

**University of Kentucky  
College of Nursing**

**FACULTY BYLAWS**

**ARTICLE I** The name of this organization shall be the Faculty Organization of the University of Kentucky College of Nursing.

**ARTICLE II** The purposes of the faculty bylaws shall be to:

- A. Provide an operational base for determining, developing, promoting and implementing the education, research, and practice programs of the College.
- B. Provide a mechanism for the recommending and decision-making functions of the faculty.
- C. Facilitate communication among faculty members and administration.

**ARTICLE III** The functions of the faculty shall be to:

- A. Establish the academic policies of the College.
- B. Determine, promote, and maintain standards for teaching, research, and practice consistent with the University philosophy and purposes.
- C. Determine criteria for student admission, progression, promotion, and graduation.
- D. Develop courses, curricula and degree requirements and make relevant recommendations to appropriate bodies within the University.
- E. Make recommendations to the Dean, Provost, President, or other appropriate administrator on any relevant matter.

**ARTICLE IV** The members of the faculty include but are not limited to:

- A. Full-time faculty employees are those who have a 9 to 12 month academic appointment in an academic rank and who receive all benefits of such employment.
- B. "Part-time faculty employees have an official faculty appointment, receive a salary, and participate substantially, but less than full-time, in the program of an educational unit. The dean makes the final decision on appointments of part-time faculty employees at any rank. The appointment shall be for one year or other stated period not to exceed one year, subject to renewal. Appointees are not eligible for tenure, sabbatical leave, or membership in the University Senate. Appointees are not eligible for University contributions toward employee benefits, but may participate at their own expense in certain University benefit programs. Faculty membership, with or without voting privileges, may be extended to part-time faculty employees by the faculty of educational units to which they are academically appointed." (AR 2:1-1) Part-time faculty employees with an FTE of at least .75 are eligible for University contributions toward employee benefits.
- C. "Adjunct Title Series faculty are individuals employed by a non-University agency or by the University with primary appointments in non-faculty positions, who contribute significantly to the instructional or research missions of the University. An appointee in the Adjunct Series shall not be eligible for tenure, sabbatical leave, employee benefits, or election to the University Senate. However, an appointee who is a full-time employee of the University and has a primary appointment in a non-faculty position shall be entitled to employee benefits

appropriate for the non-faculty position. Faculty membership, with or without voting privileges, may be extended to an appointee in the Adjunct Series by any educational unit to which the individual is assigned.” (AR 2:8)

- D. "Voluntary faculty members have an official faculty appointment and devote part of their time to a program in an educational unit, but receive no salary. Such faculty employees usually are self-employed or hold full-time positions with other institutions and agencies. Voluntary faculty employees are not eligible for tenure, faculty benefits, and membership in the University Senate or election to the Board of Trustees. However, Faculty membership, with or without voting privileges, may be extended to Voluntary faculty by the Faculty of the educational units to which they are assigned.” (AR 2:10)
- E. “The term "joint appointment" shall apply in any case in which an individual holds two (2) or more intra-University faculty appointments. In such an instance, one of the appointments shall be designated as the primary appointment by the Dean of the college if the individual's appointments are associated with educational units in the same college or by the Provost if the appointments are with educational units in different colleges. The constituent appointments relating to a joint appointment may be processed simultaneously or at different times; however, each appointment, reappointment or promotion, shall be processed independently and considered on its own merits. An individual's academic rank, though usually the same, may differ in the constituent appointments. The possibility of tenure applies only to the primary appointment. In case of termination of the non-primary appointment(s) leaving only the primary appointment for a full-time faculty member, the individual's assignment associated with the primary appointment shall become full-time. When an individual under consideration for appointment to an administrative position is also to be considered for a faculty appointment, recommendations of committees on the two respective appoints shall be developed independently on their respective merits, in accordance with the respective established appointment procedures.” (GR X)
- F. The maximum ratio of Clinical Title Series faculty members to Tenure Track faculty is .70 unless changed according to AR 2:6. The maximum ratio of Lecture Title Series faculty members to Tenure Track faculty is .35 unless changed according to AR2:9.
- G. The Standard Personnel File for each faculty member is kept in the office of the Dean.

