FACULTY BYLAWS (currently being revised to reflect new structure of College)

Revised Spring, 2004
Faculty of the Whole

ARTICLE I: TITLE, PURPOSES, AND FUNCTIONS

➢ SECTION 1: TITLE
The College of Nursing and Health Sciences Faculty Organization.

➢ SECTION 2: PURPOSE
To promote and facilitate on-going development and evaluation of all programs within the College.

➢ SECTION 3: FUNCTIONS OF THE FACULTY ORGANIZATION
A. Develop, implement and evaluate philosophy, goals and the programs of the College.
B. Establish policies to facilitate smooth operation of the College and its programs.
C. Foster professional growth and development of the students and Faculty.
D. Promote the image of the College of Nursing and Health Sciences.

ARTICLE II: ORGANIZATIONAL MEMBERSHIP

➢ SECTION 1: FULL-TIME FACULTY
The College of Nursing and Health Sciences (CONHS) Faculty Organization shall consist of all full-time faculty appointed by the Provost of the University to any of the faculty ranks. The faculty shall have voting privileges and serve on committees. Faculty may be either tenure track or non-tenure track.

➢ SECTION 2: VISITING FACULTY
The College of Nursing and Health Sciences Faculty Organization shall consist of all visiting faculty appointed by the Provost of the University. The visiting faculty shall have voting privileges and serve on committees. Visiting faculty are non-tenure track.

➢ SECTION 3: ASSOCIATE FACULTY
Faculty who hold less than a full-time position may serve on committees and have voting privileges.

➢ SECTION 4: MANAGER OF LEARNING RESOURCE CENTER
The full-time Manager of the Learning Resource Center shall have voting privileges and serve on committees.
ARTICLE III: RIGHTS AND RESPONSIBILITIES

SECTION 1: FACULTY

Members of the Faculty Organization are bound by the same rights and responsibilities as described in the University Faculty Handbook and College of Nursing and Health Sciences Faculty Handbook. In addition, members have the authority to:

A. Develop, implement, and evaluate all matters related to curriculum.
B. Control matters involving scholarship including admission, progression and graduation.
C. Make recommendations through appropriate channels on matters concerning the administration and policies of the College.

SECTION 2: DEAN

A. The Dean shall inform members of all decisions of the Provost and Vice President for Academic Affairs and the President that affect the College of Nursing.
B. The Dean shall keep faculty informed of the state of the College.
C. The Dean has the right to overrule or amend decisions and actions of the Faculty Organization.
D. The Dean shall notify the Faculty Organization or any Faculty Organization Committee of approval or disapproval of decisions made.
E. The Dean is an ex-officio member of all committees.
F. The Dean will create and foster external relationships in order to secure resources to support the mission and goals of the College.

SECTION 3: ASSOCIATE DEAN

A. The Associate Dean shall preside at Faculty of the Whole meetings.
B. The Associate Dean shall be an ex officio member of all committees.
C. The Associate Dean will provide oversight of the general orientation of new faculty.
D. The Associate Dean provides oversight to academic programs of the College providing guidance to the graduate and undergraduate coordinators regarding student and program issues.

SECTION 4: FACULTY SENATORS

The CONHS will have four faculty senators. Their purpose on the senate is to facilitate effective faculty participation in academic governance; to broaden communication between the CONHS and the University; and to engage the faculty's skills in the guidance of the University's programs.

A. Faculty senators will inform the faculty of impending policy changes and revisions and carry the consensus of the faculty in voting on decisions.
B. Senators will represent the CONHS in matters of academic standards, university scholarships, honors, awards and other forms of distinction.
C. Senators will speak for the CONHS faculty in considering faculty policies and compensation as well as the allocation of research funds and academic support services.

D. Senators will consider the appointment and evaluation of academic administrators and review administrative decisions pertinent to the CONHS.

ARTICLE IV: STRUCTURE

- SECTION 1: DEAN
  The Dean of the College of Nursing and Health Sciences is responsible to the Provost/Vice President for Academic Affairs and serves as the chief academic administrator of the College. The Dean is administratively responsible for planning, organizing, coordinating, directing, and evaluating the cooperative effort of the College. The Dean serves as an advocate for the Nursing programs in the internal and external environments.

