



***SIUE***  
***SCHOOL OF NURSING***  
***BYLAWS OF THE FACULTY***

Revised: 7/16/09 with May Council Changes  
Proposed Changes: May 09 Faculty Council  
Revised by Faculty Council, September 8, 2008  
Revised by Faculty Council, April 23, 2008  
Approved by Office of the Provost, April 10, 2008  
Revised 12-5-07 and 1-7-08 by Faculty Council  
DRAFTED: AUGUST. 2006  
APPROVED DEAN'S ADVISORY: NOVEMBER 16, 2006  
APPROVED BY FACULTY: DECEMBER 18, 2006

## **Article I – Name**

The name of this governing body shall be the SIUE, School of Nursing Faculty Council, herein referred to as SONFC.

## **Article II – Purpose**

The purpose of the SONFC shall be to conduct the work of the School of Nursing (SON) faculty through committees, task forces and other means necessary to promote the operation of the School within the SIU system, the SIUE campus, and the State of Illinois through the following means:

- a. Promoting the development and education of men and women for beginning and advanced practice roles in the profession of nursing;
- b. Providing leadership and ownership of the School's curriculum and its continuous quality improvement;
- c. Conducting and/or promoting research that will advance nursing knowledge;
- d. Fostering the internal and external image of the School;
- e. Ratifying nursing students' completion of the coursework necessary for granting the respective degrees;
- f. Ratifying all policies that pertain to academic appointments in the SON, faculty promotion and tenure, and adjunct appointments;
- g. Ratifying all policies that pertain to the governance of the School of Nursing including elections and appointments to committees, and task forces; and,
- h. Ratifying all amendments to these bylaws, the development and change in the strategic goals of the School, and any major changes to the School's organizational structure or student body.

## **Article III – Membership and Voting**

### Section 1.

- a. The Faculty of the School of Nursing (hereafter referred to as the faculty) is composed of the Dean of the School and all persons in the School holding academic appointments who provide instruction and/or engage in research and service.
- b. The right to full membership of the Faculty Council and vote shall be held by all full time members of the faculty holding a tenure or tenure-line appointment. Term faculty and clinical faculty holding 50 percent or greater appointments are also eligible to vote.

Voting rights on matters related to the business of the SON may be further stipulated in other Articles in these bylaws.

- c. Faculty not meeting any of the above stated criteria shall have voice but no vote at SONFC meetings.
- d. Faculty holding titles such as Faculty Laboratory Assistants shall have voice but no vote at SONFC meetings and will be dismissed from the meeting anytime executive session is called.

## Section 2.

- a. Prior to the first faculty meeting of the fall term and the spring term for each academic year, the Dean of the SON shall provide the secretary of the faculty the names of all persons meeting the criteria of full membership and full voting rights in that term. The Dean shall advise the faculty secretary regarding the status of each faculty member by indicating whether s/he is a voting member. Status changes of any faculty at any time in a given academic year shall be communicated by the Dean to the faculty secretary.
- b. The faculty secretary shall be empowered to maintain records of faculty voting eligibility. The faculty secretary shall keep the SONFC Chair apprised of faculty voting eligibility at all meetings and invoke parliamentary rules where there is non-compliance.
- c. The faculty secretary shall be the individual holding responsibility for the resolution of any conflicts or issues raised concerning faculty voting eligibility.

## Article IV – Officers

### Section 1.

- a. The officers of the SONFC shall consist of the Chair of the SONFC, a Chair-Elect, the SONFC Secretary, and the SONFC Treasurer. Faculty with line authority, or 80% or greater administrative responsibilities, in the SON may not be officers of the SONFC.
- b. The Chair-Elect and the Secretary of the SONFC shall be elected by majority vote from a roster of nominees holding academic appointment in the SON (*see Article III, section I,a.*) by a paper ballot during annual elections in the Spring. The secretary will be elected on odd-numbered years and the Chair-Elect will be elected on even-numbered years. The ballot shall be prepared by the Committee on Committees after securing consent to serve from the nominees, and distributed to the members of the SONFC. The Chair and Secretary will each serve for a two year term. The staggered elections of the Chair-Elect will allow for the Chair-Elect to: 1. be mentored for the Chair role by the current Chair, and 2. serve in the absence of the Chair, and 3. perform duties as requested by the SONFC Chair. Officers shall serve their two year terms commencing on the first day of contracts in the fall term and ending on the day before new/renewed contracts begin. The

Chair-Elect will assume the Chair position at the end of the current Chair's term. The Chair will serve as Past-Chair for the year following his/her term. No elected officer may serve for more than three consecutive terms. The SONFC Treasurer shall be the individual appointed by the Faculty/Staff Relations Committee (FSRC). \*

- c. The Chair shall designate the Secretary of the SONFC to serve as parliamentarian at all SONFC meetings and other special meetings at which Roberts Rules of Order serve as the conduct of the meeting.
- d. A member of the SON secretarial staff shall serve as the recording secretary for all scheduled SONFC meetings as well as for all special meetings of the SONFC.

### **Article V – Responsibilities of Faculty Council**

#### Section 1.

The faculty of the SON shall assume the responsibility for the nursing education of its students and for the policies and processes leading to the baccalaureate and master's degrees in the School of Nursing as well as for the certificate offerings in the SON.

