University of Delaware
College of Health Sciences

CONSTITUTION AND BYLAWS OF THE FACULTY OF THE SCHOOL OF NURSING

Revised and approved by School of Nursing Faculty on November 20, 2018
Final Approval, April 2019

We, the members of the Faculty of the School of Nursing of the University of Delaware,

Dedicated to the continual improvement of the School, College, University, and community through the pursuit of excellence in teaching, research, scholarship, and service;

Convinced that it is the obligation and responsibility of each member of the Faculty to participate in the formulation and implementation of policies on curriculum, instruction, and operation of the programs of the School,

Do hereby establish the Faculty of the School of Nursing to constitute the official channel of faculty recommendations on all matters which bear upon the academic and non-academic programs of the School.

The School of Nursing follows the Faculty Constitution and Bylaws of the College of Health Sciences and establishes the Constitution and Bylaws of the Faculty of the School of Nursing.

CONSTITUTION: ARTICLE I
GENERAL POWERS

A. Consistent with the University of Delaware Charter, Mission Statement, Bylaws of the Board of Trustees of the University of Delaware, Constitution of the Faculty of the University of Delaware, Bylaws and Regulations of the University Faculty Senate, and the College of Health Sciences Faculty Constitution and Bylaws, the Faculty of the School of Nursing are empowered to develop, implement, and evaluate the academic and non-academic programs of the School.

B. The School Faculty have the following functions as delegated by the University Faculty through its University Faculty Senate:

1. To seek the continual improvement of academic programs, standards, achievements in the School;
2. To take an active role in the planning and administration of the instructional, technology, research, and service activities of the School;
3. To serve as the official channel for the expression of School Faculty opinion; and
4. To consider and make recommendations to the Senior Associate Dean for Nursing concerning policies governing all matters of faculty welfare. These may include but

are not limited to appointments, leaves, sabbaticals, promotions, tenure, and dismissal of faculty members.

C. The School of Nursing Faculty have the responsibility to initiate proposals and make recommendations to the College Faculty regarding the:

1. Curriculum and academic standards for each academic program of the School;
2. Policies related to the administration of School programs;
3. Requirements for admission to the School;
4. Requirements for degrees and certifications;
5. Conduct of formal exercises and public functions held under the auspices of the School; and
6. Appointments, promotion, tenure, reappointments, and dismissals within the School.

D. The School Faculty shall designate individuals to represent the School at special meetings, ceremonies, and celebrations.

E. Nothing in this Constitution and Bylaws shall annul any written provisions authorized by the Board of Trustees prior to or established after the adoption of this Constitution and Bylaws.

CONSTITUTION: ARTICLE II
MEMBERSHIP OF THE FACULTY

A. Faculty

The Faculty shall consist of the Professors, Associate Professors, Assistant Professors, and Instructors. Only faculty appointed to fifty percent or more time in the School shall have voting privileges. A faculty member on temporary leave shall retain his/her status and voting privileges.

B. Senior Associate Dean for Nursing

He/she will serve as the chief representative of the School, and shall have administrative authority over School affairs as outlined in the University of Delaware Policy Guide for Department Chairs and Academic Program Directors. He/she shall exercise leadership in the programs of the School. The Senior Associate Dean for Nursing shall have final authority to make budgetary recommendations to the Dean of the College of Health Sciences. The School leader shall serve a term of five (5) years at which time a comprehensive review is initiated by the Dean who appoints a committee to evaluate his/her leadership and recommends reappointment or non-reappointment to the Dean. After discussion with the President and the Provost, the Dean makes the final reappointment or non-reappointment (University of Delaware Policy Guide for Department Chairs and Academic Program Directors, Review and Evaluation).

CONSTITUTION: ARTICLE III
AMENDMENTS

The Constitution may be amended only by a two-thirds vote of the ballots cast by the total voting faculty. Written notice of intent to amend must be received by all voting faculty one week prior to the meeting at which they will be discussed.

BYLAWS OF THE FACULTY OF THE SCHOOL OF NURSING

BYLAWS: ARTICLE I

A. Meetings

The School of Nursing Faculty shall meet at least two times a semester as determined by the Senior Associate Dean for Nursing and the Faculty of the School of Nursing. School Faculty will receive written notification of the dates by the end of the month prior to each academic semester.