- SECTION 2: ASSOCIATE DEAN
  The Associate Dean of the College of Nursing and Health Sciences is a three quarter-time administrative position. The Associate Dean reports directly to the Dean of the College of Nursing and Health Sciences and exercises the administrative responsibilities delegated by the Dean. In the absence of the Dean, the duties and responsibilities of the Dean shall be exercised by the Associate Dean. The coordinators of the programs will report to the Associate Dean.

- SECTION 3: PROGRAM COORDINATORS
  A. The Coordinator of the Undergraduate Nursing Programs is responsible for coordinating the planning and evaluating of the Baccalaureate Curriculum to include clinical courses with the Undergraduate Committee in the College. The Coordinator is appointed by the Dean and chairs the Undergraduate Affairs meetings.
  
  B. The Coordinator of the Graduate Nursing Programs is responsible for coordinating the planning and evaluating of the Graduate curriculum to include clinical courses with the Graduate Committee in the College. The Coordinator is appointed by the Dean and chairs the Graduate Affairs meetings.

  C. The Coordinator of the Health Science/Health Care Administration Programs is responsible for coordinating the planning and evaluating of the Health Science Curriculum and Health Care Administration major within the College. The Coordinator chairs the Health Science/Health Care Administrative Affairs meetings. The Coordinator is appointed by the Dean.

- SECTION 4: OUTREACH COORDINATOR
  The Outreach Coordinator is responsible for coordinating the planning and evaluating of special education programs to include but not limited to RN-BSN, RN-MSN, and managing clinical coordinators at outreach sites. Coordination responsibilities include contract and operations management for outreach sites. Planning will occur in conjunction with undergraduate and graduate affairs planning to insure that courses
taught through outreach programs are consistent with undergraduate and graduate program requirements. The coordinator is appointed by the Dean and is a voting member of Undergraduate and Graduate Affairs Faculty.

- **SECTION 5: COURSE COORDINATOR** (Formerly Course Manager)
The course coordinator (replaces definition of course manager) is responsible for coordinating, planning, and evaluating a course across clinical and lecture sections. Coordination responsibilities include student progression management and implementation of curriculum changes made through the appropriate Affairs body. The coordinators are appointed through the workload assignment process as delegated by the Associate Dean.

**ARTICLE V: MEETINGS: FACULTY OF THE WHOLE, GRADUATE AFFAIRS, UNDERGRADUATE AFFAIRS, HEALTH SCIENCE/HEALTHCARE ADMINISTRATION (HS/HCA)AFFAIRS**

- **SECTION 1: FREQUENCY**
  Meetings will be held during the academic year. Faculty of the Whole will meet at least once per semester. The Graduate Affairs, Undergraduate Affairs, and HS/HCA Affairs will generally meet every month.

- **SECTION 2: QUORUM**
  Two-thirds of the eligible meeting members shall constitute a quorum. The Associate Dean may vote in case of a tie.

- **SECTION 3: RECORDS**
  A College secretary may record and type the minutes of the meeting. Minutes are distributed to each member of the Nursing Faculty and to the Dean’s office for files.

- **SECTION 4: NOTICE OF MEETINGS**
  Notices and agenda for regular meetings are distributed prior to each meeting. Individual Faculty may present items to the Chairperson to be placed on the agenda.

- **SECTION 5: UNDERGRADUATE AFFAIRS**
  A. Membership – The Undergraduate Affairs members will be Faculty with fifty percent or greater teaching responsibilities in the Undergraduate Nursing Programs and four students elected by the student body, representing the Junior and Senior students and the RN/BSN and RN/MSN students. The Undergraduate Coordinator chairs the Undergraduate Affairs meetings.
  B. Function – the functions include:
    1. Developing, reviewing and evaluating the Undergraduate Nursing Curriculum.
    2. Presenting curriculum changes to Faculty of the Whole.
    3. Providing a forum for the review of student input regarding undergraduate affairs.
    4. Maintaining BNE and CCNE standards.
5. Coordinating the activities of appointed subcommittees and task forces.
6. Reviewing, recommending, and implementing policies and criteria for admission, progression and graduation of undergraduate students. Approving admission of undergraduate students.
7. Providing support to new and continuing faculty regarding the curricula of the undergraduate academic programs.
8. Identifying and selecting undergraduate students for scholarships and awards.
9. Identifying faculty for awards and facilitating their application.

