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.  The faculty will be assigned to a CONHS department based on the following criteria (1)major teaching interest, (2) faculty preference, and (3) college needs.

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 shall have no 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. Inform members of all decisions of the Provost and Vice President for Academic Affairs and the President that affect the College of Nursing.
B. Keep faculty informed of the state of the College.
C. Has the right to overrule or amend decisions and actions of the Faculty Organization.
D. Notify the Faculty Organization or any Faculty Organization Committee of approval or disapproval of decisions made.
E. An ex-officio member of all committees.
F. Creates and foster external relationships in order to secure resources to support the mission and goals of the College.

SECTION 3: ASSOCIATE DEAN

A. Preside at Faculty of the Whole meetings.
B. An ex officio member of all committees.
C. Provides oversight of the general orientation of new faculty.
D. Provides oversight to academic programs of the College to include guidance of the department chairs regarding student and program issues.
E. Will chair the total program evaluation committee

Section 4 – Department Chairs

The College of Nursing and Health Sciences will have two Department Chairs (1) The Undergraduate and (2) Graduate
The Chairs will:

A. provide oversight for specific orientation of new faculty
B. schedule the faculty teaching load
C. serve as chair of the search committee for faculty vacancies and facilitate the process of filling faculty vacancies and forwarding the recommendations to the Dean
D. evaluate the programs within that department
E. chair the department meetings
F. be responsible for the annual evaluation of the faculty within the department. The chair will solicit information from other department Chairs if the faculty teaches across departments to provide the best evaluation.

G. Be an ex-officio member of department committees.

SECTION 5: 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 or 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 Department Chairs will report to the Associate Dean.

SECTION 3: Department Chairs

The Department Chairs are responsible for coordinating the planning and evaluating of the curriculum to include clinical courses within the department. The chairs are responsible for promoting the programs and managing distance sites for the programs within the department. Coordination responsibilities include contract and
operations management for distance sites. The chairs will be responsible for faculty evaluations.

SECTION 4. COURSE COORDINATOR
The course coordinator 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 department. The coordinators are appointed through the workload assignment process as delegated by the Department Chair.

ARTICLE V: MEETINGS: FACULTY OF THE WHOLE, Undergraduate and Graduates Departments

SECTION 1: FREQUENCY
Meetings will be held during the academic year. Faculty of the Whole will meet at least once per semester. The Departments will generally meet every month.

SECTION 2: QUORUM
Two-thirds of the eligible meeting members shall constitute a quorum. The Associate Dean/Department chairs 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 Department
A. Membership – The Undergraduate Department members will be faculty with fifty percent or greater teaching responsibilities in the department and four students elected by the student body, representing the Junior and Senior students. The Department Chair will chair the meeting.
B. Function – the functions include:
   1. Developing, reviewing and evaluating the generic baccalaureate, e-line, articulated and Health Science 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, 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 ans 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.