#### Section 2.

The faculty in concert with the Chair of the SONFC shall:

- a. Certify at the SONFC meeting, prior to graduation, that the appropriate degree be conferred upon the students who have fulfilled all the appropriate course requirements for the baccalaureate or master's degrees. The recommendation will then be conveyed to the Dean of the SON;
- b. Make recommendations, consistent with existing IBHE and SIUE policy, regarding faculty matters including but not limited to: faculty selection, hiring, retention, promotion, dismissal, and grievances and convey the recommendations to the Dean of the SON; All recommendations regarding grievances, refer to the formal grievance procedure of the SON only.
- c. Make recommendations as to the organizational structure of the School of Nursing and make recommendations of such to the Dean of the SON;
- d. Make recommendations regarding selection of the Department Chairs and make recommendations of such to the Dean of the SON;
- e. Call a SONFC meeting about an agenda item of the Council for the purposes of decision making by the entire voting faculty.

### Section 3.

The faculty shall be empowered to review changes, recommendations or new initiatives as recommended to the SONFC by standing committees, task forces or ad hoc committees as to:

- a. The development, alteration, revision or deletion of curriculum in parts or as a whole in both the undergraduate and graduate curricula.
- b. Adoption of proposals for new majors or degree programs;
- c. Determination of policies and procedures that govern student progression through the SON;
- d. Determine academic requirements for the undergraduate and graduate degrees and convey these requirements to the Dean of the SON;
- e. Determine the criteria for tenure and promotion and convey these criteria to the Dean of the SON;
- f. Determine the criteria for clinical line promotion and convey these criteria to the Dean of the SON.
- g. Dean's and the other SON academic administrators' evaluations;

### Section 4.

The faculty may consider, act upon, or make recommendations upon other matters not cited above as they fall within the scope of its control or concern.

## **Article VI – Meetings of the Faculty**

### Section 1.

Meetings of the Faculty Council shall be conducted according to Roberts Rules of Order, Newly Revised. The presiding officer of the all meetings of the faculty shall be the Chair of the Faculty. In the absence of the Chair of the Faculty Council, the SONFC Secretary or the Chair-elect shall be charged with presiding over the meeting.

### Section 2.

- a. Meetings shall be open to all members of the School of Nursing faculty as defined in *Article III, section 1, paragraph's b, c, & d*;
- b. Meetings shall be open to members of the University or public who may attend as observers.

### Section 3.

- a. Guests invited to faculty meetings by the Chair of the Faculty Council or the Chair of any standing committees, task forces or ad hoc committees, or any non-voting members of standing committees, task forces, or ad hoc committees may participate in the discussion of any item of business brought to the floor, but only voting members of the SONFC (see *Article III, section 1*) may make motions, seconds, or vote.
- b. Issues under consideration from committee reports, individual SONFC members or from the floor will be discussed freely and openly debated according to Robert's Rules of Order.
- c. The SONFC secretary in consultation with the presiding officer, the chairs of any standing committees, task forces, or ad hoc committees shall prepare the agenda and distribute it seven days before the meeting to all members of the faculty, and any invited guests.
- d. All members of the faculty may submit items of business for the agenda to the SONFC secretary for inclusion. Non-voting members of the faculty may place items on the agenda through the SONFC secretary for discussion only. Motions on the items submitted by non-voting members must be made by voting members.

### Section 4.

- a. At least one meeting of the SONFC must be held each semester.
- b. Scheduled meetings at which the published agenda is not completed and at which pressing business was not completed, shall be re-convened at a time and date agreed upon by a majority of the members present at which meeting the unfinished business shall commence.

### Section 5.

- a. The Chair of the SONFC may call a meeting not previously scheduled. Faculty must be given notice of a special meeting at least seven days in advance.
- b. Voting members of the SONFC may call a meeting not previously scheduled by presenting the SONFC secretary with a signed petition calling for an unscheduled meeting. The petition must be signed by a minimum of 10 percent of the voting faculty.
- c. Special, unscheduled meetings must be conveyed to the faculty through the SONFC secretary by written call at least seven days prior to the meeting and must include a written purpose of the meeting.
- d. Business that was requested in the statement of purpose is the only business to be transacted at the special meeting.

## Section 6.

- a. A quorum for any meetings of the SONFC shall consist of 66% of the voting members of the faculty.
- b. The secretary of the SONFC shall determine if a quorum is present. If the secretary of the SONFC determines that a quorum is not present no action of the SONFC shall be binding.

## Section 7.

- a. The order of business for the SONFC meetings shall be:
  1. Call to order
  2. Approval of Minutes
  3. Announcements
  4. Motions for vote
  5. Standing Committee Reports
  6. Task Force Committee Reports
  7. Ad Hoc Committee Reports
  8. Department Chairs'
  9. Directors' Reports
  10. SON Deans' Reports
  11. Old Business
  12. New Business
  13. Adjournment
- b. Any faculty holding full membership in the SONFC can call for a reordering of the published agenda subject to approval by vote of the majority of the faculty members present.

## Section 8.

- a. Motions and other matters coming to the SONFC requiring a vote shall be by voice vote upon a call by the presiding officer for the yeas and nays. The secretary of the SONFC shall count the yeas and nays to determine which vote has the majority. Absentee and proxy votes shall not be counted.
- b. Any faculty member may call for a secret ballot if the motion for such is approved by the majority of voting members present. The secretary shall distribute and collect the ballots. The SONFC secretary shall designate the Chair of the Committee on Committees and one member of such committee to count the votes. The vote count will be reported to the secretary who will then report the results to the faculty.