#### **ARTICLE V Graduate and Undergraduate Faculty**

- A. Graduate faculty are those faculty who hold appointment as full or associate members of the University Graduate Faculty, or who have received approval, within the College, to teach in the graduate programs.
- B. Undergraduate faculty are those faculty members who teach baccalaureate nursing students.
- C. Faculty members who teach across the undergraduate and graduate programs will be eligible to vote on both undergraduate and graduate issues at the program level.

#### **ARTICLE VI Nominations and Eligibility**

- A. It is expected that all faculty will contribute to the work of the College. Each spring the Nominating Committee will obtain from all full-time faculty members their 2 preferences for standing committees and councils. One committee can be outside the College (e.g., IRB, Undergraduate Council, HCCC, or Senate), but at least one must be within the College. Part-

time faculty with an FTE of at least .75 who meet the committee will submit their preferences to the Nominating Committee.

1. Faculty who did not volunteer to be on a committee (or who volunteered to be on a committee they are not eligible for) will be contacted and asked to serve or volunteer for an appropriate committee.
  2. Faculty committee involvement will be determined by their position description.
  3. Faculty who will be continuing on a committee can submit that as one of their preferences.
  4. Faculty who will not be able to serve on a committee for a specific academic semester or year (i.e., on sabbatical) should submit that to the Nominating Committee.
- B. The Nominating Committee will create and distribute the ballot, with assistance from the administrative assistant for the senior associate dean. Results will be reported to faculty no later than May 1<sup>st</sup>.
- C. Within ten (10) working days following the election, the Nominating Committee shall tabulate results and notify faculty of the newly elected member as determined by the highest number of votes. The ballot for Health Care College's Council will be included on the College of Nursing ballot.
- D. Eligibility for Committees and Councils
1. Health Care Colleges Council – see addendum.
  2. Senate – see addendum.
  3. College Committees and Councils
    - a. Elected members to standing committees and councils shall be eligible for election for two consecutive two-year terms.
    - b. Those who hold the title of Assistant Dean or Directors, and are faculty, are eligible to serve on all Committees, except if they have more than 50% administration duties.
    - c. Chairpersons of standing committees and councils shall serve in that capacity for no more than two consecutive years.

#### **ARTICLE VII Elections**

- A. A majority vote of the voting members of the faculty shall be required for all elections.
- B. Members on faculty and administrative committees and councils are elected unless otherwise stipulated in these bylaws.
- C. Faculty members who are unable to complete a term on an elected committee or council shall notify the Chairperson of the Nominating Committee and the Dean immediately either in writing or electronically.
- D. Elections for vacancies on faculty and administrative committees will be held each spring.
- E. Imminent vacancies created between elections shall be filled to complete the term of the vacancy in the following manner: Within two weeks of notification of a vacancy on a faculty standing committee, council, or administrative committee, the Nominating Committee shall

appoint a faculty member who meets the criteria to fill the vacancy. The Nominating Committee shall notify faculty and staff of the appointment. A faculty member's interim appointment on a committee/council does not affect the number of elected terms he or she can serve on that committee/council.

- F. Electronic ballots will be used for elections. Faculty will have ten working days to complete the ballot.
- G. Within ten working days following the completion of voting, the Nominating Committee shall notify faculty and staff of the election results.

#### **ARTICLE VIII** Voting Privileges for the Faculty Organization

- A. While all faculty have opportunity for voice, only faculty with an FTE of .75 or greater are eligible to vote. Faculty with phased retirement appointments retain their voting rights.
- B. Voluntary/Adjunct and part-time faculty who are appointed to administrative committees or councils shall have voting privileges on all issues before these committees or councils.
- C. The number of votes required to pass any action item is 1 vote over 50% of the eligible faculty, unless otherwise stated in these bylaws. If a quorum is not present, issues for vote may be done by electronic ballot if action is needed prior to the next scheduled meeting.
- D. Faculty enrolled in a College of Nursing program shall not have voting privileges on issues related to the program in which they are enrolled.
- E. Voting privileges may be extended to those who contribute to the College of Nursing part-time (less than 75% appointment) or joint appointment faculty members by special request to the Faculty Council for approval by the majority of the voting faculty.

