

**University of Texas Health Science Center San Antonio
School of Nursing**

Faculty Assembly of the School of Nursing

BYLAWS

ARTICLE I

Name

The name of this organization shall be known as the School of Nursing (SoN) Faculty Assembly of The University of Texas Health Science Center San Antonio.

ARTICLE II

Purpose

The members of the Assembly shall exhibit an active interest in the progress and future of the school and shall be responsible for active participation in major planning for the school and the campus as a whole. They shall accept responsibility for performing those functions essential to the maintenance and conduct of programs of excellence in activities of the school. The Faculty has a major responsibility to formulate policies in all academic matters including but not limited to: General academic policies and welfare, student life and activities, requirements of admission and graduation, honors and scholastic performance, approval of candidates for undergraduate degrees and recommendation for graduate degrees, and faculty rules of procedure. In addition, the Assembly may consult with the Dean on general administrative affairs and on any matter pertaining to the development of the school.

ARTICLE III

Authority and Power

Section 1. Authority

The University of Texas Health Science Center San Antonio (UTHSCSA) SoN Faculty Assembly shall be subject to the authority of the Board of Regents and the authority vested in various administrative officers and subdivisions of The University of Texas System. Policy proposals may be generated by any member of the Faculty Assembly, Standing Committee, Special Committee, or Administrative Committee.

These Bylaws provide for the governance structure for the faculty of the SoN. The Faculty Assembly shall establish such School policies which will guide:

- A. all curriculum offerings, scholarship and practice/engagement activities
- B. recruitment, selection, admission, promotion and well-being of students
- C. selection, appointment, promotion and well-being of faculty
- D. collaboration in the development and implementation of the Total Systematic Evaluation Plan

The Faculty Assembly shall assume responsibility of the School's programs and shall be empowered to:

- A. determine and adopt the Values, Vision, Mission and Goals of the SoN
- B. review and act on recommendations of the Standing and Special Committees of the Assembly, its own membership and outside communities of interest
- C. evaluate and make recommendations regarding the relationship of the SoN and its communities of interest

Section 2. Robert's Rules of Order (Revised)

- A. Robert's Rules of Order shall serve as the parliamentary authority of the Faculty Assembly.
- B. A parliamentarian will be appointed to assure Robert's Rules of Order are followed.

ARTICLE IV
Membership, Quorum and Voting

Section 1. Eligibility for Membership

- A. Voting Members
All faculty members in the SoN having at least 0.5 FTE appointments for a full academic year constitute the Faculty Assembly.
- B. Non-Voting Members
Other academic appointees shall be associate members. They shall be entitled to attend meetings of the Faculty Assembly as non-voting members.
- C. Ex-officio members
 - i. President of the Health Science Center and Deans of the Schools within the Health Science Center
 - ii. Other individuals from the Health Science Center shall be selected as deemed appropriate by Faculty Assembly
- D. Outside Committee Members
Outside committee members who are experts in a particular area, e.g., finance; or consumers of SoN services, may be invited to serve on standing committees.

Section 2. Quorum

At least 15 voting members shall constitute a quorum for the Faculty Assembly.

Section 3. Voting

- A. Faculty excused will have voting privileges via email to the Chair of the Faculty Assembly within 1 week of the Faculty Assembly vote.
- B. If no more than 15 voting members are present, all motions shall be sent forward electronically to all absent voting members for vote.
- C. The final vote tally shall be reported at the next Faculty Assembly meeting. In the event of a veto by the Dean of the SoN, an explanation of the reason(s) for the veto shall be presented to the Faculty Assembly within two weeks / or before the end of the academic year. A two-thirds vote of the membership shall be necessary to override the veto. The Dean will consult with appropriate committee members when faculty is not in session. Policy decisions are subject to the approval of the President of the Health Science Center upon the recommendation of the SoN Dean.

ARTICLE V Officers and Duties

Section 1. Officers

The elected officers of Faculty Assembly shall be a Chair, a Chair-elect and a Secretary. Fulltime faculty members shall be deemed eligible to hold the office of Chair.

