

**UNIVERSITY OF LOUISVILLE  
SCHOOL OF NURSING  
BYLAWS AND RULES OF THE FACULTY ORGANIZATION  
APPROVED BY GOVERNING FACULTY 12/11/2008; Reapproved 8/14/09**

ARTICLE I – PREFACE

These Bylaws and Rules are the official statement of the organizational structure and the rules of the 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 to 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 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 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 dialogue.

The School of Nursing Faculty Organization shall include two types of membership--governing and general faculty.

A. A governing faculty member shall be:

1. A faculty member who holds an 80% or above academic appointment (including probationary, tenured and term faculty with an academic rank of professor, associate professor, assistant professor, instructor) is a member of the SON faculty organization at the University of Louisville.
2. Total of term faculty members from all funding sources must be less than 50% of the total of full-time faculty within the faculty organization.
3. To maintain a majority of probationary and tenured faculty within the faculty organization, an election may be held to determine term faculty representatives in the faculty organization.

B. A general faculty member shall be:

1. Term faculty who hold less than 80% appointment within the School of Nursing and are not elected as identified in section 1, A 3. are identified as general faculty.

## ARTICLE III – SCHOOL OF NURSING GOVERNANCE

### Section 1: Functions of the Faculty Organization

The Governing Faculty shall:

- A. Elect one governing faculty member as chair for a term of one year, for a maximum of two terms.
- B. 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.
- C. Approve official documents related to the faculty of the School of Nursing not otherwise specified by the bylaws.
- D. Formulate and approve policies, new programs, and programmatic changes that impact the School of Nursing as a whole and recommend to the Board of Trustees.
- E. Review and approve faculty personnel policies, criteria and procedures.
- F. Participate in the evaluation of the structure and governance of the school.
- G. Review written annual reports from the Dean related to the functioning of the School of Nursing.
- H. Adopt and amend bylaws providing for such officers, committees, and meetings as necessary for the performance of its functions.
- I. Act on motions and written reports of the Faculty Organization and its Committees.
- J. View and provide input into the strategic plan and fiscal priorities of the School of Nursing.

Section 2: Administrative Offices

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 of Health Affairs.

Section 3: Appointment of the Dean

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

Section 4: Administrative Team of the School of Nursing

- A. After seeking recommendations from the Faculty Search Ad Hoc Committee, the Dean shall recommend the appointment of vice, associate and/or assistant deans for approval by the Board of Trustees.
- B. After seeking recommendations from the Faculty Organization, 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 in person 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 or Faculty Organization.
- C. The faculty secretary and one alternate shall be any governing member elected by the faculty for a term of one year and shall be responsible for Faculty Organization minutes in conjunction with assigned staff.
- D. Special meetings of the Faculty Organization may be called at the discretion of the Chair, or within four weeks of a written petition 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 and archived 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 all faculty and staff who choose to attend.
- I. The chair shall give notice of all regularly scheduled meetings by distribution of a School of Nursing calendar at the beginning of each academic year.
- J. Meetings may be held electronically when a quorum participates by responding electronically to business that has been submitted one week in advance of the response date stipulated for action.

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 in the Bylaws.
- B. Qualified faculty are those designated governing and general faculty whom the Nominations Ad Hoc Committee has judged to hold the appropriate education, experiences, length of service, and Bylaws designation that will facilitate achievement of the functions of the committee.

- C. Elected members of standing committees serve staggered terms of two (2) years that begin each year in August following report of the election. Required elections for HSC and University committees will be held each January as needed and will follow the bylaws of those committees.
- D. The Nominations Committee will call for nominations for a.) committee membership, and b.) candidates for governing faculty at the beginning of each academic year.
- E. A written ballot consistent with the bylaws, needs of the unit, and faculty preference and agreement will be submitted to the faculty for a vote by August 15 each academic year.
- F. The printed slate shall not be changed, but write-in votes are permitted if the nominee consents.
- G. Individual(s) receiving the largest number of votes will be declared the winner of the election. Ties will be resolved by a run-off vote which may be conducted electronically, and the results reported by the chair of the committee.
- 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, with the exception of the representative to the Graduate School and Faculty Senate in which case a special election will be held.
- I. The ballots will be retained two weeks following the announcement of the faculty election results. The committee chairpersons will be qualified governing faculty members elected or appointed as specified by the Bylaws.

