteen (14) days 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 of the Board of Trustees on the recommendations of the President.

ARTICLE IX – STANDING COMMITTEES

Section 1: Membership

- A. Membership on all standing committees will be determined by election according to Article IV, Section 2.
- B. All standing committee members will serve staggered 2-year terms.
- C. Members whose terms are ending are eligible to run for reelection in the election preceding the end of their current term.

Section 2: Committees

A. APPOINTMENT, PROMOTION AND TENURE (APT)

- 1. Membership:
 - a. 4 tenured faculty and 3 term faculty at the rank of associate professor and above with a maximum of 1/3 of membership to be board appointed administrators.
 - b. Dean – ex officio
- 2. Voting
 - a. Tenured faculty vote on promotion and tenure decisions for term, probationary, and tenured faculty at or below rank.
 - b. Term faculty vote on promotion decisions for term faculty at or below rank.
- 3. Functions:
 - a. Establish and implement procedures related to faculty recruitment and appointment in consultation with the appropriate Associate Dean and in accordance with University policies.
 - b. Review credentials and submitted materials of faculty applicants for tenured, tenure-track, and academic term faculty at the rank of Associate or above.
 - c. Recommend candidate's appointment to the Dean.
 - d. Recommend candidate's rank and tenure status to the Dean.
 - e. Perform pre-tenure reviews at midpoint of probationary period for probationary faculty.
 - f. Perform periodic post-tenure 5-year reviews.
 - 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. 3 faculty, two of whom are tenured or probationary.
 - b. One to three SON students with preference to students representing different programs.
 - c. Associate Dean of Research who will be a voting member.
- 2. Functions
 - a. Recommend research and scholarship initiatives to address the mission of the SON.
 - b. Promote faculty and student development in research and scholarship.

- c. Promote student and faculty participation and collaboration in research and scholarship.
- d. Facilitate an annual research symposium.
- 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.

C. FACULTY COUNCIL

1. Membership

- a. 5 members at least two of whom are tenured (with preference to at least one being a full professor), 1 who is probationary (must have attained three years of experience) and 2 who are term (must have attained five years of experience at the SON).
- b. Board appointed administrators are not eligible for election.
- c. Positions within committee include one chair and one chair-elect both of whom are required to be tenured.

2. Functions

- a. Review and evaluate proposed changes to policies and procedures of importance to the SON faculty with the exception of policies that are handled by the Appointment, Promotion, and Tenure Committee.
- b. Serve as a liaison between faculty and administration.
- c. Provide a forum for faculty discussion of current or impending issues.
- d. Assess the needs and concerns of faculty and translates into action plans or makes recommendations, as appropriate.
- e. Review the aggregate expected faculty outcomes and ensure outcomes are congruent with institutional expectations.
- f. Evaluate the aggregate faculty outcomes and make recommendations or implement improvement plans as needed.
- g. Accept nominations and selects recipients for internal non-research awards and nominations for external non-research awards.
- h. In cases where the annual performance evaluation is contested between the applicant and the Associate Dean: reviews the merit application and submits a recommendation to the Dean.
- i. Consult with the Dean on Appointment of faculty to an administrative assignment.

D. PRACTICE COMMITTEE

1. Membership

- a. 2 faculty members who practice at a UofL SON faculty practice site.
- b. Ex-Officio: Associate Dean for Practice and Service.

2. Functions

- a. Develop annual goals and priorities for faculty practice.
- b. Review and evaluate procedures regarding faculty practice.
- c. Review the SON Faculty Practice Plan annually.
- d. Approve faculty professional development funding awards related to faculty practice when funding is available.

E. COMMUNITY & CAMPUS ENGAGEMENT COMMITTEE

1. Membership

- a. Five faculty members one of whom must represent the Owensboro Extension
- b. One nursing student organization faculty advisor
- c. One representative from the Office of Student Services
- d. One to three SON students with preference for representation from different programs
- e. Administrative Ex-Officio

2. Functions

- a. Evaluate the SON community engagement plan annually.
- b. Strategically plan the SON's participation in community events held by the University's community partners.
- c. Recommend resources and services to ensure that all faculty, staff and students' voices are heard and valued in the academic environment.
- d. Review and advise the administration on the student population persistence and retention data.
- e. Create and enhance intentional spaces, programs, and services to foster an accessible and welcoming campus for all.
- f. Evaluate the SON Inclusive Excellence Plan annually and recommend changes to Faculty Organization as needed.

F. TECHNOLOGY COMMITTEE

1. Membership

- a. Director of Technology
- b. One graduate faculty member
- c. One undergraduate faculty member
- d. One staff member
- e. Simulation Coordinator

- f. One SON student
 - g. Ex Officio – Simulation Director
 - h. Ex Officio – Associate Dean of Faculty
 - i. Non-voting ad-hoc members
2. Functions
- a. Implement and evaluate the SON technology plan.
 - b. Evaluate the strength and weaknesses of technology within the SON.
 - c. Make recommendations to administration regarding the technology needs of the SON.