Terms are September 1 through August 31.

Section 2. Duties of the Chair

- A. The Chair shall preside over regular and special meetings of the Faculty Assembly.
- B. The Chair shall represent the faculty by assuring mutual communication between administration and the Faculty Assembly.
- C. The Chair of the Faculty Assembly shall develop the agenda for Faculty meetings.
- D. The Chair shall appoint a parliamentarian for Faculty Assembly meetings.
- E. The Chair will appoint vacancies should they occur on faculty committees.
- F. The Chair shall serve on the Faculty Council.

Section 3. Duties of the Chair-elect

- A. Assume the responsibilities of the Chair in case of absence or resignation
- B. Serve on the Faculty Council.
- C. Collect dues and disperse Faculty Assembly funds.
- D. Assume responsibilities for planning social functions.
- E. Assume the position of Chair of the Faculty Assembly for one year after serving as Chair-elect.

Section 4. Duties of the Secretary

- A. Record the meetings of the Faculty Assembly.
- B. Conduct official correspondence of the Faculty Assembly.
- C. Serve on Faculty Council.

ARTICLE VI
Faculty Assembly Meetings

Section 1. Meetings

- A. Faculty Assembly will meet regularly during the academic year.
- B. Special meetings shall be held as needed.
- C. Special meetings may be called by the Chair or the Dean when deemed necessary or upon petition of one-third of the voting members of the Faculty. In emergencies, as much prior notice of the faculty meeting will be given as is feasible but at least 24 hours.
- D. The agenda for regular and special faculty meetings shall be determined through collaborative agreement of the Faculty Assembly Chair and the Dean. The agenda will be posted one week prior to each Faculty Assembly. The agenda for special meetings shall be posted prior to the meeting. The agenda shall be determined by collaborative agreement of two representatives of the petitioning group, the Chair and/or the Dean, and other members of Faculty Council.
- E. Official minutes of each meeting shall be taken and distributed to faculty and staff. Official copies of the minutes will be kept in Dean's Suite.
- F. Staff support is provided.

ARTICLE VII

Faculty Council Section 1. Authority

- A. Consult with and advise the Dean in matters brought forward by the Dean, Standing Committees Special Committees, Faculty members or other Faculty Council members.
- B. Forward policy suggestions to Faculty Assembly. Oversees all school policy implementation.

Section 2. Membership

- A. Dean
- B. Vice Dean for Practice and Engagement
- C. Vice Dean for Faculty Affairs and Diversity
- D. Associate Dean for Student Services and Admissions
- E. Associate Dean for Research
- F. Associate Dean for Undergraduate Studies
- G. Associate Dean for Graduate Studies
- H. Faculty Assembly Officers (Chair, Chair-elect and Secretary)
- I. Faculty Assembly Standing Committee Chairs
 - i. Committee on Graduate Studies (COGS)
 - ii. Committee on Undergraduate Studies (COUS)
 - iii. Committee on Faculty and Student Matters (COFSM)
 - iv. School of Nursing Promotion Tenure Committee and Appointments Committee (PTAC)
 - v. Committee on Scholarship (COS)
 - vi. By-Laws Committee
 - vii. Nominating Committee

Ex Officio Members (non-voting members):

- A. Associate Dean for Finance and Administration
- B. Director of Business Operations
- C. Director of Academic Administration
- D. Director of Center for Simulation Innovation
- E. Director of Lifelong Learning
- F. Director of Development
- G. Director of International Programs
- H. Director of Office for Faculty Affairs and Diversity
- I. Director of Admissions
- J. Director of Academic Enhancement

Terms are September 1 through August 31, unless otherwise specified in the current Bylaws in the respective committee articles.