#### **ARTICLE IX** Faculty Organization Meetings

- A. Meetings of the Faculty Organization shall be held a minimum of two times each semester. Additional meetings shall be scheduled at times specified by the Faculty Council.
- B. The schedule of dates for regular Faculty Organization meetings shall be circulated to faculty by August 15<sup>th</sup> for the fall semester and December 15<sup>th</sup> for the spring semester.
- C. Any item for vote at the Faculty Organization meeting must be distributed to the faculty at least five working days prior to the scheduled meeting.
- D. Tentative agendas for the Faculty Organization meeting shall be prepared and distributed by the Faculty Council Chairperson to the faculty at least 5 working days prior to the meeting. Any faculty member may add items to the agenda providing the information is received and approved by the Faculty Council Chairperson and the Dean at least one day prior to the meeting.
- E. Recommendations and informational materials will be referred to the faculty and administration for discussion prior to the faculty meeting to permit as much study and consideration of the question as possible.
- F. Minutes will be taken by a recording secretary appointed by the Dean and the Faculty Council Chairperson.
- G. The meetings will be chaired by the Faculty Council Chairperson or a designated representative.

#### **ARTICLE X Graduate and Undergraduate Faculty Meetings**

- A. Meetings of the graduate and undergraduate faculty shall be held a minimum of two times each academic year. Additional meetings shall be scheduled at times specified by the appropriate Associate Dean(s).
- B. The schedule of dates for graduate and undergraduate faculty meetings shall be circulated to faculty by August 15<sup>th</sup> for the fall semester and December 15<sup>th</sup> for the spring semester.
- C. Any item for vote at the Graduate or Undergraduate Faculty Meeting must be distributed to the faculty at least five working days prior to the scheduled meeting.
- D. Tentative agendas for the meeting shall be prepared and distributed by the appropriate Associate Dean(s) at least one week prior to the meeting. Any faculty member may add items to the agenda providing the information is received and approved by the appropriate Associate Dean(s) at least one day prior to the meeting.
- E. Recommendations and informational materials will be referred to the faculty and administration for discussion prior to the faculty meeting to permit as much study and consideration of the question as possible.
- F. Minutes will be taken by a recording secretary appointed by the appropriate Associate Dean(s).
- G. The meetings will be chaired by the appropriate Associate Dean(s) or a designated representative.

#### **ARTICLE XI Standing Committees and Councils**

- A. A majority of committee or council members will constitute a quorum.
- B. Meetings of committees or councils shall be held at the discretion of the chairperson, but at least every two months between August 1 and May 31 of each year.
- C. Minutes of each meeting shall be completed and distributed to each committee or council member, and one copy sent to the office of the Dean. An annual report will be completed prior to the end of each academic year.
- D. All standing committees and councils are elected by the faculty, and are responsible to the faculty. The chairperson of each committee is elected by the membership of that committee, unless otherwise noted in the bylaws.
- E. Following elections in the spring, and prior to May 31, the committee or council chairperson shall convene the first meeting of the newly constituted committee. At this meeting, a new chairperson shall be elected.
- F. Committees and councils shall make every attempt to complete business within the academic year. At the conclusion of the spring semester, each committee and council shall determine who will carry out unforeseen pertinent business that arises in the summer as well as who shall function as chair in the absence of the elected chairperson.
- G. The terms of office for all committees and councils shall begin on August 1 and end on July 31.
- H. All committees and councils implement the evaluation responsibilities listed in the College of Nursing Evaluation Plan and make recommendations to the faculty and administration as appropriate.