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 the bylaws to serve on the standing committees and ad hoc committees may vote in general sessions of those standing committees and ad hoc committees in which they hold membership
  - 3. All tenured faculty are eligible to vote on tenure recommendations.

- 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 except for governing faculty on approved LOA/Sabbatical.
- D. For special, called meetings of the Faculty Organization, whether held electronically or in person, written absentee votes on motions included on the agenda may be submitted to the chairperson prior to the meeting.
- E. Governing faculty on approved leave of absence/sabbatical may vote in the Faculty Organization in person or by written ballot.
- F. Ex-officio members may not vote.
- G. Secured electronic votes may be used when the governing faculty or chairperson determine it to be necessary by giving one week's notice of the business to be conducted and specified date for response that is no earlier than one week from receipt of the business.

Section 4: Reports

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

ARTICLE V – STANDING COMMITTEES

- I. Membership on all standing committees will be determined by election according to Article VI, II, Section 2,
- II. PROMOTION, APPOINTMENT and TENURE COMMITTEE

Section 1: Membership

- A. Three (3) qualified governing faculty members, all of whom are tenured.
- B. The chairperson will be elected by the committee.

- C. Dean – ex officio
- D. For tenure recommendations, all tenured faculty will have membership.

Section 2: Functions

- A. Recommend actions related to promotion and tenure of tenure-track faculty.
- B. Revise personnel document and submit to Faculty Organization as needed.
- C. Provide faculty development related to promotion and tenure.
- D. Conduct Periodic Career Reviews, including annually, pre-tenure and mid-tenure, and five year reviews for probationary faculty and tenured faculty.
- E. Propose policies related to personnel.

III. RESEARCH & EVIDENCE-BASED PRACTICE (EBP) COMMITTEE

Section 1: Membership

- A. Five (5) faculty, three (3) of whom are tenured or probationary. Committee may also include one (1) additional governing faculty member who is not tenured or probationary, and potentially one (1) general faculty member.
- B. Assistant Dean of Research, faculty to chair, elected by committee member
- C. Additional representatives:
  - 1. One undergraduate student selected by the committee.
  - 2. One graduate student selected by the committee.



Section 2: Functions

A. Research

1. Recommend research initiatives
2. Promote strategies to create an exemplary research environment.
  - a. Develop and implement research education for selected audiences.
  - b. Promote the conduct of responsible research.
  - c. Promote participation in research in selected venues.
  - d. Recommend at least one external research faculty candidates for colloquia presentations.
3. Recommend acquisition and distribution of research resources from internal and external sources.
4. Participate in evaluation related to the research mission.
5. Administer selected research awards such as Ruth Craddock Awards, Dean's Travel Awards & related awards.

B. Evidence-Based Practice

1. Recommend evidence-based practice initiatives.
2. Promote collaboration with community agencies.
  - a. Assist in identification of sites and projects.
  - b. Assist in evaluation of implementation of EBP.
3. Develop mechanisms for presentation of evidence-based projects.
4. Work collaboratively with Undergraduate and Graduate Committees to promote EBP in nursing curriculum.

5. Administer evidence-based practice financial awards.

#### IV. COMMITTEE OF THE GRADUATE PROGRAMS

##### Section 1: Membership

- A. Qualified faculty members, all of whom must hold Graduate Faculty Status.
- B. Associate Dean for Graduate Academic Affairs and Research and elected faculty member as co-chairs.
- C. One representative from the Office of Student Services appointed by the Dean.
- D. Additional representatives (Excluded from Executive Sessions):
  1. One (1) MSN student elected by the MSN student body.
  2. One (1) PhD student elected by the doctoral student body.
  3. One (1) community member selected by the Committee, ex officio.
  4. One librarian selected by the Committee, ex officio.