Section 3. Faculty Council Officers and Duties of the Council:

Duties:

- A. The Dean and Chair of Faculty Assembly shall generate and circulate a meeting agenda and the Dean shall chair the meeting.
- B. Provide administrative support for minute taking and official correspondence of the Council.
- C. Consult with and advise the Dean in matters brought forward by the Dean, Standing Committees, and Special Committees, Faculty members or other Faculty Council members.
- D. Plan appropriate resource allocation for Faculty Assembly.
- E. Provide leadership in strategic directions for the SoN as determined by faculty for the SoN.
- F. Represent the faculty by facilitating mutual communication through committee structure between University administration and the faculty organization.
- G. Monitor the implementation of the Total Systematic Evaluation Plan.
- H. Periodically review the Values, Mission and Goals and Philosophy of the School and recommend revisions to the Faculty Assembly and the Dean.
- I. Monitor the implementation of the Strategic Plan.

Section 4. Meetings

- A. Regular meetings shall be scheduled during the academic year.
- B. Additional meetings may be called by the Chair and Dean or by petition of three members of the Faculty Council. Notices of the meeting shall be the responsibility of the Dean and agenda posted prior to meeting.
- C. Official minutes of each meeting shall be taken by the Assistant to the Dean and distributed to faculty and staff. In his/her absence, the Dean shall appoint a substitute. Official copies of minutes will be posted on Sharepoint.
- D. Meetings may be held during the summer months with accommodations for participation by committee chairs as deemed necessary for the Son to function without interruption.

ARTICLE VIII
Committee Membership, Quorum, Voting

Section 1. Committee Membership

- A. The membership of each committee is elected as designated.
- B. The membership of each subcommittee shall be decided by said committee. Subcommittee members make recommendations to elected committee membership for formal recommendations/action.
- C. Committee formal recommendations/actions are taken to Faculty Council for approval then Faculty Assembly for information or vote.
- D. Nursing students shall have representation on the Committee on Undergraduate Studies (COUS), Committee on Graduate Studies (COGS), the Committee on Scholarship, and the Committee on Faculty and Student Matters (COFSM). Students may not serve as chairs of committees.
- E. Elected member of a committee shall be removed from that committee if 30% or more of scheduled meetings are missed without excused absence effective upon reaching 30% absence.

Section 2. Quorum

At least 50% of voting members must be present to conduct business.

Section 3. Voting

Electronic votes are permitted as authorized by the Chair of each Committee.

ARTICLE IX Committees of the Faculty

Section 1. Authority

The Committees of the Faculty shall carry out duties prescribed by the Bylaws and charges assigned by the Chair of the Faculty Assembly and/or the Dean.

Section 2. Responsibility—Standing and Special Committees

- A. The regular work of the faculty shall be carried on by the Standing Committees of the Assembly, which shall be the:
- i. Committee on Undergraduate Studies (COUS)*
 - ii. Committee on Graduate Studies (COGS)*
 - iii. Committee on Faculty and Student Matters (COFSM)*
 - iv. Committee on Scholarship*
 - v. Special Committees:
 - a. Search
 - b. Nominating
 - c. Bylaws
- *Committees with student membership*
- B. Faculty members shall be elected from a slate prepared by the Nominating Committee, unless otherwise specified by these Bylaws. In the initial election for each committee, two of the members shall be elected for a two-year term. The remaining members shall be elected for a one-year term. Thereafter, each member shall be elected for a two-year term. Terms for committees, and associated subcommittees are September 1 through August 31.
- C. Student terms may be up to 2 years. Students will be selected to serve on subcommittees and will be selected by the respective subcommittees. The Office of Admissions and Student Services will distribute a call for nominations and coordinate an election for student representatives.
- D. It shall be the responsibility of each Standing Committee to:
- i. Fulfill the functions assigned by the Faculty Assembly.
 - ii. Fulfill the implementation of the Total Systematic Evaluation Plan as assigned by Faculty Council and report back to Faculty Assembly as appropriate.
 - iii. Review the internal structure and functions of the committee and recommend Bylaws changes to the Bylaws Committee.
 - iv. Select subcommittees from faculty members as necessary to fulfill the functions of the committee;
 - v. Notify the Chair of Faculty Assembly of unanticipated committee vacancies. The Chair of the Faculty Assembly, in consultation with faculty members fills vacancies which arise between annual appointments and annual elections;
 - vi. Submit an annual report prior to the final yearly meeting of the Faculty Assembly.
 - vii. Elect Chair and/or Chair-Elect as appropriate.
- E. It shall be the responsibility of each Chairperson to:
- i. Post agenda prior to meeting.
 - ii. Distribute minutes to faculty and staff (except for the minutes of the Promotion and Tenure Advisory Committee).
 - iii. Initiate meetings.
 - iv. Ensure progress of committees' work.
 - v. Conduct meetings according to Robert's Rules of Order.
 - vi. Write an annual report.