- I. Student representatives on standing committees and councils are non-voting, except on the undergraduate and Graduate Nursing Activities and Advisory Councils where they vote.
- J. A student representative may not serve as a chairperson on committees or councils with the exception of the Undergraduate and Graduate Nursing Activities and Advisory Councils.
- K. Ex-officio members of committees shall not have voting privileges.
- L. The number of votes required to pass any committee or council action item is 1 vote over 50% of the eligible faculty members of the committee or council.
- M. Standing Committees are:
  - 1. Faculty Council
    - a. Membership
      - i. Seven (7) faculty, comprised of four (4) tenured faculty and three (3) non-tenured faculty (tenure-track, clinical or lecture title series). Three (3) of the seven (7) members must have been on the faculty for a minimum of three (3) years.
      - ii. The Council shall consist of a Chairperson, Chair-elect, and five (5) full-time faculty.
      - iii. The Dean of the College of Nursing, ex officio.
      - iv. The Chair-elect of this council shall be tenured and elected by members of the Faculty Council.
      - v. The Chair-elect will become the Chairperson after one year of service.
      - vi. The chair and voting members cannot currently hold the title of Associate Dean.
    - b. Functions
      - i. Serves as the vehicle for shared governance within the College on issues including but not limited to strategic planning, evaluation, budget, and space.
      - ii. Reviews and evaluates proposed changes in policies and procedures of importance to the College and advises the administration.
      - iii. Reviews status of recommendations from the Faculty Organization.
      - iv. Serves as liaison between faculty and administration.
      - v. Sets the agenda and facilitates Faculty Organization meetings.
      - vi. Provides a forum for faculty discussion of current or impending issues.
      - vii. Assesses needs and concerns of faculty and translates into action plans, as appropriate.
      - viii. Facilitates the review of Faculty Bylaws of the College of Nursing a minimum of every 2 years in even years and recommends changes or modifications to the faculty.
      - ix. The Chairperson or member designee will attend the Dean's council meetings every other meeting.
    - c. Terms of Office
      - i. Faculty members elected to this council shall serve for staggered two-year terms; at least one tenured member is elected each year.
  - 2. PhD Program Committee
    - a. Membership

- i. Up to seven (7) elected faculty members, including five (5) core members and up to two (2) members-at-large. The members-at-large positions may or may not be filled.
  - 1. All of whom are eligible to advise students or serve on dissertation committees,
  - 2. A minimum of four (4) core members to have full graduate faculty school standing,
  - 3. And at least three (3) core members who currently teach in the PhD program or who have taught in the PhD program in the past 3 years.
  - 4. All members, both core and at-large, have voting privileges.
- ii. Assistant Dean of PHD Program and Scholarly Affairs
- iii. Senior Associate Dean or relevant designee, ex officio.
- iv. Associate Dean of Research & PhD Faculty Affairs or relevant designee, ex officio.
- v. Graduate Student Affairs Officer or Representative, ex officio.
- vi. One (1) PhD student representative without faculty status.
- vii. Director of Accreditation & Strategic Outcomes, ex officio.

b. Functions

- i. PhD Program Committee meeting attendance. Attendance at all PhD Program Committee meetings is expected of the five (5) core members. Attendance of all meetings by the members-at-large is encouraged.
- ii. Evaluates program policies and procedures for compliance with Graduate School policies.
- iii. Evaluates program policies and procedures as they facilitate meeting program objectives and recommends revisions as necessary.
- iv. Reviews procedures for admission and progression of students in the PhD program and recommends changes to the total or graduate faculty as appropriate.
- v. Reviews PhD student admission and progression petitions, including faculty recommendations, and makes appropriate recommendations to the Assistant Dean for the PhD Program and Scholarly Affairs, the Associate Dean of Research & PhD Faculty Affairs and the Senior Associate Dean .
- vi. Reviews PhD students with unsatisfactory academic performance and recommends actions to the Assistant Dean for the PhD Program and Scholarly Affairs, the Associate Dean of Research & PhD Faculty Affairs and the Senior Associate Dean.
- vii. Based on established criteria, screens PhD students for awards.
- viii. Makes recommendations for vote to the graduate faculty and reports to the graduate faculty.
- ix. Programmatic additions/deletions must be approved by 2/3 vote of the full-time faculty.

- x. Evaluates course offerings, policies and procedures as they facilitate meeting program objectives and recommends revisions as necessary.
  - xi. Reviews faculty and student suggestions for curricular changes.
  - xii. Develops and recommends curricular changes to the graduate faculty.
- c. Terms of Office
- i. Terms for the five core members are two years. Terms for the members-at-large are one year.
  - ii. Faculty elected to this committee would be eligible to serve in consecutive terms, if re-elected. When a 1-year or 2-year term is completed, a committee member may seek re-election in the subsequent term, and if elected, may continue to serve as a committee member with no break in service.
  - iii. The student representative may serve two consecutive 1-year terms.
  - iv. At the beginning of each academic year, the PhD Program Committee will choose the Chair-Elect, who will serve in this capacity for that year's term. The Chair-Elect will work closely with the committee Chair during this academic year to understand expectations of the role and provide for a smooth transition after the Chair rotates off the committee. Therefore, the faculty member selected by the committee to be Chair-Elect will commit to a two-year term of service that will include one year as Chair-Elect and one year as Chair. To be eligible for the position of Chair-Elect, faculty must be (1) a PhD Program Committee member and (2) in the first year of their PhD Program Committee appointment.