- c. In those instances in which a motion must be addressed between Faculty Council meetings, an e-mail vote may be called by the SONFC chair. The secretary of the SONFC shall conduct the e-mail vote. E-mail ballots will be counted by the Past Chair or the Chair-Elect and one member of the Committee on Committees as designated by the SONFC Secretary. The counted votes shall be reported to the presiding SONFC chair who will then inform the faculty via e-mail of the outcome of the vote. The SONFC Secretary will report all e-mail vote results at the next FC meeting so that the outcome can be officially recorded in the Faculty Council meeting minutes.
- d. Motions passed at meetings or by email voting will go back to the author of the motion for any required editing that was requested at the time of the vote. Final documents will be then forwarded to the Faculty Council Chair for a final review for accuracy. The Faculty Council Chair will then forward the document to the office of the Associate Dean for Educational Programs so that it can be placed in the appropriate Faculty or Student handbook. This return of the final document to the Faculty Council Chair should occur within one week of the vote.

#### Section 9.

- a. Disposition of the new business will be carried over to the next scheduled meeting and will be placed on the agenda of that meeting under old business.

#### Section 10.

- a. The secretary of the SONFC shall validate the minutes submitted by the recording secretary of all meetings of the Faculty Council. The validated minutes shall be distributed to the faculty of the SON for approval at the next Faculty Council meeting with final copies submitted to the Assistant to the Dean for filing in the central file of the SON.

### **Article VII – Committees**

#### Section 1.

- a. Standing Committees shall be those constituted by faculty through elections and through appointment of ex-officio members as delineated in these bylaws. Standing committees are permanent and can only be dissolved by a vote of the majority of the faculty with voting privileges.
- b. Ad Hoc Committees shall be those constituted by the faculty for deliberation of special or transient issues. The committee serves until a final report is presented to the faculty and accepted.

- c. Task Forces shall be those constituted by committees for resolution of specific issues pertinent to the respective committee. The committee will dissolve the task force when a final report of the task force is presented and accepted by the committee.
- d. Executive Committee – shall consist of the SON administrative team members who manage the operations of the School of Nursing.
- e. Advisory Committees – shall be constituted by the Dean of the SON for ongoing input from the community. Reports from the committees are disseminated to the respective standing committees for quality program improvement.
- f. Standing Committees and Ad Hoc Committees shall present formal reports to the SONFC.

## Section 2.

- a. Tenured, Tenure Track, Clinical Track, and Term faculty teaching 50% time or greater are eligible to be elected to standing committees. For the purposes of these rules, faculty holding administrative positions, excluding the Dean of the SON, will be considered eligible for committee elections unless specified within the rules of a particular standing committee.

## Section 3.

- a. To be elected to a standing committee, faculty are nominated after indicating a willingness to serve on the designated committee.
- b. The Committee on Committees shall be empowered to prepare a Consent to Serve document followed by preparation of the official ballot for committee elections. The Committee on Committees shall nominate only faculty who have indicated a willingness to serve.
- c. No member of the Committee on Committees may nominate any of its own members. However, faculty of the SONFC may nominate members of the Committee on Committees for election to a committee as long as the individual has indicated a willingness to serve.
- d. Upon completion of nominations, the Chair of the Committee on Committees shall collaborate with the assigned secretary to prepare mail ballots containing the names of all individuals nominated and shall provide these to each voting member of the faculty. Ballots must be returned to the secretary no later than the second Friday after the distribution of the ballots. The secretary of the SONFC shall appoint two tellers from members of the Committee on Committees to count the ballots and report the results to the Chair of the Committee on Committees.. No member of the Committee on Committees shall be appointed as a teller, for the purpose of counting ballots and reporting the results, for an election in which they are a candidate. The Chair of the

Committee on Committees shall prepare a written report of the results and send to the SONFC Secretary for presentation to the faculty.

- e. Ballots and tally sheets for elected committees are to be retained by the SONFC secretary for one calendar year after which the secretary will move for destruction of the ballots.
- f. Committee vacancies that occur during an unexpired term will be filled by the individual on the election ballot with the next highest votes. If there is no other individual on the ballot, then a special election will be conducted.
- g. Ad Hoc Committees shall be constituted by nominations from the faculty to serve on the committee.
- h. Task Forces shall be constituted by members of a particular committee or by the Dean of the School of Nursing through the Dean's Advisory Committee. Appointment of members of task forces shall be made in consultation with the department chairs.

#### Section 4.

- a. Chairs and Vice-Chairs of Standing Committees and Ad Hoc Committees shall be elected from the committee membership. A chair will serve in that capacity for one year unless special circumstances require a succeeding term as chair. The vice-chair of a committee shall become the committee chair the following year.
- b. Each committee shall establish a quorum for its own function.
- c. Committees shall normally meet from September 1<sup>st</sup> to May 15<sup>th</sup>, although all committees are authorized to function as necessary from September 1<sup>st</sup> to August 31<sup>st</sup>.
  - d. Attendance of elected or appointed members on standing committees, ad hoc committees, and task forces shall be taken seriously. A member's absence from a scheduled meeting of any committee shall be reported to the Chair of the committee prior to the meeting. Member's unreported absences from two scheduled meetings shall result in notification of the appropriate department chair and possible removal from the committee. If necessary, the Chair of the Committee on Committees will be notified of the need for an interim election.
- e. All standing committees shall submit to the SONFC in the fall term, a written account of the committee's goals for that academic year. These are to be posted on the shared drive of the SON.
- f. All members of standing committees of the SONFC shall review the composition and functions of their respective committees and submit recommendations for change (if any) to the Presiding Chair of the SONFC. Disposition of these recommendations shall be according to the process identified in *Article X, a, 2* of these bylaws.