- vii. Write an evaluation of members' participation in committee work for their annual report.

- F. Recording of minutes and/or staff support for standing committees will be as follows:
 - i. Faculty Assembly – Staff support is provided by the Office of Faculty Affairs and Diversity (OFAD)
 - ii. Faculty Council – Staff support is provided by the Dean's Office
 - iii. Committee on Undergraduate Studies (COUS) – Staff from the Office of Academic Affairs (OAA)
 - iv. Committee on Graduate Studies (COGS) – Staff from the Office of the Academic Affairs (OAA)
 - v. Committee on Faculty and Student Matters (COFSM) – Staff Office from the Admissions and Student Affairs (OASS)
 - vi. Committee on Scholarship- Staff from the Office of Nursing Research (ORNS)

- G. Special Committees:
 - i. Search Committee: A committee member records the minutes, staff support is provided by the Office of Faculty Affairs and Diversity (OFAD).
 - ii. Nominating – Staff support is provided by OFAD.
 - iii. Bylaws – Staff support is provided by the OFAD.

- H. Official copies of the minutes will be kept in Dean's Suite according to UT Records Retention Schedule.

Section 3. Membership

The qualifying regular standing committees of the Faculty Assembly are stated in Sec. 2 a.

ARTICLE X

Committee on Undergraduate Studies

Section 1. Authority

The Committee on Undergraduate Studies shall review all undergraduate courses and curricular tracks. It shall study and evaluate undergraduate curricula with respect to its relationship to the Values, Vision, Mission and Goals of the School. The committee will provide leadership for long-range planning, implementation and evaluation of the undergraduate curriculum in accordance with the School of Nursing (SoN) Total Program Systematic Evaluation Plan and program needs, and make recommendations to Faculty Council then to Faculty Assembly for revision.

Section 2. Meetings

- A. COUS will meet regularly during the academic year.
- B. Special meetings shall be held as needed.

Section 3. Membership

The Committee on Undergraduate Studies (COUS) shall consist of 7 elected faculty involved in undergraduate teaching, at least 4 of whom have more than one year of service and at least one of whom is doctorally prepared, one student representative from the traditional BSN program and one student from the accelerated BSN program. The Associate Dean of Undergraduate Programs is a non-voting and advisory member. A quorum consists of at least 5 voting members, 3 of who must be faculty representatives. Student representatives do not participate or vote on COUS deliberations related to Admission, Progression and Graduation (APG) or issues involving specific students.

- A. Chair and Chair-elect of Committee on Undergraduate Studies will be elected by the committee members by September 1.
- B. Chairs of the Subcommittees will be elected by the subcommittee members by September 1.
- C. Terms for the Committee on Undergraduate Studies, subcommittees, and associated subcommittees are September 1 through August 31.
- D. Elected student terms may be up to 2 years. Elected student COUS members will be selected in the following manner. The Office of Admissions and Student Services will distribute a call for nominations and coordinate an election for student representatives.
- E. Students will be selected to serve on subcommittees and will be selected by the respective subcommittees.