### 3. Master's and Doctor of Nursing Practice Program Committee

#### a. Membership

- i. All track coordinators (one vote per track).
- ii. Two DNP faculty at large, to include at least one teaching in a core course.
- iii. One faculty member teaching in the MSN program as indicated.
- iv. Assistant Dean of MSN and DNP Program Studies, ex officio.
- v. At least one (1) student representative without faculty status, ex officio
- vi. Senior Associate Dean of Academic Operations, Faculty Advancement, Continuing Education, Work-Life, On-line Innovation and Global or relevant designee, ex officio.
- vii. Associate Dean of MSN and DNP Faculty and Practice Affairs or relevant designee, ex officio.
- viii. Graduate Student Affairs Representative Officer, ex officio.
- ix. Director of Accreditation & Strategic Outcomes, ex officio

#### b. Functions

- i. Evaluates program policies and procedures for compliance with the College of Nursing and University of Kentucky policies.



- ii. Evaluates program policies and procedures as they facilitate meeting program objectives and recommends revisions as necessary.
  - iii. Reviews procedures for admission and progression of students in MSN/DNP programs and recommends changes to the total or graduate faculty as appropriate.
  - iv. Reviews MSN/DNP student admission and progression petitions, including faculty recommendations, and makes appropriate recommendations to the Associate Dean of MSN & DNP Faculty and Practice Affairs, Assistant Dean of MSN & DNP Program Studies, and the Senior Associate Dean.
  - v. Reviews MSN and DNP students with unsatisfactory academic performance and recommends action to the Associate Dean of MSN & DNP Faculty and Practice Affairs, Assistant Dean of MSN & DNP Program Studies, and the Senior Associate Dean.
  - vi. Based on established criteria, screens MSN/DNP students for awards.
  - vii. Reviews and seeks input from designated faculty regarding student petitions.
  - viii. Makes recommendations for vote and reports to the graduate faculty and reports to the graduate faculty.
  - ix. Programmatic additions/deletions must be approved by 2/3 vote of the eligible graduate faculty of the College of Nursing by electronic vote.
  - x. Evaluates course offerings, policies and procedures as they facilitate meeting program objectives and recommend revisions as necessary.
  - xi. Reviews faculty and student suggestions for curricular changes.
  - xii. Develops and recommends curricular changes to the graduate faculty.
- c. Terms of Office
- i. Associate Dean of MSN & DNP Faculty and Practice Affairs will serve each year on the MSN and DNP Committee.
  - ii. Track coordinators will serve each year on the MSN and DNP Committee.
  - iii. The student representative may serve two consecutive 1-year terms.
  - iv. Two faculty elected to the committee shall serve staggered two-year terms.

#### 4. Undergraduate Program Committee

##### a. Membership

- i. Coordinators of undergraduate courses with a clinical.
- ii. Director of Clinical Simulation and Learning Center (CSLC)
- iii. RN-BSN Track Coordinator or Co-Coordinator
- iv. Accelerated BSN (ABSN) Track Coordinator
- v. One representative from a non-clinical nursing course who will be determined by annual election among non-clinical course faculty. Non-clinical faculty will submit names for consideration to the UPC Chair. The UPC Chair will send out a voting poll to all non-clinical faculty for their votes. If no names are submitted, the UPC Chair will add all names to the poll for the vote. Exclusion: Faculty members who already attend and vote as a coordinators of courses with a clinical or are <.75 FTE.
- vi. Assistant Dean of BSN Program Studies, ex officio
- vii. Assistant Dean of Student Affairs, ex officio