SECTION 6: GRADUATE AFFAIRS

A. Membership – The Graduate Affairs members will be Faculty who hold graduate status in the university and two students elected by the student body, representing the Administration and FNP track students. The Graduate Affairs Coordinator chairs the Graduate Affairs meetings.
B. Function – the functions include:
   1. Developing, reviewing and evaluating the Graduate Nursing Curriculum.
   2. Presenting curriculum changes to Faculty of the Whole.
   3. Providing a forum for the review of student input regarding graduate affairs.
   4. Maintaining BNE and CCNE standards.
   5. Coordinating the activities of appointed subcommittees and task forces.
   6. Reviewing, recommending, and implementing policies and criteria for admission, progression and graduation of graduate students. Approving admission of graduate students.
   7. Providing support to new and continuing faculty regarding the curricula of the graduate academic programs.
   8. Identifying and selecting graduate students for scholarships and awards.
   9. Identifying faculty for awards and facilitating their application.

SECTION 6: HEALTH SCIENCE/HEALTHCARE ADMINISTRATION (HS/HCA) AFFAIRS

A. Membership – The HS/HCA Affairs members will be Faculty with fifty percent or greater teaching responsibilities in the HS/HCA Program A student from the BSHS program and HCA major, who is elected by the student body, will serve on the committee. The Chairperson will be the coordinator of the Health Science/Health Care Administration programs major.
B. Function – the functions include:
   1. Developing, reviewing and evaluating the HS/HCA Curriculum.
   2. Presenting curriculum changes to Faculty of the Whole.
   3. Providing a forum for the review of student input regarding HS/HCA affairs.
   4. Maintaining SACS and other specialty accreditation standards.
   5. Coordinating the activities of appointed subcommittees and task forces.
6. Reviewing, recommending, and implementing policies and criteria for admission, progression and graduation of HS/HCA students. Approving admission of HS/HCA students.

7. Providing support to new and continuing faculty regarding the curricula of the HS/HCA academic programs.

8. Identifying and selecting HS/HCA students for scholarships and awards.

9. Identifying faculty for awards and facilitating their application

ARTICLE V: COMMITTEES

➤ SECTION 1: THE GENERAL RULES OF COMMITTEES

The general rules of committees are:

A. There shall be standing committees of the College to fulfill the functions as specified in these Bylaws.

B. Standing committees shall operate under the principle of consensus building. However, in the case of a tie vote, the Chairperson of the committee shall have the option to vote to break the tie.

C. Members of standing committees shall have voting privileges on committee matters. Decisions shall be made on the basis of simple majority vote of the members present. A quorum shall be two-thirds of the eligible committee membership. The Dean and Associate Dean are not voting members of committees.

D. Committees shall appoint a secretary to keep regular minutes and records of the committee. Committee minutes shall be sent to all committee members, one copy made available to the remaining Faculty and a copy sent to the Dean’s office.

E. Ad hoc committees may be established by Standing Committees or by a majority vote of the Faculty present at a meeting of the Faculty Organization. The committee/task force will report and are accountable to the appointing body.

F. The charge of the ad hoc committee and the date of the completion of the task must be designated in writing when the committee/task force is established.

G. Students will be members of the Curriculum Committees and the Library, Media and Informatics Committee and may be excused from the meetings at the discretion of the Chairperson.

H. Students may participate in the work of other standing or ad hoc committees upon invitation of the committee Chairperson.

I. Students may make recommendations but may not vote.

➤ SECTION 2: STANDING COMMITTEES

A. Nursing and Health Sciences Administrative Council
   1. Membership – The members of the Committee consists of the Dean, Associate Dean, the Coordinators of the Nursing and the Health Science/Health Care Administration Programs, and Outreach Coordinator.
   2. Chairperson – The Chairperson of the Committee is the Dean of the College.
   3. Function – The Function of the Committee is to assist the Dean in planning and in the day-to-day operations and evaluation of the educational programs in the College.
B. Library, Media and Informatics Committee:
The College committee is charged with monitoring the acquisition of library resources relevant to the needs of the College’s faculty and students. The Committee coordinates the division of library funds among the Departments/ School in the process to represent the College on the University Committee.

1. Membership – The membership of the Committee is composed of individuals appointed annually by the Faculty Organization representing all programs within the College and two students nominated or volunteering who will represent the Graduate and Undergraduate programs in Nursing and the Health Sciences.

2. Chairperson – The Chairperson shall be a Faculty member within the Library, Media, and Informatics committee elected by the membership of the committee.

3. University representative: The University representative(s) shall be members of the College of Nursing & Health Sciences Library, Media, and Informatics committee.