Section 4. Duties

- A. Establish policies and procedures and make recommendations for admission, progression, and graduation of undergraduate students.
- B. Provide leadership in the development of the undergraduate curriculum at both the course and program levels.
- C. Revise and make recommendations about undergraduate curricula to Faculty Assembly as designated by the SoN Total Program Systematic Evaluation Plan.
- D. Monitor, formulate, recommend and implement policies governing the undergraduate curriculum of the SoN concerning required and elective courses offered for University credit.
- E. Critique the SoN undergraduate course review criteria and process, and revise as necessary.
- F. Evaluate undergraduate programs tracks on an ongoing basis utilizing accreditation standards and professional nursing standards as benchmarks.
- G. Periodically review and revise measures used to evaluate curricula.
- H. Oversight of Subcommittees as set forth in Section 5.

Section 5. Duties of Subcommittees

- A. COUS Subcommittees:
 - i. The Baccalaureate Nursing Curriculum Subcommittee
 - a) Develops, reviews, and evaluates Traditional and Accelerated BSN Tracks.
 - b) Includes Committee members of any faculty involved in teaching (theory and clinical) in the Traditional and Accelerated tracks.
 - c) May invite student representatives to serve on this Subcommittee.
 - ii. The Simulation Advisory Subcommittee
 - a) Advises on matters related to use of simulation in the curriculum and the use of Center of Simulation Innovation (CSI).
 - b) May invite student representatives to serve on this Subcommittee.
 - iii. The Assessment and Evaluation Advisory Subcommittee
 - a) Reviews and advises in development of policies and guidelines regarding assessment and evaluation (e.g. NCLEX-RN; Standardized Testing; Online Testing, Clinical Evaluation).
 - b) Makes recommendations for curricular improvements based on assessment and evaluation data.
 - c) May invite student representatives to serve on this Subcommittee.
 - iv. The Admissions, Progression, and Graduation Subcommittee shall:
 - a) Establish policies and procedures for admission, progression, and graduation for undergraduate students in the traditional and accelerated BSN Track programs.
 - b) Work with the Office of Admissions and Student Services to provide recruitment and orientation to incoming undergraduate students.

- B. COUS subcommittees will report at least quarterly to the Committee Undergraduate Studies

ARTICLE XI

Committee on Graduate Studies

Section 1. Authority

The Committee on Graduate Studies (COGS) shall review all graduate courses and curricular programs. It shall study and evaluate graduate curricula with respect to its relationship to the Values, Vision, Mission and Goals of the SoN. The committee will provide leadership for long-range planning, implementation and evaluation of the graduate curricula in accordance with the SoN Total Systematic Evaluation Plan and program needs, and make recommendations to the Faculty Assembly for change.

Section 2. Membership

The COGS shall consist of 10 voting members comprised of 7 faculty representatives with at least four of the elected faculty holding graduate faculty status and three graduate students. The Associate Dean of Graduate Studies participates as an advisor and non-voting member. A quorum consists of at least 6 voting members, 4 of whom must be faculty representatives. Student representatives do not participate or vote on COGS deliberations related to student specific issues. The Office of Admissions and Student Services will distribute a call for nominations and coordinate an election for student representatives, one from each of the graduate degree programs: Masters, DNP and Ph.D.

- A. Terms for the COGS and subcommittees are September 1 through August 31.
- B. Chair and Chair-Elect of COGS and Subcommittee and associated Subcommittee Chairs will be elected by the committee members as of September 1. The Chair of COGS will serve for a term of 2 years beginning September 1 and ending August 31 two years later.
- C. Students will be selected to serve on subcommittees and will be selected by COGS. Student terms may be up to 2 years.

Section 3. Duties

- A. Establish policies and procedures for admission, progression, and graduation for graduate students
- B. Review and propose PhD students for admission to candidacy, and for graduation to the Graduate School of Biomedical Sciences Graduate Faculty Council.
- C. Provide leadership in development of the graduate curricula at both the course and program levels.
- D. Monitor, formulate, recommend and implement policies governing the graduate curricula of the SoN concerning required and elective courses offered for University credit.
- E. Revise and make recommendations about graduate curricula to Faculty Assembly as designated by the SoN Total Systematic Evaluation Plan.
- F. Collaborate with the Department of Lifelong Learning on courses sponsored by the SoN.
- G. Critique the SON graduate course review criteria and process, and revise as necessary.
- H. Evaluate graduate programs on an ongoing basis utilizing accreditation standards, professional nursing standards and quality indicators of graduate programs as benchmarks.
- I. Periodically review and revise measures used to evaluate curricula.
- J. May appoint or disband subcommittees, ad-hoc working groups, and/or task forces at the discretion of the COGS Committee
- K. Oversight of COGS Subcommittees set forth in Section 4.