## Section 5.

- a. Student representatives for the Undergraduate or Graduate Curriculum Committees and the Undergraduate or Graduate Student Affairs Committees and for ad hoc committees shall be elected from their respective class levels by their peers. To be eligible, nursing students elected or appointed to committees must have junior standing in the undergraduate program in the SON or have accumulated at least 6 credit hours in the graduate program in the SON and be in good academic standing.
- b. Student representatives may not serve concurrently on two standing or ad hoc committees in any given academic year.
- c. Student representatives may serve two consecutive terms on a committee.

### **Article VIII – Standing Committees**

The following committees shall be the Standing Committees of the School of Nursing: Committee on Committees, Dean’s Advisory Committee, Faculty Appointment Promotion and Tenure Committee, Faculty Staff Relations Committee, Graduate Curriculum Committee, Graduate Student Affairs Committee, Research and Grant Review Committee, Undergraduate Curriculum Committee, Undergraduate Student Affairs Committee, Emerging Technology in Education Committee, and Nursing Program Quality Improvement Committee.

## Section 1.

The general operation of standing committees shall be as follows:

- a. All committees shall meet at least once each semester of the academic year and more often as their functions and responsibilities require.
- b. The Chair of each standing committee shall be responsible for posting an agenda for full faculty at least one week prior to the scheduled meeting, distributing minutes to the committee members, and reporting to the full faculty at SONFC meetings. The Chair is also responsible for providing a copy of the committee minutes to the Assistant to the Dean for the central file.
- c. Except for personnel and individual student decisions, all committee meetings are open meetings.
- d. Minutes of all standing committees, ad hoc committees, and task forces except the FAPT, will be accessible to the full faculty electronically through the shared drive.
- e. At the end of the academic year, each committee chair shall submit an annual report to the presiding officer of the SONFC for filing in the central file of the SON. The report shall be prepared in the following manner: Committee Chair, Committee members,

stated goals for the committee and disposition of those goals, work completed, work in progress, work which supports the accomplishment of the expected outcomes of the program, and suggestions for future work and recommendations for faculty action.

- f. Chairs of standing committees and ad hoc committees shall be responsible for handling any committee related issues during the summer months, after the faculty member has indicated a willingness to serve on the designated committee, and may ask the department chairs for the assistance of faculty members who hold summer contracts when regular committee members may not be available.
- g. All members of standing committees holding full membership on the SONFC (*see Article III, section 1, b*) may serve on more than one standing committee each year.
- h. Faculty terms on a committee will be for a two year period unless otherwise stipulated in the composition of a standing committee.
- i. Faculty members may serve no more than two consecutive terms on any standing committee unless otherwise specified in the composition of a given committee.

## Section 2.

### **Committee on Committees**

#### a. Composition & Functions

1. The Committee on Committees consists of the Department Chairs and three elected faculty members: two tenured faculty members (one from each department), and one tenure track or term faculty member elected at large. Faculty elected to the committee on committees shall serve for two years.
2. The member who receives the highest number of votes shall serve as Chair of the committee.
3. The Committee on Committees shall oversee the election of all SON Standing Committees and Ad Hoc committees that are not appointed. Task Force appointments shall be made by the Committee on Committees in concert with the Chair of the committee requesting a task force.
4. All standing committee elections, ad hoc committee elections and task force appointments are to be reported in writing to the Secretary of the SONFC. The Secretary will provide the Dean's office with a copy of this report.

### Section 3.

#### **Dean's Advisory Committee**

##### a. Composition and Functions

1. The Dean's Advisory Committee shall consist of: the Chair, Secretary, and Treasurer of the Faculty Council; the chairs of the following standing committees (or an elected, non-rotating representative from each committee): Committee on Committees; Faculty Appointment, Promotion, and Tenure; Faculty Staff Relations; Graduate Curriculum; Undergraduate Curriculum; Research and Grant Review; Emerging Technologies in Education; Nursing Quality Improvement; Chair of the Staff Council; and one elected representative from Graduate and Undergraduate Student Affairs.. The Dean serves as an *ex-officio* member. Terms, with the exception of the Dean, will be for the length of time that the Chairs or representatives of the standing committees serve in that capacity and for the length of time that each office of Faculty and Staff Councils serves in the respective office.
2. The Dean's Advisory Committee, through its membership, provides faculty and staff voice to the Dean's Office and provides a forum for the Dean's Office to seek advice from faculty and staff leadership.
3. The Chair of the SONFC shall be the Chair of the Dean's Advisory Committee.
4. The Dean's Advisory Committee shall serve in an advisory capacity to the Dean in matters of budget, resource allocation, physical facilities management, governance-related matters, on-going quality improvement, and other matters of concern as appropriate. It shall facilitate communication among administration, faculty and staff, and monitor the relevance of the School of Nursing Mission, Program Goals, and Strategic Plan.
5. The Dean's Advisory Committee shall also respond to relevant Quality Improvement issues as identified by the Quality Improvement Committee.

### Section 4.

#### **Faculty Appointment, Promotion and Tenure Committee (FAPT)**

##### a. Composition and Functions

1. The Faculty Appointment, Promotion and Tenure Committee shall consist of five elected tenured faculty members and one alternate member, from the Associate Professor/Professor ranks, elected by the tenured and tenure-track faculty members who are eligible to vote. Terms are staggered for two years. Administrators without line authority are eligible to serve. In the odd numbered years, three members will be elected and in the even numbered years, two members and one alternate will be elected. Any Committee member requesting promotion will be replaced by an