##### Section 2: Functions

- A. Approve graduate academic policies and standards.
- B. Approve philosophy, framework, objectives, and curricula of graduate programs.
- C. Participate in graduate academic program evaluations.
- D. Approve graduate awards and scholarships.
- E. Approve student admission and progression actions.
- F. Establish ad hoc committees as needed.

G. Elect representative(s) to the School for Interdisciplinary and Graduate Study as specified by their bylaws.

V. COMMITTEE OF THE UNDERGRADUATE PROGRAMS

Section 1: Membership

- A. Qualified faculty members, all of whom must be governing faculty holding assignment in the SON Undergraduate Program during the academic year.
- B. Associate Dean for Undergraduate Academic Affairs and elected faculty member to chair.
- C. One representative from the Office of Student Services appointed by the Dean.
- D. Additional representatives (Excluded from Executive Sessions):
  - 1. One (1) undergraduate student, selected by the Undergraduate Nursing Student Council.
  - 2. One (1) community member selected by the Committee, ex officio.
  - 3. One (1) librarian selected by the Committee, ex officio.
  - 4. One (1) general faculty member, if available.

Section 2: Functions

- A. Approve undergraduate academic policies.
- B. Approve philosophy, framework, objectives, and curricula of undergraduate programs.
- C. Participate in undergraduate academic program evaluation.
- D. Approve undergraduate awards and scholarships.
- E. Approve student admission and progression actions.
- F. Establish ad hoc committees as needed.

VI. DIVERSITY COMMITTEE

Section 1: Membership

- A. Three (3) governing faculty members.
- B. Chairperson elected by the committee.
- C. Dean, ex officio.

Section 2: Functions

- A. Revise and implement School of Nursing Diversity Plan as needed.
- B. Raise unit awareness of diversity.
- C. Initiate unit level activities consistent with the University and School of Nursing diversity plans.
- D. Report on unit activities annually to the unit, the Dean, and the University Diversity Chairs Committee.

VII. FACULTY PRACTICE COMMITTEE

Section 1: Membership

- A. Three (3) members of SON governing faculty with practice as a component of their workload within the last two years or an active APN certification.
- B. Associate Dean for Practice and Service and elected faculty member as co-chairs.

C. Dean, ex-officio.

Section 2: Functions

- A. Establish and implement a SON faculty practice plan, policies, and procedures.
- B. Recommend to administration allocation of funds resulting from faculty practice and provide input on annual budget & financial management of SON administered clinics.
- C. Develop and implement a faculty practice mission statement.
- D. Set annual goals and priorities for SON faculty practice & service.
- E. Participate in faculty practice program evaluation.

VIII. MERIT COMMITTEE

Section 1: Membership

- A. Eight (8) members of the governing faculty, that is proportional to the current faculty make-up according to rank, one of whom is term.
- B. Chairperson will be elected by the committee.

Section 2: Functions

- A. Facilitate the annual review process beginning each year in December for full-time faculty.
- B. Communicate protocols, guidelines, and timelines for the annual review process based on School of Nursing and University policies and procedures.

- C. Assign a peer reviewer selected from among committee members of the same or higher rank and position type as those being reviewed to provide peer evaluation. A recommendation of level of merit will be made by the committee to the Dean and copied to the faculty member reviewed.
- D. Recommend changes in policies regarding annual review to the Faculty Organization and the Dean.

IX. GRIEVANCE COMMITTEES

A. Student Grievance Committee

Section 1: Membership

- 1. Three (3) members of governing faculty.
- 2. One (1) member to serve as chair appointed by the appropriate academic Associate Dean.

Section 2: Functions

- 1. Follow established policies & procedures for processing student grievances for academic matters in accordance with the Redbook.
- 2. Receive and make formal recommendations on formal grievances to the appropriate academic dean.

B. University Faculty Grievance

Section 1: Membership from the School of Nursing

- 1. One (1) full-time tenured faculty member shall be elected to serve a two-year term as the unit representative to the University Faculty Grievance Committee in accordance with the Redbook, Sec. 4.4.1
- 2. One (1) full-time tenured faculty member shall be elected to serve a two-year term as the unit alternative to the University Faculty Grievance Committee in accordance with the Redbook, Sec. 4.4.1.