Section 4. Duties of Subcommittees

- A. The MSN Subcommittee develops, reviews, and evaluates the MSN curriculum.
- B. The DNP Subcommittee develops, reviews, and evaluates the DNP curriculum.
- C. The PhD Subcommittee develops, reviews, and evaluates the PhD curriculum.

- i. Admissions, Progression, and Graduation (APG) Subcommittee shall:
 - a. Establish policies and procedures for admission, progression, and graduation for students in the MSN, DNP, and PhD programs (PhD policies and procedures will align with Graduate School of Biomedical Sciences).
 - b. Work with the Office of Admissions to provide recruitment and orientation to incoming graduate students Approved by Faculty Assembly Oct. 2016
 - c. Evaluate admission, progression, and graduation policies and procedures at regularly scheduled intervals that align with publication of UTHSCSA catalog.
 - d. Review graduate student progression through the programs, admission to candidacy and graduation.

- ii. The PhD Dissertation and Doctor of Nursing Practice (DNP) Project Committees and related Subcommittees shall respectively:
 - a. DNP:
 - Review and evaluate the composition of DNP Project Committees for appropriateness.
 - b. PhD:
 - Review and evaluate the composition of PhD qualifying examination and dissertation committees for appropriateness.
 - Monitor qualifying examination, dissertation proposal and final defense meetings for PhD students.

ARTICLE XII
Promotion Tenure and Appointments Committee (PTAC) for School of Nursing

Section 1. Authority

- A. Using the candidate packet, will recommend to the Vice Dean for Faculty Affairs and Diversity and SoN candidates for appointment, promotion, tenure, post tenure review, and mid probationary review.
- B. If a PTAC recommendation is approved by the Vice Dean for Faculty Affairs and Diversity, the Vice Dean will write a letter of recommendation and forward this to the Dean, including the SON PTAC Committee's letter and the candidate's promotion packet.

Section 2. Membership

There will be 5 members elected by the SON, with terms inclusive of September 1 to August 31. The Committee will be comprised of three tenured, doctorally prepared Associate Professor or Professor ranked faculty, and two Clinical Associate Professors or Clinical Professors, totaling a membership of five. The committee will elect the Chair and Chair-Elect.

- A. All members serve for three years.
- B. At the beginning of the year in August, there will be a combined meeting of incoming and outgoing members.
- C. Faculty may be elected for no more than two consecutive terms. After a year absence from the Committee, faculty may again be considered for election to the Committee.
- D. Members will be elected in the spring semester.
- E. Vacancies that occur will be filled by a special ballot election. The person selected to fill a vacancy will serve the remainder of the unexpired term.
- F. The Dean will appoint a HSC tenured faculty member from outside the School of Nursing for a one -year term to participate in Post-tenure Review.
- G. The Immediate Past Chair of the SoN PTAC may serve as an external advisor to the committee chair for the year following term as Chair.
- H. Program directors, coordinators, and persons seeking promotion and/or tenure may serve, but will recuse themselves for their reviews or other conflicts of interest.

Section 3. Duties for Promotion and/or Tenure, Post Tenure and Mid-Probationary Reviews

- A. Guide, coach, and mentor candidate faculty from initial appointment through promotion and/or tenure.
- B. Review initial appointments and packets for promotion and/or tenure at or above the level of Associate Professor. The Committee will also review packets of faculty for mid-probationary and post-tenure review, recommending action on candidates in letters to the Vice Dean. All committee members vote on academic rank. Only tenured committee members will vote on tenure.