- alternate as soon as the member decides to stand for promotion. Members will return to Committee responsibilities after promotion/tenure decisions have been made by the Committee. Vacancies in unexpired terms will be replaced by individuals on the election ballot with the next highest number of votes. If this process results in the structure of the committee being altered (as described above), a special election will be conducted. The vacancies should be replaced by faculty of the same rank (if possible).
2. Chair and Vice-Chair of FAPT Committee shall be elected from the committee membership. A Chair will serve in that capacity for one year unless special circumstances require a succeeding term as chair. The vice-chair of the committee shall become the committee chair the following year.
  3. The FAPT Committee shall make recommendations, consistent with existing IBHE and SIUE policy, to administration regarding faculty promotion and tenure, mid-term tenure review, and rank for new faculty.
  4. FAPT recommendations for promotion and/or tenure, and for faculty appointment of new Faculty, and faculty to clinical lines will be presented in writing to the Dean of the SON two weeks prior to the due date for such decisions as published on the Provost's annual calendar.
  5. FAPT recommendations at mid-tenure review for faculty will be presented in writing to the Dean of the SON, the relevant Department Chair and to the respective faculty member two weeks prior to the due date for such decisions as published on the Provost's annual calendar.
  6. The committee will conduct business relative to promotion, tenure, and mid-tenure decisions as outlined in the operating policies of the FAPT Committee as Published in the SON Faculty Handbook.
  7. The FAPT Committee will as needed review its criteria for promotion and tenure, consistent with existing IBHE and SIUE policy, and submit to the faculty for vote.
  8. The FAPT shall also conduct the annual review of the Dean, with reviews of the Associate Dean and Assistant Deans during odd years, and reviews of the Department Chairs during even years.
  9. All evaluations of the Dean shall be forwarded to the Provost. Evaluations of the Associate Dean, Assistant Deans, and Chairs annual evaluations shall be forwarded to the Dean of the SON.
  10. The FAPT shall respond to relevant quality improvement issues as identified by the Nursing Program Quality Improvement Committee.

Section 5.

**Faculty Staff Relations Committee (FSRC)**

a. Composition and Functions

1. The Faculty/Staff Relations Committee (FSRC) bridges the SONFC and the Staff Council and shall consist of five members, three faculty and two staff members. Committee membership shall be determined according to the bylaws of the respective committees. The SONFC Treasurer shall be a member of the FSRC.
2. At its first meeting the FSRC shall elect a Chair and Vice-Chair from its members. The Vice-Chair will serve as the Chairperson in the second year of that person's term. The SONFC Treasurer cannot hold the offices of Chair or Vice-Chair.
3. The FSRC in conjunction with the Treasurer shall prepare an operating budget for the FSRC's work at the beginning of each academic year. The Treasurer shall present this budget to the SONFC at its first meeting of the Academic Year for approval.
4. The FSRC shall plan and implement designated faculty/staff related affairs/social events including one major party annually, gifts, recognition of staff members during Secretaries' Week, remembrances for deaths of immediate family members (as defined by University), recognition of faculty during Nurses' Week, and other special occasions (e.g., retirements).
5. The Committee shall collect dues from all full time faculty at a rate agreed upon by the faculty. Dues shall also be collected from all part time faculty and SON staff at a rate agreed upon by the SON Staff Council and SONFC for part time faculty. Dues are collected on a voluntary basis and are used for the express purpose of faculty/staff activities, recognition, and acknowledgement. Dues notices are to be distributed to faculty and staff by September 1 of each new academic year. The SONFC Treasurer shall maintain records of the dues collected and outstanding apprising the FSRC of the funds on hand for its operation. The Treasurer shall manage the accounts receivable and funds dispersed and report the fund balance to the FSRC at their scheduled meetings.
6. Increases in dues must be justified by FSRC through presenting a budget proposal to the SONFC and to the SON Staff Council (SONSC).
7. Treasurer shall present to the SONFC and SONSC at the final faculty meeting of the academic year an accounting of the disbursements of the dues collected in that academic year.
8. The FSRC shall respond to relevant Quality Improvement issues as identified by the Quality Improvement committee.

Section 6.

**Graduate Curriculum Committee (GCC)**

a. Composition and Functions

1. The Graduate Curriculum Committee shall consist of five elected faculty members, two representatives of each department and one at-large representative, elected through a departmental process for staggered two year terms. Ex-officio members have voice but no vote and include: the Associate Dean for Academic Programs, the Assistant Dean for graduate Programs, the Coordinator of Recruitment, Students, and Advisory Functions, and the Graduate Advisor. Two positions on the GCC will be filled by two volunteer graduate students. The students will serve with voice, but no vote.
2. The Chair of the GCC shall meet with the Assistant Dean of the Graduate Nursing Program before the first GCC meeting of the academic year to review the functions of the committee and to outline the committee goals for the academic year.
3. The GCC shall elect a Vice-Chair from among its voting members at the first meeting of every two academic years. This individual will serve two years as Vice-Chair, and then becomes the Chair. The Chair will serve a two year term to be followed by an additional one year term as Past-Chair\*.

\*Begins with the elections for Fall 2008. Those members whose terms expire at the end of the 2007-2008 academic year are eligible for re-election for an additional two year term. The Vice-Chair elected in 2007 will serve one year as Vice-Chair and two years as Chair, the one year as Past-Chair.

4. Faculty members holding Full Graduate Faculty Status or Temporary Graduate Faculty Status in the SIUE Graduate School shall be the only faculty eligible to vote on Graduate Program curricular issues. When approval of new graduate nursing programs is sought, all Faculty holding full membership on the SONFC shall vote.
5. The Presiding Officer of the SONFC shall provide the SONFC secretary with a listing of those faculty holding Full or Temporary Graduate Status in the SIUE Graduate School.
6. The GCC shall ensure that the curriculum builds on the Undergraduate curriculum, fulfills the SON's Strategic Goals that pertain to graduate nursing education, the Mission, Graduate Program Outcome Objectives, as well as trends in health care, and meets the standards of accrediting bodies and certifying agencies. This shall be fulfilled through the following:
  - i. Approves goals for committee as collaboratively derived by Chair of GCC and Assistant Dean.