Section 2: Functions

1. Follow established policies and procedures of the university committee.

ARTICLE VI – RECURRING AD HOC COMMITTEES

I. Section 1: Membership

- A. Members and chairperson appointed by Dean unless otherwise specified by the Bylaws in sufficient number and expertise to carry out the charge to the committee.
- B. Chairperson elected by the Committee, where specified by the Bylaws.
- C. Dean, ex officio.

Section 2: Functions

- A. Functions as specified by the Dean's charge to the committee unless otherwise specified by the Bylaws.

II. FACULTY SEARCH AD HOC COMMITTEE

Section 1: Membership

- A. Three (3) tenured/probationary faculty members holding full-time appointments within the School of Nursing, appointed by the Dean for one (1) year.
- B. Chairperson elected by the Committee.
- C. Dean, ex officio.

Section 2: Functions

- A. Establish procedures related to Faculty Search, recruitment, and appointment in consultation with the Dean and in accordance with University policies.
- B. Review credentials and submitted materials of faculty applicants for tenure-track and adjunct positions.
- C. In cooperation with the Dean and Governing Faculty, conduct interviews of selected candidates.
- D. Recommend candidates for appointment and academic rank to the Dean of the School of Nursing.

III. NOMINATIONS AD HOC COMMITTEE

Section 1: Membership

- A. Three (3) members of the governing faculty.
- B. Committee chair elected by committee.
- C. Dean, ex officio.

Section 2: Functions

- A. Prepare a ballot consistent with the bylaws, needs of the School of Nursing, and faculty preference and submit it to faculty for a vote at the faculty organization Spring meeting.
- B. Persons receiving the largest number of votes will be declared the winner of the election and results will be reported to faculty. Ties will be resolved by a run-off vote which may be conducted electronically and results reported by the chair of the committee.
- C. Provide for election to the School of Nursing Standing Committees in staggered terms of two (2) years that begin following the election unless otherwise specified by bylaws.



- D. Allow vacancies between elections to be filled by the Dean's appointment for the remainder of the academic year, except as specified by university policy.

## ARTICLE VIII – 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 Nominations Ad Hoc 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 Governing Faculty.

### Section 3: Responsibilities

- A. Senators represent 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 IX – PARLIAMENTARY AUTHORITY

### Section 1: Rules of Order

- A. All meetings will be conducted according to the current edition of Robert's Rules of Order.

ARTICLE X – 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 XI – AMENDMENT TO THE BYLAWS

Section 1:    Provision

A.     These bylaws may be amended by the concurrence of two-thirds of the governing 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 governing 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 of the Board of Trustees on the recommendations of the President.

## Appendix 1

### UNIVERSITY OF LOUISVILLE SCHOOL OF NURSING

#### JOB DESCRIPTION, DEAN

[Description and Qualifications determined from University level.]

The Dean shall:

- A. Facilitate the accomplishment of the scholarships of teaching, research, creative, and scholarly activities, in line with an academic Health Sciences Center and a research intensive university.
- B. Be the academic and administrative leader of the School of Nursing.
- C. Report to the President or appropriate University offices.
- D. Administer the SON according to the University and SON Bylaws and policies.
- E. 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.
- F. Maintain effective relationships with alumni and relevant internal and external constituents.
- G. Work with internal and external constituents to assure support for the School of Nursing.
- H. Function as chief fiscal and personnel manager of the unit.
- I. Be responsible for all cooperative programs involving the School of Nursing and other units of the University.
- J. Represent the School, formally and informally, to the University, community and the world.

- K. Oversee academic, research, and practice and service programs with other agencies.
- 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.
- N. Facilitate faculty development and resources for the use of technology in education, practice, and research.
- O. Facilitate the presence of faculty as presenters and organizational leaders at local, national, and international levels.
- P. Facilitate implementation of the unit and university diversity plans.
- Q. Advance the SON to achieve the strategic plan of the unit and the university.
- R. Implement an Evaluation Plan for the School of Nursing.