Special meetings of the School may be called by the Senior Associate Dean for Nursing or at the request of three voting members of the School. Written notice of special meetings shall be given to the faculty no less than seventy-two (72) hours (excluding Saturdays and Sundays) in advance. Whenever possible, one week's notice should be given. The notice of a special meeting shall designate the purpose(s) of the meeting. No business shall be transacted other than that specified in the notice.

All full-time and part-time faculty are expected to attend the School of Nursing meetings. Professional (exempt) and salaried staff (non-exempt) are encouraged to attend the meetings.

B. Agenda

The agenda for a School Faculty Meeting shall be established by the Senior Associate Dean for Nursing in collaboration with Faculty Governance Council and shall be distributed to the School Faculty and professional (exempt) and salaried staff (non-exempt) at least one week in advance of a regular meeting. Items may be added to the agenda upon a majority vote of members present at a regular Faculty Meeting.

C. Quorum

A simple majority of the voting membership of the School Faculty shall constitute a quorum.

D. Conduct of Business

All business conducted in the School Faculty Meeting shall abide by Robert's Rules of Order (latest edition).

E. Faculty Recorder and Minutes

A Recorder for each School Faculty Meeting shall be appointed by the Senior Associate Dean for Nursing. The Recorder shall be responsible for the recording of the minutes. A permanent copy of the approved School Faculty Meeting minutes shall be accessible on-line on School of Nursing intranet within two weeks of approval.

F. Elections and Voting Process

1. Elections for officers and committee members shall be conducted annually. Regular elections will be held in April. All committees will meet once in May of each year to elect a Chairperson.
2. Two weeks before the election deadline, the Nominating Committee shall prepare a slate of nominees for all offices and committees of faculty. A mail, email, or computerized ballot may be used to conduct the election; as determined by the Nominating Committee.
3. In the event a vacancy occurs during the academic year, the Senior Associate Dean will appoint faculty to fill the vacancy for the unexpired term.
4. Elections will be conducted for seven (7) business days. Only faculty appointed to fifty percent or more time in the School shall have voting privileges. A faculty member on temporary leave shall retain his/her status and voting privileges.
5. Ballots of elections will be counted by two members of the Nominating Committee within three (3) business days from the closure of elections.
6. If a tie should occur in the election, a second election for that position will be held within seven (7) business days.
7. Elections will be certified at the time of the destruction of the ballots. A motion to destroy the ballots will be approved by the School Faculty.

BYLAWS: ARTICLE II
GENERAL PROVISIONS OF SCHOOL COMMITTEES

A. General Functions

The functions of the School Committees are: (1) To investigate, advise, and recommend regarding designated functions; (2)To carry out assigned duties; (3) To report to the School Faculty and to the Senior Associate Dean for Nursing; and (4) To provide summary annual reports.

B. Standing Committees

1. Eligibility

Each member of the voting Faculty shall be eligible for membership on Standing Committees with the power to vote. Selected committees shall have a student representative. All matriculated students in the School of Nursing shall be eligible for membership.

2. Selection of Members

a. Standing Committees: The Standing Committees of the School of Nursing include Faculty Governance Council (FGC); Promotion, Tenure & Review Committee (PTRC); Curriculum Committee (CC), Student Affairs Committee (SAC); Research Committee (RC), and Nominating Committee (NC). All Standing Committees are elected.

b. Appointed Committees (Search Committee and Safety Committee): The Search Committee and Safety Committee shall be appointed by the Senior Associate Dean for Nursing each year. In addition to Faculty, the Safety Committee should include at least one professional (exempt) and salaried staff (non-exempt).

3. Terms of Office

The term of office for elected or appointed Faculty members shall be for two years, once renewable for all Committees. Under special circumstances, exclusions to this rule may be determined by the Faculty Governance Council.

4. Chairpersons of Committees

After elections are held and prior to the end of spring semester, each Committee will select a Chairperson. The term of the Chairperson shall be one year, once renewable, except under special circumstances. A Vice-Chairperson and Recorder will also be determined at this time along with the dates for the fall semester Committee meetings and the student representative.