- ii. As liaison to the Graduate School through the Assistant Dean for the Graduate Program, Graduate Curriculum Committee reviews new courses and changes to existing courses and changes in prerequisites for existing courses for consideration by the full graduate faculty; Proposes new programs to the Graduate Faculty and then the Full faculty for approval;
- iii. As liaison to the Graduate School through the Assistant Dean for the Graduate Program, Graduate Curriculum Committee reviews existing graduate specializations every three years and makes recommendations to the graduate faculty about initiating new specializations/majors, suspending enrollment in existing specializations/majors, and restarting or modifying existing specializations/majors;
- iv. As liaison to the Graduate School through the Assistant Dean for the Graduate Program, Graduate Curriculum Committee evaluates proposals for new non-degree offerings (e.g., professional development sequences, post-master's certificates) and makes recommendations to the graduate faculty;
- v. Initiates evaluation and revision of the curriculum, studies specific curricular problems, and recommends solutions;
- vi. Evaluates input from the communities of interest (faculty, administrators, students, clinical agency partners, professional organizations, etc) regarding curriculum;
- vii. Encourages student representatives to seek input about curriculum from all students;
- viii. Analyzes student outcome measures (expected and actual) for evidence of curricular strengths and for areas of improvement to attain the program outcomes and makes recommendations to the nursing faculty.
- ix. Collaborates with other School of Nursing committees and other University academic departments/units concerned with curriculum development;
- x. Collaborates with library personnel regarding acquisitions;
- xi. Recommends new or modified technology to the SON administration for the continued refinement of the Graduate curriculum and the teaching of the students;
- xii. Collaborates with the Graduate Student Affairs Committee on graduate program evaluation;
- xiii. Serves as liaison to the Graduate School through the assistant dean for graduate program;

- xiv. Addresses other graduate curriculum matters as needed;
- xv. The GCC shall respond to relevant Quality Improvement issues as identified by the Quality Improvement Committee.
- xvi. All actions of the Graduate Curriculum Committee shall be consistent with existing IBHE and SIUE policy.

## Section 7.

### **Graduate Student Affairs Committee (GSAC)**

#### a. Composition and Functions

1. The Graduate Student Affairs Committee (GSAC) shall consist of five elected graduate faculty members, two from each department, and one at-large representative, elected through a departmental process for staggered two-year terms; the Assistant Dean for Graduate Programs and the Coordinator of Recruitment, Students, and Advisory Functions. Ex-officio members have voice but no vote and include: the Associate Dean for Academic Programs, and the Graduate Student Advisor. Two positions in the GSA will be filled by two volunteer graduate students. The students will serve with voice, but no vote. The students will not be present for discussion of individual student or personnel matters.
2. The Assistant Dean for the Graduate Program shall serve as the Chairperson.
3. The GSAC reviews and recommends criteria for acceptance, progression, retention, and transfer of graduate students in the School of Nursing.
4. The Committee selects and manages graduate students for the nursing honors program and nursing scholarships and awards, reviews appeals related to admission, readmission, retention, academic dismissal and leave of absence requests.
5. The GSAC is the first formal committee of appeal for students requesting a grievance hearing, of which the Initial Hearing Officer shall preside, pursuant to the SIUE Student Grievance Code. Any GSAC member named in a grievance shall not participate in the appeal hearing at issue.
6. The GSAC conduct of a student grievance shall follow the procedures stipulated in the SON Graduate Student Handbook, consistent with existing IBHE and SIUE policy.
7. The GSAC reports recommendations to the Dean of the SON regarding student dismissals, suspensions, probations, or other such actions that impact student progression and retention in the Graduate Program in Nursing.

8. The GSAC shall maintain and update as needed the SON Graduate Student Handbook.
9. The GSAC shall respond to relevant Quality Improvement issues as identified by the Quality Improvement committee.

Section 8.

**Research Grant and Review Committee (RGRC)**

a. Composition and Functions

1. The Research and Grant Review Committee shall consist of five elected faculty members to staggered terms, all with the rank of Assistant Professor or higher and at least two of the members with tenure. Committee eligibility shall be identified by Department Chairs. Committee members shall be elected by faculty. All members must have had at least one internal research grant from SIUE or one external funded research grant. Vacancies in unexpired terms will be filled with a faculty member from the respective department (if possible).
2. A Chair and Vice-chair will be elected from the committee membership. A Chair shall serve in that capacity for one year unless special circumstances require a succeeding term as Chair. The Vice Chair of the committee shall become the Chair the following year. The Vice Chair will be elected by the members of the committee the first year of his/her term and assume the Chair the second year.
3. The RGRC shall review proposals for internally funded research prior to submission as needed and substantive comments will be provided to the PI/PD.
4. The RGRC shall review research/project proposals as requested by the investigator, project Director, or Department Chairs.
5. The RGRC shall review, at a minimum, the abstract and IRB approval for all research requests which involve the use of faculty and/or students of the SON, and reserves the right to request SIUE IRB approval if necessary.
6. The Committee shall collaborate with the STT Epsilon Eta Chapter to manage the fall annual research day.
7. The Committee coordinates the student poster submissions and presentations for MNRS.
8. The RGRC shall respond to relevant Quality Improvement issues as identified by the Quality Improvement Committee.

Section 9.