## **Appendix 2**

### **UNIVERSITY OF LOUISVILLE SCHOOL OF NURSING ASSOCIATE DEAN FOR GRADUATE PROGRAMS and RESEARCH JOB DESCRIPTION**

#### **Description**

The Associate Dean for Graduate Academic Affairs and Research 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 Graduate Academic Affairs and Research provides leadership in the development of future goals and directions for the graduate academic program in the School of Nursing and supports the practice and service, undergraduate academic program, 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 Graduate Academic Affairs and Research shall:

- A. Collaborate with the Dean of the School of Nursing, the Committee of Graduate Faculty, and other colleagues in matters that influence academic affairs and advance the SON strategic plan.
- B. Oversee the evaluation of the effectiveness of the graduate academic program and research.
- C. Manage human, fiscal, and other necessary resources to support the academic programs.
- D. Collaborate with faculty to achieve the desired educational outcomes of the graduate academic programs.
- E. Oversee the supervision and submits an evaluation of full and part-time graduate faculty and graduate teaching assistants.
- F. Administer and implement the graduate academic programs including scheduling, assignments, and contracts for graduate clinical learning experiences.
- G. Collaborate with the Ad Hoc Faculty Search Committee for recruitment of qualified faculty.
- H. Oversee procurement of external resources, including assistantships, to support the educational mission.
- I. Oversee activities of the Learning Resource Center as it relates to graduate programs.
- J. Administer appropriate scholarship programs.
- K. Foster an environment that enhances faculty development, opportunities and abilities in educational endeavors.
- L. Collaborate and negotiate with campus administration regarding academic matters.
- M. Assume responsibility for marketing, recruitment, admission, progression, and miscellaneous graduate student matters.
- N. Coordinate with Office of Student Services graduate student matters.
- O. Serve as co-chair of the Committee of the Graduate Faculty.
- P. Collaborate with other Associate Deans to integrate the academic, practice and service, and research missions of the School of Nursing.

- Q. Communicate the academic mission of the School of Nursing to the broader university metropolitan community and report to the Dean of the School of Interdisciplinary and Graduate Studies (SIGS).
- R. Foster positive relations among the School of Nursing, the university and the communities of interest.
- S. Monitor outcomes in terms of graduation, licensure examination, student scholarship and funding.

## **Appendix 3**

### **UNIVERSITY OF LOUISVILLE SCHOOL OF NURSING ASSOCIATE DEAN FOR UNDERGRADUATE ACADEMIC AFFAIRS JOB DESCRIPTION**

#### **Description**

The Associate Dean for Undergraduate Academic Affairs provides leadership in managing all facets of the undergraduate 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 Undergraduate Academic Affairs provides leadership in the development of future goals and directions for the program in the School of Nursing and supports the practice and service, graduate academic program, 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 Undergraduate Academic Affairs shall:



- A. Collaborate with the Dean of the School of Nursing, the Committee of Undergraduate Faculty, and other colleagues in matters that influence academic affairs and advance the SON strategic plan.
- B. Oversee the evaluation of the effectiveness of the undergraduate academic program.
- C. Manage human, fiscal, and other necessary resources to support the undergraduate academic program.
- D. Collaborate with faculty to achieve the desired educational outcomes of the undergraduate academic program.
- E. Oversee the supervision and submit an evaluation of full and part-time undergraduate faculty to the Dean.
- F. Administer and implement the undergraduate academic program including scheduling, assignments, and contracts for undergraduate clinical learning experiences.
- G. Collaborate with the Ad Hoc Faculty Search Committee for recruitment of qualified faculty.
- H. Oversee procurement of external resources, including assistantships, to support the educational mission.
- I. Oversee Learning Resource Center activities relating to undergraduate programs and provide fiscal oversight.
- J. Administer appropriate scholarship programs.
- K. Foster an environment that enhances faculty development, opportunities and abilities in educational endeavors.
- L. Collaborate with the Office of Student Services, regarding undergraduate educational matters.
- M. Assume responsibility for marketing, recruitment, admission, progression, and miscellaneous student matters.
- N. Serve as co-chair of the Committee of the Undergraduate Faculty.
- O. Collaborate with other Associate Deans to integrate the academic, practice and service, and research missions of the School of Nursing.
- P. Communicate the academic mission of the School of Nursing to the broader university metropolitan community.
- Q. Foster positive relations among the School of Nursing, the university and the communities of interest.