G. SIMULATION COMMITTEE

1. Membership
- a. Director, Nursing Simulation
 - b. Owensboro Extension Simulation Coordinator
 - c. One undergraduate faculty member and one graduate faculty member with one having simulation certification
 - d. Technology specialist
 - e. Non-voting ad-hoc members
2. Functions
- a. Develop goals and priorities for simulation activities annually.
 - b. Review and evaluate procedures regarding simulation.
 - c. Review and evaluate faculty development regarding simulation.
 - d. Review and evaluate equipment and space required for simulation.
 - e. Make recommendations to administration regarding the simulation needs of the SON.
 - f. Review and revise the Clinical Simulation Center Manual annually.

H. ALUMNI AND DEVELOPMENT COMMITTEE

1. Membership
- a. Two faculty members
 - b. Development Officer
 - c. One staff member assigned the duties of event planning.
 - d. 1-2 SON student members with a preference to students representing different programs.
 - e. Non-voting ad-hoc members
2. Functions
- a. Serve as faculty and staff representatives to the SON Alumni Council and SON alumni events.
 - b. Work with the SON Alumni Council to develop a strategic plan for Alumni events and evaluate the plan annually.
 - c. Communicate alumni events and interface opportunities to faculty.
 - d. Work with SON marketing and development to develop marketing strategies for alumni events.

- e. Develop strategic and consistent communication with community health care entities to advance alumni development and communication.

I. UNIT EFFECTIVENESS COMMITTEE

1. Membership

- a. 1 tenured faculty member
- b. 1 probationary faculty member
- c. 2 term faculty members (greater than 3 years' experience)
- d. 1 board appointed administrator
- e. SON Director of Finance
- f. Ex-officio: SON Associate Dean of Academic Affairs and Unit Effectiveness
- g. Ex-officio: Dean

2. Functions

- a. Evaluate and make recommendations regarding the SON Strategic Plan annually
- b. Evaluate the SON mission and core values annually.
- c. Advise the Dean on the faculty recommendations regarding the strategic plan, mission, and core values.
- d. Annually review the SON budget from the perspective of the faculty and make recommendations to the Dean regarding the budget and its impact on SON faculty.
- e. Conduct all faculty elections as dictated in Article IV: Sections 2 and 3 and election of faculty Senators and other elected positions within the University.
- f. Review the bylaws annually and make recommendations to Faculty Organization as needed.

J. Bachelor of Science in Nursing (BSN) ACADEMIC AFFAIRS COMMITTEE

1. Membership

- a. 5 faculty who have a teaching assignment in the BSN program
- b. 1-2 representatives from the Office of Student Services
- c. BSN Louisville Program Director
- d. BSN Owensboro Program Director
- e. 1-3 BSN students with a preference to students who are represent different years or different programs
- f. ex-Officio Associate Dean of Academics and Unit Effectiveness

2. Functions

- a. Collaborates with the SON Office of Student Services to facilitate student recruitment, orientation and retention activities.
- b. Approve BSN student admission and progression actions including petitions.
- c. Review and recommend philosophy, framework, objectives and curriculum of the BSN to Faculty Organization.
- d. Approve BSN student academic awards and scholarships in collaboration with the Dean's designee and/or SON Development Officer.
- e. Propose BSN academic policies to the Faculty Organization.
- f. Evaluate program policies and procedures for compliance with the SON and University of Louisville policies.

- g. Evaluate program policies and procedures as they facilitate meeting program objectives and recommends revisions as necessary.
- h. Evaluate and determine procedures for admission and progression of students in BSN programs.
- i. Obtain input from the community of interest annually and as needed.
- j. Recommend acquisition and distribution of appropriate academic resources.
- k. Nominate a member to serve on the student grievance committee as needed in accordance with The Redbook.

K. Master's Entry into Professional Nursing (MEPN) ACADEMIC AFFAIRS COMMITTEE

1. Membership

- a. 3 faculty who have teaching assignment in the MEPN program
- b. 1-2 representatives from the office of student Services
- c. MEPN program director
- d. 1-2 MEPN students with preference to students who represent different years
- e. ex-Officio Associate Dean of Academics and Unit Effectiveness

2. Functions:

- a. Collaborates with the SON Office of Student Services to facilitate student recruitment, orientation and retention activities.
- b. Approve MEPN student admission and progression actions.
- c. Review and recommend philosophy, framework, objectives and curriculum of the MEPN program to Faculty Organization.
- d. Approve MEPN student academic awards and scholarships in collaboration with the Dean's designee and/or SON Development Officer.
- e. Propose MEPN academic policies to the Faculty Organization.
- f. Evaluate program policies and procedures for compliance with the SON and University of Louisville policies.
- g. Evaluate program policies and procedures as they facilitate meeting program objectives and recommends revisions as necessary.
- h. Evaluate and determine procedures for admission and progression of students in MEPN programs.
- i. Obtain input from the community of interest annually and as needed.
- j. Recommend acquisition and distribution of appropriate academic resources.
- k. Nominate a member to serve on the student grievance committee in accordance with The Redbook.