Section 4. Duties for Initial Reviews

- A. Review initial appointment packets/documents.
- B. Provide recommendation to Vice-Dean for Faculty Affairs and Diversity.
- C. Vice-Dean for Faculty Affairs and Diversity will make recommendations to the Dean. The Dean will make an offer of hire with rank and track specified.

ARTICLE XIII

Committee on Faculty and Student Matters (COFSM)

Section 1. Authority

This committee shall provide leadership in the development of a community of learners among faculty and students.

Section 2. Membership

- A. The voting membership shall consist of six (6) faculty members, 1 accelerated, 2 traditional, undergraduate students, and 2 graduate students.
- B. The Vice Dean for Faculty Affairs and Diversity.
- C. The Associate Dean for Admissions and Student Services will be a non-voting member
- D. The Office of Admissions and Student Services will distribute a call for nominations and coordinate an election for student representatives.
- E. Faculty advisors from all student organizations, and a representative from the University Student Services may attend meetings as non-voting members.

Terms are September 1 through August 31.

- A. Faculty members shall be elected from a slate prepared by the Nominating Committee, unless otherwise specified by these Bylaws. In the initial election for each committee, two of the members shall be elected for a two-year term. The remaining members shall be elected for a one-year term. Thereafter, each member shall be elected for a two-year term. Terms for the committee, and associated subcommittees are September 1 through August 31.
- B. Student terms may be up to 2 years. Students will be selected to serve on subcommittees and will be selected by the respective subcommittees. The Office of Admissions and Student Services will distribute a call for nominations and coordinate an election for student representatives.

Section 3. Duties

- A. Promote communication and interaction between students and faculty.
- B. Promote factors beneficial to student academic, personal, and civic achievement as a member of a professional school in a university setting.
- C. Have responsibility for school functions related to student and faculty recognition.
- D. Provide input for the School newsletter.
- E. Provide leadership for school in recognition of community partnership and preceptorships.
- F. Support student participation in student nursing organizations and other professional organizations.
- G. Facilitate the coordination of school events that involve faculty and students.
- H. Provide for recognition of outgoing Faculty Assembly Officers.
- I. Provide leadership to facilitate annual faculty development offering to meet faculty needs
- J. Assume responsibility for faculty awards by notifying faculty of HSC or SON awards and facilitating application process.

Section 4. Duties of Subcommittee

- A. The Nurse's Week Subcommittee shall:
 - i. Develop, coordinate, and evaluate activities in recognition and celebration of Nurses week.

ARTICLE XIV Committee on Scholarship

Section 1. Authority

This committee:

- A. Advances the scholarship (Discovery, Practice, Teaching and Service) goals of the School of Nursing.

Section 2. Membership

- A. Faculty members shall be elected from a slate prepared by the Nominating Committee, unless otherwise specified by these Bylaws. In the initial election for each committee, two of the members shall be elected for a two-year term. The remaining members shall be elected for a one-year term. Thereafter, each member shall be elected for a two-year term. Terms for the committee and associated subcommittees are September 1 through August 31.
- B. Student terms may be up to 2 years. Students will be selected to serve on subcommittees and will be selected by the respective subcommittees. The Office of Admissions and Student Services will distribute a call for nominations and coordinate an election for student representatives.

Terms are September 1 through August 31.

Chair and Chair-Elect of Committee on Scholarship Committee will be elected by the committee members as of September.

Section 3. Duties

- A. Provide support for scholarship endeavors and serve in an advisory capacity to the Office of Nursing Research and Scholarship.
- B. Award funding for scholarly activities.

ARTICLE XV Special Committees

Search Committee

Section 1. Authority

The Faculty Search Committee shall conduct searches to fill tenure and clinical track faculty vacancies as determined by the Dean and the Vice Dean for Faculty Affairs and Diversity upon consultation with the respective Graduate and Undergraduate Associate Deans and the Associate Dean for Research.

