4. Maintaining BNE, CCNE, SACS and other specialty accrediting 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.
10. Manage distance sites

SECTION 6: Graduate Department

A. Membership – The Graduate members will be Faculty with fifty percentage or greater teaching responsibility in the Nursing and Health Science graduate programs, and two (2) students elected by the student body of each program.

B. Function – the functions include:

1. Developing, reviewing and evaluating the Graduate Curriculum.
2. Presenting curriculum changes to Faculty of the Whole.
3. Providing a forum for the review of student input.
4. Maintaining BNE, CCNE, SACS and other specialty accrediting 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 students in the graduate programs. Approving admission of students into the programs.
7. Providing support to new and continuing faculty regarding the curricula of the graduate programs.
8. Identifying and selecting students for scholarships and awards.
9. Identifying faculty for awards and facilitating their application.
10. Manage distance sites

ARTICLE VI: STANDING COLLEGE 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 department 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, Associate Dean, and Department Chair are not voting members of committees unless specified.

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/taskforce may be established by the Department or by a majority vote of the Faculty present at a meeting of the Faculty of the Whole. 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, and Media 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 COLLAGE COMMITTEES

A. Nursing and Health Sciences Administrative Council
   1. Membership – The members of the Committee consist of the Dean, Associate Dean, and the Department Chairs
   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 and Media 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 allocated library funds by the University Library and Media Committee.

   1. Membership – The membership of the Committee is composed of individuals appointed annually by the Faculty of the Whole, representing all programs
within the College and two students nominated or volunteering who will represent the CONHS departments.

2. Chairperson – The Chairperson shall be a Faculty member within the Library and Media 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 and Media committee.

3. Function – The functions include:
   a. Coordinating the ordering of library books.
   b. Recommending requested audio-visual and computer software.
   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 five tenured Faculty members elected by the Faculty organization representing all CONHS departments. 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. Department chairs may be voting members.

2. Chairperson – The Chairperson will be elected within the committee

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 Dean of the College of Nursing & Health Science.
   c. 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 of the Whole, 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 committee is to maintain compliance with the BNE peer review rules and regulations.

4. Oversee the peer review process as necessary

5. One member will serve on any peer review process

D. Research Committee
1. **Membership** – The membership of the Committee is composed of individuals elected annually by the Faculty of the Whole who represent the four departments in the College.

   a. Graduate students will be invited to participate in membership.
   b. **Chairperson** – The Chairperson will be elected every two years within the committee 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. Total Program Evaluation Committee**
1. **Membership** – The membership of the committee consists of faculty elected annually by the Faculty of the Whole. The Chairperson will be the associate Dean.

2. **Functions** – the functions will include:

   a. **Management of total course evaluation**
   b. **Monitor pass rates from associated accrediting bodies**
   c. **Evaluate employer and alumni evaluations**
   d. **Monitor compliance with BNE, SACS, CCNE and other specialty accrediting agencies standards**

**F. Peer Evaluation Committee**
1. **Membership** – the membership will be elected by the faculty with the members serving for 2 years. The appointments should be staggered. There are to be 4 members 2 from the undergraduate and 2 from the graduate departments.

2. **Functions** – the functions will include:

   a. provide course/clinical peer evaluation for faculty
   b. review faculty evaluation of goals and provide report to chair
   c. assist faculty if requested in developing goals and objectives
   d. monitor the evaluation process

**F. Continuing Education Committee**
1. **Membership** – The membership of this committee consists of a Chair and a minimum of four 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. Members may be re-elected

2. Chairperson – The chairperson is appointed by the Associate Dean

3. Function – The functions include:
   a. Planning continuing education for the College of Nursing and Health Sciences faculty on the identified needs.
   b. Co-providing community programs based on identified needs.
   c. Conduct a needs assessment to identify educational needs of the faculty and community with each activity and as needed.
   d. Conducts overall program evaluation annually to maintain ACCN standards.
   4. Chairperson maintains filing, storing, and securing continuing education Records for 5 years.

SECTION 3: STANDING DEPARTMENT COMMITTEES

A. Undergraduate Committee.
   1. Membership – The members of the Committee will be faculty with teaching 50% or greater responsibilities in the Undergraduate Nursing Programs and four student elected by the student body, representing the Junior "Generic" students, the Senior "Generic" students and the RN to BSN students.
   2. Chairperson: The Chairperson of the Committee will be the department Chair
   3. Function: The function includes dealing with issues relating to the generic baccalaureate, e-line, articulated and health science programs. Reviewing and evaluating the Undergraduate Curriculum
      a. Recommending new courses and program offerings
      b. Presenting proposed curriculum changes to Faculty of the Whole
      c. Providing a forum for the review of student input regarding curricular matters.
      d. Maintaining SACS, BNE, CCNE and other specialty accrediting standards.
      e. Assure that Faculty comply with syllabi requested.

B. Undergraduate Program Admission, Progression and Graduation Committee
   1. Membership – The membership of the Committee is composed of at least five faculty elected annually by the Undergraduate Faculty Affairs, who represent Undergraduate programs.
   2. Chairperson – The Chairperson shall be elected by the membership of the committee.
   3. Function – the functions include:
a. Review and recommend changes to the Faculty regarding policies and criteria for admission, progression and graduation of Undergraduate students.

b. Implement policies related to admission, progression and graduation of Undergraduate Students

c. Make recommendations on special student circumstances related to admission and progression in the program.

C. Committee on Undergraduate Scholarships and Awards
1. Membership – The membership of the committee is composed of at least three faculty elected annually by the Undergraduate Affairs.

2. Chairperson – The Chairperson shall be elected by the membership of the committee.

3. Function – The functions include
   a. Identification and documentation of current available Student/Faculty scholarships and awards.
   b. Select recipients for student scholarships or Faculty awards administered through the College of Nursing and Health Sciences.

D. Graduate Committee.
4. Membership – The members of the Committee will be faculty with teaching 50% or greater responsibilities in the Graduate Nursing Programs and two student elected by the student body.

5. Chairperson: The Chairperson of the Committee will be the Department Chair.

6. Function: The function includes dealing with issues relating to the Graduate programs. Reviewing and evaluating the Curriculum
   a. Recommending new courses and program offerings
   b. Presenting proposed curriculum changes to Faculty of the Whole
   c. Providing a forum for the review of student input regarding curricular matters.
   d. Maintaining SACS, BNE, CCNE and other specialty accrediting standards.
   e. Assure that Faculty comply with syllabi requested.

E. Graduate Program Admission, Progression and Graduation Committee
1. Membership – The membership of the Committee is composed of at least three faculty elected annually by the Graduate Faculty Affairs, who represent Graduate programs.

2. Chairperson – The Chairperson shall be elected by the membership of the committee.

3. Function – the functions include:
   A. Review and recommend changes to the Faculty regarding policies and criteria for admission, progression and graduation of Graduate students.
B. Implement policies related to admission, progression and graduation of Graduate Students
C. Make recommendations on special student circumstances related to admission and progression in the program.

F. Committee on Graduate Scholarships and Awards
1. Membership – The membership of the committee is composed of at least three faculty elected annually by the Graduate Affairs.
2. Chairperson – The Chairperson shall be elected by the membership of the committee.
4. Function – The functions include
   c. Identification and documentation of current available Student/Faculty scholarships and awards.
   d. Select recipients for student scholarships or Faculty awards administered through the College of Nursing and Health Sciences.

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.