**Undergraduate Curriculum Committee (UCC)**

a. Composition and Functions

1. The Undergraduate Curriculum Committee shall consist of seven faculty members, three from each department and one at-large representative, elected for staggered two year terms, and an agency representative selected by the Dean's Advisory Committee. Ex-officio members shall have voice but no vote and include: the Associate Dean for Academic Programs, the Assistant Dean for Undergraduate and Alternative Programs, the Coordinator of Recruitment, Students, and Advisory Functions, the Coordinator of the Simulated Learning Lab for Health Sciences, and one undergraduate student advisor. Four students with voice but no vote will be elected by their peers to serve on the Committee: one representative from the Student Nurse Association and one student from each of the three undergraduate programs (a junior or senior student from the traditional baccalaureate program, a student from the RN-BS option, and a student from the accelerated baccalaureate option).
2. The Chair of the UCC shall meet with the Assistant Dean of the Undergraduate Nursing Program before the first UCC meeting of the academic year to review the functions of the committee and outline the committee goals for the academic year.
3. A Chair and Vice-chair will be the presiding officers of the committee. The UCC shall elect a Vice Chair from among its voting members at the first meeting of every two academic years. This individual will serve two years as Vice Chair, then will become the Chair. The Chair will serve a two year term to be followed by an additional year as Past-Chair..

\*Begins with the elections for Fall 2008. Those members whose terms expire at the end of the 2007-2008 academic year are eligible for re-election for an additional two year term. The Vice-Chair elected in 2007 will serve one year as Vice-Chair and two years as Chair, the one year as Past-Chair.

4. The UCC shall ensure that the curriculum builds on the general education core courses of the University, the SON's Strategic Goals that pertain to undergraduate nursing education, the Mission, Undergraduate Program Outcome Objectives, as well as trends in health care, and meets the standards of accrediting bodies and certifying agencies. This shall be fulfilled through the following:
  - i. Approves goals for committee as collaboratively derived by Chair of GCC and Assistant Dean.
  - ii. Reviews new courses, changes to existing courses, and changes in prerequisites for consideration by the SONFC;
  - iii. Recommends new programs to the SONFC;

- iv. Initiates evaluation and revision of the curriculum, studies specific curricular problems, and recommends solutions for approval to the SONFC;
- v. Evaluates input from the communities of interest (faculty, SON administration, students and the professional community) regarding curriculum;
- vi. Determines options and criteria for evaluation of senior assignment.
- vii. Encourages student representatives to seek input about curriculum from all students;
- viii. Analyzes student outcome measures (expected and actual) for evidence of curricular strengths and areas of improvement to attain the program outcomes and makes recommendations to the nursing faculty.
- ix. Collaborates with School of Nursing committees and other University academic departments/units concerned with curriculum development;
- x. Collaborates with library personnel regarding acquisitions;
- xi. Recommends textbooks, software, and other forms of multimedia for adoption or purchase based on recommendations of faculty who will be using these materials;
- xii. Serves as the liaison to the University Office of Assessment.
- xiii. The UGC shall respond to relevant Quality Improvement issues as identified by the Quality Improvement team.
- xiv. All actions of the Undergraduate Curriculum Committee shall be consistent with existing IBHE and SIUE policy.

## Section 10.

### **Undergraduate Student Affairs Committee (USAC)**

#### a. Composition and Functions

1. The Undergraduate Student Affairs Committee shall consist of at least five faculty members, two from each department and one at-large representative, elected for staggered two-year terms, the Assistant Dean for Undergraduate and Alternative Programs and the Coordinator of Recruitment, Students and Advisory Functions. Ex-officio members with voice but no vote include: the Associate Dean for Academic Programs, and the Undergraduate Advisors. Three student representatives with voice but no vote shall be elected by their peers to serve on the Committee: one from each of the three undergraduate programs; a junior or senior from the basic baccalaureate program, a student from the RN-BS program, and a student from the ABS program. Students will not be present for discussion of individual student or personnel matters.

2. The Assistant Dean for Undergraduate Programs shall serve as the Chairperson.
3. The USAC reviews and recommends criteria for acceptance, progression, retention, and transfer of undergraduate students in the School of Nursing.
4. The Committee reviews appeals related to admission, readmission, retention, academic dismissal and leave of absence requests.
5. The USAC is the first SON committee of appeal for students requesting a grievance hearing.
6. The USAC conduct of a student grievance shall follow the procedures stipulated in the SON Undergraduate Student Handbook, consistent with existing IBHE and SIUE policy.
7. The USAC reports its recommendations to the Dean of the SON regarding student dismissals, suspensions, probations, or other such actions that impact student progression and retention in the Undergraduate Program in Nursing.
8. The USAC shall maintain and update as needed the SON Undergraduate Student Handbook.
9. The USAC shall respond to relevant Quality Improvement issues as identified by the Quality Improvement Committee.

## Section 11. **Emerging Technologies in Education Committee (ETEC) Bylaws**

### a. Composition and Functions

1. The Emerging Technologies in Education Committee shall consist of one undergraduate faculty and one faculty with graduate status (elected during odd years), one at-large faculty representative (elected during even years), the Coordinator of the Simulated Learning Lab for Health Sciences, and the Alumni Hall Technology Coordinator. Ex-officio members shall have voice but no vote and include: the Assistant Dean for Undergraduate and Alternative Programs, the Assistant Dean for Graduate Programs, an ITS Instructional Designer, and the SON Web Content Manager. An undergraduate and graduate student will be appointed and will serve with voice but no note.
2. A Chair and Vice-Chair will be elected from the committee membership. A Chair shall serve in that capacity for one year unless special circumstances require a succeeding term as Chair. The Vice Chair of the committee shall become the Chair the following year. The Vice Chair will be elected by the members of the committee the first year of his/her term and assume the Chair the second year.\*

\* Begins with the elections for Fall 2009. The at-large faculty representative shall serve a one-year term for the 2009-2010 academic year and is eligible for re-election for a two year term.