Section 2. Membership

- A. Membership shall consist of six faculty members, five to be elected by SoN faculty and one to be appointed by the Vice Dean for Faculty Affairs and Diversity. The Committee will be comprised of one tenured, doctorally prepared faculty, one Clinical or Tenure track Associate Professor or Professor, plus three additional fulltime faculty of any rank/track. The Committee shall elect the Chair and Chair-Elect.
- B. The appointed member may be a member of the faculty of the SoN or of another department or school in the University. Attention must be given to diversity of membership including gender and ethnicity at a minimum.
- C. Terms are September 1 – August 31, triennially, with staggered terms.

Section 3. Duties

- A. Conduct searches for qualified faculty.
- B. Follow approved Affirmative Action procedures.
- C. Screen applicants.
- D. Elected members shall communicate directly to faculty by posting the schedule of interviews and scholarly presentations and releasing CVs when interviews have been scheduled.
- E. Make recommendations for hire to the Vice Dean for Faculty Affairs and Diversity, who will recommend hires to the Dean. The Dean will extend the offer of hire with rank and track specified.

Nominating Committee/Elections

Section 1. Authority

The Nominating Committee shall prepare a slate of candidates for the offices to be filled at the final academic meeting of the year. The ideal slate shall consist of at least two candidates for the officers of the Assembly and the Chair-elect. The ideal slate for the committee members shall consist of at least two more candidates than positions available.

Section 2. Membership

- A. Membership shall consist of three faculty members. The Committee elects the Chair and Chair-Elect.
- B. Terms are September 1 through August 31, biennially, with staggered terms.

Section 3. Duties

- A. Supervise the elections of the officers of the Assembly, the Chair-Elect and members of the Assembly Standing Committees.
- B. Prepare a slate for the election of 2 faculty members actively engaged in practice to the Faculty Practice Plan Executive Board; the election will be conducted by the Nominating Committee.

Bylaws Committee

Section 1. Authority

The Bylaws Committee shall systematically review the Bylaws and make recommendations to Faculty Council and Faculty Assembly.

Section 2. Membership

Membership shall consist of three faculty members. The Committee elects the Chair and Chair-Elect.

Terms are September 1 through August 31.

Faculty members of the Bylaws Committee shall be elected from a slate prepared by the Nominating Committee, unless otherwise specified by these Bylaws. In the initial election for each committee, two of the members shall be elected for a two-year term. The remaining members shall be elected for a one-year term. Thereafter, each member shall be elected for a two-year term.

Section 3. Duties

- A. Review Bylaws annually for proposed changes that are submitted by faculty and standing committees as well as for consistency with University policies.
- B. Make recommendations to the Faculty Council and Faculty Assembly for Bylaw changes.
- C. Present Bylaws changes to the Faculty Assembly for action.

ARTICLE XVI Amendments

Section 1. Amendments with Notice

These Bylaws may be amended at any scheduled faculty meeting by a 2/3 majority vote of those present and voting, provided two weeks previous notice in writing has been given to the faculty.

Section 2. Amendments without Notice

If no previous notice had been given, these Bylaws may be amended by a 99 percent vote of faculty present and voting at any scheduled faculty meeting.

Section 3. Annual Review of Bylaws

Bylaws will be evaluated annually by the elected Bylaws Committee and approved by the Faculty Assembly at the annual meeting of the Faculty Assembly in May.

Approved by Faculty Assembly September 26, 2008
Revised May 2009, Revised November 2010
Approved by Faculty Council January 23, 2012
Approved by Faculty Assembly February 3, 2012
Approved by Faculty Council March 19, 2012
Approved by Faculty Assembly May 4, 2012
Approved by Faculty Assembly February 22, 2013
Approved by Faculty Assembly May, 2013
Revised by Faculty Assembly September, 2013
Approved by Faculty Assembly April, 2014
Approved by Faculty Council Feb, 2015
Approved by Faculty Assembly Oct. 28, 2016
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Approved by Faculty Assembly Mar. 24, 2017