L. RN-BSN ACADEMIC AFFAIRS COMMITTEE

1. Membership

- a. 3 faculty who have a teaching assignment in the RN-BSN program
- b. 1-2 representatives from the Office of Student Services
- c. RN-BSN program director
- d. 1-2 RN-BSN students with preference to students who represent different years
- e. Ex-Officio Associate Dean of Academics and Unit Effectiveness

2. Functions

- a. Collaborates with the Office of Student Services to facilitate student recruitment, orientation and retention activities.
- b. Approve RN-BSN student admission and progression actions.
- c. Review and recommend philosophy, framework, objectives and curriculum of the RN-BSN program to Faculty Organization.
- d. Approve RN-BSN student academic awards and scholarships in collaboration with the Dean's designee and/or SON Development Officer.
- e. Propose RN-BSN academic policies to the Faculty Organization.
- f. Evaluate program policies and procedures for compliance with the SON and University of Louisville policies.
- g. Evaluate program policies and procedures as they facilitate meeting program objectives and recommends revisions as necessary.
- h. Evaluate and determine procedures for admission and progression of students in the RN- BSN programs.
- i. Obtain input from the community of interest annually and as needed.
- j. Recommend acquisition and distribution of appropriate academic resources.
- k. Nominate a member to serve on the student grievance committee in accordance with The Redbook.

M. DNP ACADEMIC AFFAIRS COMMITTEE

1. Membership

- a. Course coordinators of the DNP program clinical tracks
- b. 2 faculty with teaching assignments in the DNP Program who are not currently serving as track coordinators
- c. 1-2 representatives from the Office of Student Services
- d. DNP program director
- e. 1-3 DNP students with preference to students from different years
- f. Ex-Officio Associate Dean of Academic Affairs and Unit Effectiveness

2. Functions

- a. Collaborates with the Office of Student Services to facilitate student recruitment, orientation and retention activities.
- b. Approve DNP student admission and progression actions.
- c. Review and recommend philosophy, framework, objectives and curriculum of the DNP program to Faculty Organization.
- d. Approve DNP student academic awards and scholarships in collaboration with the Dean's designee and/or SON Development Officer.
- e. Propose DNP academic policies to the Faculty Organization.
- f. Evaluate program policies and procedures for compliance with the SON and University of Louisville policies.
- g. Evaluate program policies and procedures as they facilitate meeting program objectives and recommends revisions as necessary.
- h. Evaluate and determine procedures for admission and progression of students in the DNP program.

- i. Obtain input from the community of interest annually and as needed.
- j. Recommend acquisition and distribution of appropriate academic resources.
- k. Nominate a member to serve on the student grievance committee in accordance with The Redbook.

N. PhD ACADEMIC AFFAIRS COMMITTEE

1. Membership

- a. 2 faculty who have a teaching assignment in the PhD program or are eligible to chair a PhD committee
- b. 1 probationary faculty eligible to serve on PhD committees
- c. 1-2 representatives from the Office of Student Services
- d. PhD program director
- e. 1-2 SON PhD student(s) with preference to students who represent different years
- f. Ex-Officio Associate Dean of Research

2. Functions

- a. Collaborates with the office of student services to facilitate student recruitment, orientation and retention activities.
- b. Approve PhD student admission and progression actions.
- c. Review and recommend philosophy, framework, objectives and curriculum of the PhD program to Faculty Organization.
- d. Approve PhD student academic awards and scholarships in collaboration with the Dean's designee and/or SON Development Officer.
- e. Propose PhD academic policies to the Faculty Organization.
- f. Evaluate program policies and procedures for compliance with the SON and University of Louisville policies.
- g. Evaluate program policies and procedures as they facilitate meeting program objectives and recommend revisions as necessary.
- h. Evaluate and determine procedures for admission and progression of students in PhD programs
- i. Obtain input from the community of interest annually and as needed.
- j. Recommend acquisition and distribution of appropriate academic resources.
- k. Nominate a member to serve on the student grievance committee in accordance with The Redbook.

O. STUDENT GRIEVANCE COMMITTEE

1. Membership

- a. 5 faculty members one each nominated from the BSN Academic Affairs Committee; RN-BSN Academic Affairs Committee; MEPN Academic Affairs Committee; DNP Academic Affairs Committee, and the PhD Academic Affairs Committee

2. Functions

- a. To receive and make recommendations to the SON Dean on whether to hear formal student grievances.

- b. Hear the student grievance by following the rules and procedures outlined by the SON Academic Grievance Procedure.
- c. Report, with recommendations for settlement of the case to the SON Dean except in the case when the grievance involves the SON Dean, in which case the recommendation will be delivered to the University Provost or the Provost's designee.

Approved by SON Faculty Organization: April 4, 1984

Approved by Board of Trustees: May 21, 1984

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