3. The committee oversees the technology support for the SON programs.
4. The committee assesses and recommends the minimum technological skill levels and hardware/software needs for faculty and students.
5. The committee maintains and disseminates information related to current technology terminology, conferences, and resources.
6. The committee collaborates with the Coordinator of New Faculty Orientation and Ongoing Faculty Development to provide education on:
  - a. Teaching strategies using technology in the classroom
  - b. Technology and online courses
  - c. Current, new, and emerging technologies
7. ETEC Chair meets annually with SON Executive Committee to advise SON administrators about current emerging SON technology, faculty development, and personnel and student support needs.
8. An ETEC member shall serve as a liaison between the campus-wide Academic Computing Council and the SONFC.
9. The ETEC shall respond to relevant Quality Improvement issues as identified by the Quality Improvement Committee.

## Section 12.

### **Nursing Program Quality Improvement Committee (NPQIC)**

#### a. Composition and Functions

1. The Nursing Program Quality Improvement Committee (NPQIC) shall consist of four faculty members; two from each department, elected by the department. At least one of the members from each department shall be tenured or tenure line. Members from the departments will serve staggered terms. NPQIC members will also include one academic advisor appointed by the Associate Dean for Academic Programs; the vice chairs of the Graduate and Undergraduate Curriculum Committees, one health care agency representative serving a two-year term, and one undergraduate and one graduate student representative to serve one year terms, elected by their peers from their respective programs. These NPQIC members shall be voting members. The Associate Dean for Academic Programs shall serve as an ex officio member of NPQIC.

2. The Chair of the NPQIC shall be elected by its members and shall serve as the SON liaison to the university AQIP committee.
3. The NPQIC reviews all school of nursing processes referred to it by standing committees, Task Forces or Ad Hoc Committees for recommendations for quality improvement.
4. The NPQIC, using the SON performance improvement plan, establishes a cyclical timeline for reviewing how well the SON is meeting the established accreditation standards on an ongoing basis.
5. The NPQIC makes recommendations to appropriate SON committees, administrative units, and/ or departments regarding areas of quality improvement need.
6. The NPQIC monitors quality improvement initiatives for the purpose of evaluating the effectiveness of the implementation.
7. The NPQIC meets with the SON Executive Committee in November and in March of each academic year to report on the quality improvement initiatives that the committee is overseeing.

### Section 13.

#### **Article IX – Executive Committee**

- a. **Composition and Function**
  1. The Executive Committee is comprised of the Dean of the SON who chairs the committee; the Associate Dean for Academic Programs in Nursing; the Assistant Deans for Graduate and Undergraduate and Alternative Programs; the Chairs of the Departments of Family Health and Community Health Nursing, and Primary Care and Health Systems Nursing; the Chair of the SONFC; the Coordinator of Recruitment, Students, and Advisory Functions; Directors of Development; and Clinical Sites Acquisition; the Budget Manager, and the Assistant to the Dean.
  2. The Executive Committee shall act and be responsible to the School of Nursing faculty in all matters.
  3. The Executive Committee meets every other week and has as its primary responsibility the day-to-day management of the School of Nursing.
  4. The Executive Committee reports to the faculty at the Faculty Meeting.

5. The Dean's Advisory Committee will meet twice a year with the Executive Committee at which time faculty concerns, ideas or initiatives that have not had voice in other arenas shall be discussed and action recommended.
6. The Executive Committee shall respond to relevant quality improvement issues as identified by the Nursing Program Quality Improvement Committee.

### **Article X – Bylaws Revisions and Amendments**

Individual faculty holding full membership in the SONFC or a standing committee may initiate the amendment process to the by-laws.

a. Composition and Functions

1. An individual faculty or standing committee can initiate the amendment process to the bylaws.
2. An Ad Hoc Committee to revise or amend the bylaws shall be appointed by the SONFC, composed of at least three faculty members, two of whom must be tenured. Ex officio members with voice but no vote include the Dean of the SON or designate and the chair of the SON Faculty Council. The bylaws should be reviewed in the Spring of odd years.
3. The Ad Hoc committee shall circulate the recommended revisions to the Bylaws at least fifteen Working days prior to the meeting to discuss and vote on the revisions. These should be circulated electronically and by hard copy. All recommended revisions and amendments to Bylaws shall specify implementation date.
4. The vote to approve requires a quorum of eligible voting faculty 2/3 of those present shall be required for these Bylaws to be amended, suspended or revised.

Please be aware that in the event that the SIUE School of Nursing By-Laws of the Faculty conflicts with SIU Board of Trustees' Policies and Procedures and/or SIUE Policies and Procedures, SIU Board of Trustees' Policies and Procedures and/or SIUE Policies and Procedures shall control.

Drafted: 8/06

Approved by Dean's Advisory: November 16, 2006

Presented to School of Nursing Faculty 8/18/06

Approved by SON Faculty - 12/18/06

Revised 12/5/07 by Faculty Council

Revised 1/7/08 by Faculty Council

Approved by Office of the Provost, April 10, 2008

Revised 4/23/08 by Faculty Council

Revised 9/8/08 by Faculty Council

Proposed Changes: May 09 Faculty Council

Revised: 7/16/09 with May Council Changes