5. Procedures

a. A majority of Faculty Committee members must be present for major action to be taken on matters that are to be brought before the School Faculty. All Committee meetings will be open to faculty and professional (exempt) staff with the exception being the School Promotion, Tenure & Review Committee meetings, unless a majority of the Committee members present vote to have a closed meeting. All Committee members except *ex-officio,* shall have voting powers. *Majority vote carries as per Robert's Rules of Order*. Where the By-laws of the Faculty do not require the vote to be by paper ballot, it can be so ordered by a majority vote, by general consent, or by prior request of one voting member.

b. A Recorder for each School Standing Committee meeting shall be appointed by the Chair of each Committee. The Recorder shall be responsible for the recording of the minutes. The minutes for the School Standing Committee meetings shall be prepared and accessible on-line on the School of Nursing intranet within two weeks of the meeting. A permanent copy of the approved School Standing Committee meeting minutes shall be accessible on-line on the School of Nursing intranet within two weeks of approval.

c. All School Standing Committees shall supply an annual report of activities to the Senior Associate Dean for Nursing prior to the last School Faculty Meeting in May. These reports shall be filed in the master committee folder on the

Intranet and shall be available to each School member, Senior Associate Dean for Nursing, and the Dean of the College of Health Sciences. The annual report shall contain:

1) Purpose of the Committee
2) Number of meetings
3) Actions taken and the Committee's rationale
4) Recommendations referred for Faculty action
5) Matters still under consideration
6) Recommendations for future deliberations of the Committee

C. Ad Hoc Committees:

Ad Hoc Committees may be formed by the Senior Associate Dean for Nursing and the Chairperson(s) of School Standing Committees for a specific purpose. These Ad Hoc Committees shall be dissolved upon acceptance of a final report or by the organizer.

BYLAWS: ARTICLE III
SCHOOL COMMITTEES

A. Faculty Governance Council (FGC):

1. Composition:

a. The Senior Associate Dean for Nursing leads the Faculty Governance Council.
b. The two Associate Deans for Nursing serve on this committee as *ex-officio* members.
c. The Chairpersons from each of the School Standing Committees serve on this committee as well as the Coordinator of Outcomes and Accreditation.

2. **Functions:**

a. Provide for the conduct of the School of Nursing Faculty Governance Organization business.
   1) Discuss and establish the agenda for the School of Nursing meetings.
   2) Receive and review annual reports of the Standing Committees.

b. School Bylaws & Policies
   1) Review the Constitution and Bylaws of the Faculty of the School of Nursing, policies, and the School of Nursing Faculty Handbook every two years or more often as needed.
   2) Coordinate School of Nursing Faculty Handbook and policy revisions received from other School Committees.
   3) Revise and recommend changes in Constitution and Bylaws of the Faculty of the School of Nursing, policies, and the School of Nursing Faculty Handbook as needed.

c. Ad Hoc Committees: Advise Senior Associate Dean for Nursing on selection of Ad Hoc Committees

B. Promotion, Tenure & Review Committee (PTRC):

1. **Composition:**
   a. The Promotion, Tenure & Review Committee will consist of five elected faculty members, three are to be tenured and two continuing track. The Committee will elect the Chairperson.

2. **Functions:**
   a. The Promotion, Tenure & Review Committee critically evaluates the dossier of candidates for periodic review and makes recommendations to the Senior Associate Dean for Nursing. Operations of this Committee for the periodic review of faculty and review of faculty for promotion are detailed in the School of Nursing Guidelines for Promotion, Tenure and Review.

   b. The PTRC will convene the Dossier Evaluation Subcommittee (DES) for each candidate who shall consist of all voting members of the School of Nursing Faculty at or above the rank for which the candidate is being considered. The DES designates a Chairperson for each candidate being considered.

   c. The DES critically evaluates the dossier of candidates for promotion and tenure and makes recommendations to the Senior Associate Dean for Nursing.
      i. All Committee members at or above rank of the candidate shall comprise the Dossier Evaluation Subcommittee.
      ii. A separate Chair/Presider will be selected by the respective Dossier Evaluation Subcommittee for each candidate.
   d. Candidates for promotion/review are excluded from deliberation and voting on their own application.

   e. In collaboration with the Search Committee and Senior Associate Dean for Nursing will recommend faculty candidate's eligibility for rank and hire.

   f. The Promotion, Tenure and Review Committee approves appointments of Affiliated Faculty. The Promotion, Tenure and Review Committee makes recommendations to the Faculty regarding operational aspects of criteria and policies for instruments and/or procedures used in evaluation of Faculty.