3. Function – The functions include:
   a. Coordinating the ordering of library books.
   b. Recommending to the Director requests for audio-visual and computer software.
   c. Maintaining active communication with campus and outreach Library staff regarding the College.
   d. Representing the College on the University Committee.

B. Promotion and Tenure Committee

1. Membership – The membership of the committee will be composed of at least four tenured Faculty members elected by the Faculty organization representing the Graduate and Undergraduate programs. The members shall hold the rank of the Associate Professor or Professor and have served on the Faculty at TAMU-CC College of Nursing and Health Sciences for a minimum of two full years. Members’ terms will be staggered and will be for two years. Members may be reelected.

2. Chairperson – The Chairperson will be elected annually by and from the membership and also will serve as the representative to the College Committee for two years. The second representative to the College Committee will be the next elected Chair, who will serve as the representative to the College for two years. Thus, a new Chair will be elected each year to provide for staggered terms.

3. Function – The functions include:
   a. Assisting Faculty who are eligible for promotion and/or tenure to prepare their files for review.
   b. Reviewing eligible Faculty files, according to the designated criteria, and writing a letter of support/recommendations to the College Promotion and Tenure Committee.
   c. Reviewing eligible Faculty files, according to the designated criteria, and writing a letter of support/recommendation to the Graduate College of
Biomedical Sciences UTHSC-SA and TAMUS HSC for appointment to the doctoral Faculty.

d. Reviewing annually the College Interpretation of the University and College Promotion and Tenure Guidelines and making recommendations for change to the Faculty of the Whole.

C. **Peer Review Committee**

1. Membership – The membership of the committee consists of three members who are elected by the Faculty organization, one of whom is an Administrator elected for a staggered three-year-term. Members may be reelected.
2. Chairperson – The Chairperson of the Committee will be elected annually by the Committee membership.
3. Function – the function of the committee is to implement the RN Peer Review Policy.

D. **Research Committee**

1. Membership – The membership of the Committee is composed of individuals elected annually by the Faculty Organization who represent Undergraduate and Graduate programs.
   a. Graduate students will be invited to participate in membership.
   b. Chairperson – The Chairperson will be elected every two years by and from the membership and will serve as the representative to the College Committee for that period.
2. Functions – the functions include:
   a. Committee will provide requested research consultation and peer review of research proposals to Faculty.
   b. A Research Colloquium will be offered during each semester.
   c. The Colloquia may include but not be limited to research presentations and/or roundtable discussion of research issues.

E. **Evaluation Committee**

1. Membership: The membership of the committee consists of faculty elected annually by the Faculty of the Whole. The Chairperson is elected by members of the committee
2. Functions- the functions will include:
   a. Management of undergraduate and graduate course evaluations collected each academic semester.
   b. Conduct of peer-review of faculty self-evaluations for merit recognition by the Dean.

F. **Continuing Education Committee**

1. Membership – The membership of this committee consists of a Chair and a minimum of two faculty members from the College of Nursing and Health Sciences. Members serve on community programs as representatives of the College. Committee Members – The members will be elected by the College of Nursing and Health Sciences faculty and serve a 3-year term to coincide with the appointed chairperson.
2. Chairperson – The chairperson is appointed by the Associate Dean of the
College of Nursing and Health Sciences and serve a 3 year term.
3. Function – The functions include:
   a. Plan continuing education for the College of Nursing and Health Sciences faculty on the identified needs.
   b. Co-provide community based programs based on identified needs.
   c. Annually and with each educational offering conduct a needs assessment to identify educational needs of the faculty and community.
   d. Committee conducts overall program evaluation annually to maintain TNA and ACCN standards.
      Chairperson maintains filing, storing, and securing continuing education records for 5 years.

ARTICLE VI: APPEALS AND GRIEVANCES

Any professional or administrative grievances that are not resolved informally by the concerned parties may be filed by the aggrieved party following the procedures outlined in the UNIVERSITY FACULTY HANDBOOK.

ARTICLE VII: RULES AND AMENDMENTS

➢ SECTION 1: RULES
   The most current edition of Robert’s Standard Code of Parliamentary Procedures determines conduct and proceedings of the Faculty and standing committees, unless suspended by unanimous consent of the members present.

➢ SECTION 2: AMENDMENTS
   These bylaws may be amended by a two-thirds vote of the voting members present, providing that a copy of the proposed amendment has been given to all members two weeks prior to the meeting.