R. Monitor outcomes in terms of graduation, licensure examination, student scholarship and funding.

## Appendix 4

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

#### Description

The Associate Dean for Practice and Service provides leadership in the development, implementation, coordination, and evaluation of academic practice and service models that support the mission of the University of Louisville and School of Nursing and the related metropolitan urban community. Coordinates academic practice and service initiatives of faculty and establishes new practice initiatives. Negotiates contracts between the School of Nursing and health care agencies, coordinates practice and 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 APRN licensure in Kentucky 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 Practice and Service shall:

- A. Collaborate with the Dean of the School of Nursing and other colleagues in decisions that influence professional practice and service.

- B. Provide leadership in the development, implementation, coordination, and evaluation of academic nursing practice and service models and testing of practice and service models.
- C. Collaborate with other School of Nursing Associate Deans to integrate practice and service, academic, and research missions of the School of Nursing.
- D. Collaborate with internal and external constituents to facilitate the practice and service mission.
- E. Assume responsibility for leadership, planning, administration, budget and outcome standards for practice and service activities.
- F. Communicate and collaborate with representatives of community agencies and others involved with promotion and marketing of practice and service initiatives.
- G. Provide leadership in the initiation of changes and responses to changes in the health care delivery system.
- H. Monitor the external health care environment and the implications for faculty practice and service endeavors.
- I. Foster faculty development in practice and service efforts by providing opportunities and activities for increasing expertise.
- J. Seek external support for practice and service initiatives through negotiated contracts with other agencies, reimbursement and grant funding.
- K. Foster an environment within which incentives for faculty practice and service are instituted and maintained.
- L. Foster an environment that enhances faculty development, opportunities and abilities in professional practice and service.
- M. Provide leadership in the development and evaluation of the faculty practice plan.
- N. Participate in the evaluation of the School of Nursing as appropriate.
- O. Collaborate with the Dean to allocate income generated from faculty practice in accordance to faculty practice plan.

## **Appendix 5**

### **UNIVERSITY OF LOUISVILLE SCHOOL OF NURSING ASSISTANT DEAN FOR RESEARCH JOB DESCRIPTION**

#### **Description**

The Assistant 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 Assistant 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 Associate dean of Graduate Academic Affairs and Research and indirectly to the Dean of the School of Nursing

#### **Job Description**

The Assistant Dean for Research shall:

- A. Collaborate with the Dean of the School of Nursing and other colleagues to integrate the research mission in the School of Nursing and advance the SON strategic plan.

- B. Oversee and provide fiscal oversight to the School of Nursing Research Office.
- C. Provide leadership for the ethical conduct of research initiatives of the School of Nursing.
- D. Facilitate acquisition of resources and develop resource management strategies to fulfill the research mission of the School of Nursing.
- E. Mentor and support faculty in development of research programs appropriate to rank and interest.
- F. Facilitate interdisciplinary research initiatives within the University and with community agencies, state, and other appropriate entities.
- G. Participate in an ongoing program of research.
- H. Serve as resource to faculty in matters related to the research component of the curriculum
- I. Serve as co-chair of the Research and Evidence-Based Practice Committee.
- J. Collaborate with the other Associate Deans to support the academic and practice and service missions.
- K. Develop and maintain a system for grant proposal submission for external funding.
- L. Disseminate information related to research activities and available resources at the School of Nursing and the university, and in the community.
- M. Develop, implement, and evaluate outcomes of the strategic objectives for the School of Nursing research mission in collaboration with faculty and administration.
- N. Supervise and evaluate graduate research assistants.
- O. Foster an environment that enhances faculty development, opportunities, and abilities in research endeavors.
- P. Monitor outcomes in terms of funding, submissions, publications and Research Office effectiveness.
- Q. Collaborate with the dean to allocate income generated from faculty research.