C. Curriculum Committee (CC):

1. **Composition:**

a. The Curriculum Committee will consist of elected faculty representing teaching experience in the pre-licensure/BSN (2), MSN/DNP (1), and PhD (1) programs and the Program Director of Outcomes and Accreditation. The Associate Dean for Education and Practice serves as an *ex-officio* member. Subcommittees for the Pre-licensure BSN/RN-BSN, the APN/DNP, and the PhD programs, respectively, will be recommended by the Curriculum Committee and appointed by the Senior Associate Dean of the School of Nursing, as needed to develop new programs/courses, revise programs/courses proposals, and complete other curriculum work. The subcommittees will include Program Directors, as well as faculty teaching and students enrolled in those programs.

2. **Functions:**

a. Review undergraduate and graduate program outcomes data and make recommendations for improvements.

b. Develop, review, and recommend approval of undergraduate and graduate course/curriculum changes.

c. Ensure articulation of program, curriculum, and outcomes across all levels of education.

d. Develop, review, and recommend changes to curricular policies for undergraduate and graduate programs.

e. Develop, review, and recommend approval of undergraduate and graduate degree requirement changes.

f. The Sub-committee Working Groups report all changes, revisions, or new course proposals to the Full Curriculum Committee for a vote prior to presentation to and voting by the School of Nursing faculty.

D. **Student Affairs Committee (SAC)**

1. **Composition:**

a. The Student Affairs Committee (SAC) will consist of three elected faculty members. The College of Health Sciences Assistant Dean~~,~~ of Student Services, and School Academic Advisor are *ex-officio* members.

2. **Functions:**

a. Collaborate with the Associate Dean for Education and Practice on matters related to undergraduate and graduate academic advisement.

b. Review and make recommendations to respective Program Directors regarding undergraduate and graduate academic progression and policies according to the School's appeal process.

c. Coordinate undergraduate and graduate student honors and awards.

E. Research Committee (RC):

1. **Composition:**
   a. The Research Committee will be comprised of three elected faculty members.
   b. The Associate Dean for Translational Research serves as an *ex-officio*.

2. **Functions:**
   The duties of the Committee are as follows:
   a. Quarterly Faculty Development Seminars – Recommends topics appropriate for the development of research faculty.

   b. Research Presentations - Recommends speakers targeted toward PhD student needs and frequently feature the research program of a faculty member. This is a brown bag event open to all School Faculty, exempt (professional) and non-exempt (salaried staff), and students.

   c. Visiting Scholars - Identifies Visiting Scholars and coordinates dates and itineraries.

   d. Pilot Project Support – The Research Committee reviews pilot seed grants biannually and makes recommendation for funding to the Associate Dean for Translational Research.

   e. Abstract Competition - The Research Committee reviews abstracts for the various scientific sessions that include a student competition and recommends the selection of the student(s).

   f. Research Web Site – The Research Committee reviews the School website yearly to ensure a website with helpful information for faculty/students related to research processes and research being conducted within the School.

F. Nominating Committee (NC)

1. **Composition:**
   a. The Nominating Committee will consist of two elected members.

2. **Functions:**
   Nominating Committee will solicit nominations for all offices and Standing Committees in the Faculty Governance Organization, College of Health Sciences, and University.

   a. Using the Composition guidelines for each Standing Committee described in the Constitution and Bylaws of the Faculty of the School of Nursing,

the Nominating Committee members will present a slate of qualified, acceptable candidates to the School Faculty for approval and vote.

b. The Nominating Committee will be responsible for the election procedures and for announcing results to the School Faculty.

c. The Nominating Committee will destroy the ballots on the recommendation of the School Faculty.

BYLAWS: ARTICLE IV
AMENDMENTS

The Constitution and Bylaws of the Faculty of the School of Nursing may be amended only by a two-thirds vote of the ballots cast by the total voting School Faculty. Written notice of intent to amend must be received by all voting School Faculty one week prior to the meeting at which they will be discussed.

Approved by the School of Nursing Faculty on June 1, 2010.

Revised and approved by School of Nursing Faculty on September 12, 2011.

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Revised on June 27, 2018 as per request of the Dean without faculty review or approval to date.

Revised and approved by School of Nursing Faculty on November 20, 2018.

Approved by the Office of the Provost, April 2019.