- viii. One (1) Undergraduate Professional Advisor, ex officio
- ix. One (1) undergraduate student selected by the Undergraduate Nursing Activities and Advisory Council, ex officio
- x. Senior Associate Dean, or relevant designee, ex officio
- xi. Director of Accreditation & Strategic Outcomes, or relevant designee, ex officio

b. Functions

- i. Evaluates course offerings, policies and procedures as they facilitate meeting program objectives and recommends revisions as necessary.
- ii. Reviews faculty and student suggestions for curricular changes.
- iii. Develops and recommends curricular changes to the undergraduate faculty.
- iv. Makes recommendations for vote to the undergraduate faculty and reports to the total faculty.
- v. Programmatic additions/deletions must be approved by 2/3 vote of the full-time faculty.

c. Terms of Office

- i. The terms of office for members from the non-clinical nursing courses shall be a one-year term with a maximum of two consecutive one-year terms. In the event a non-clinical faculty member is elected chair-elect and thus must serve as Chair, this term may be extended.
- ii. All course, program or laboratory coordinator members shall serve for the length of their appointments.
- iii. The student member may serve two consecutive one-year terms.
- iv. Annual election of a committee Chair-Elect position during the Spring semester prior to the academic year of service. All undergraduate full-time faculty ( $\geq 0.75$  FTE) clinical and non-clinical, are eligible. The chair-elect position will be voted on within the UPC Committee.
- v. All faculty members cast one vote.
- vi. Zoom meeting attendees may vote by voice or by text (if confidential clicker vote is taken) to the UPC Chair in real time.
- vii. Proxy votes may be submitted to the UPC Chair in writing (by email) prior to the meeting and the Chair may vote for the absentee member.

5. Undergraduate Student Admissions and Progression Committee

a. Membership

- i. Five (5) elected faculty members at least one of whom is tenure-track. The tenure-track faculty will have primary teaching responsibilities in the Undergraduate Program.
- ii. RN to BSN Track Coordinator
- iii. Accelerated BSN (ABSN) Track Coordinator
- iv. Assistant Dean of BSN Program Studies
- v. Senior Associate Dean or designee, ex officio
- vi. Associate Dean of Undergraduate Faculty and IPE Affairs, or relevant designee, ex officio
- vii. Assistant Dean of Student Affairs, ex officio

- viii. Director of Accreditation & Strategic Outcomes, ex officio
- b. Functions
    - i. Reviews procedures for admission and progression of students and recommends changes to the undergraduate faculty when appropriate.
    - ii. Reviews student admission and progression petitions, including faculty recommendations, and makes appropriate recommendations to the Dean for final approval.
    - iii. Plans and engages in student admission processes and presents admission recommendations to the Dean for final approval.
    - iv. Reviews those students with unsatisfactory academic performance and recommends action to the Assistant Dean of BSN Program Studies, Associate Dean of the Undergraduate Faculty and IPE Affairs, and the Senior Associate Dean or relevant designee.
    - v. Based on established criteria, screens students for awards.
    - vi. Seeks input from appropriate Associate Dean and designated faculty regarding student petitions.
  - c. Terms of Office
    - i. All faculty elected to this committee shall serve for staggered three-year terms.
    - ii. Annual election of a committee Chair-Elect position during the Spring semester prior to the academic year of service. All elected faculty members are eligible for the Chair-Elect position. The Chair-Elect position will be voted on within the USAP committee.
6. Promotion, Appointment, and Tenure Advisory Committee
- a. Membership
    - i. Five Tenured faculty members: a minimum of one faculty at the rank of full Professor, a minimum of two faculty in the Special Title Series, and a minimum of two faculty in the Regular Title Series.
    - ii. Chairperson to be designated from the elected members by the Dean with recommendation from the Faculty Council.
    - iii. The chair and voting members cannot currently hold the title of Associate Dean
  - b. Functions
    - i. Reviews the criteria for appointment, promotion and tenure (as specified in the document entitled, "University of Kentucky College of Nursing Appointment, Reappointment, Promotion and Tenure Criteria by Title Series") every two years on the odd year and makes recommendations for changes to the Dean. Faculty will be evaluated under criteria in effect at their initial appointment or last promotion or tenure decision according to university regulations. These actions are completed following consultation with appropriate college faculty.
    - ii. Reviews the internal College of Nursing procedures for appointment, promotion, and tenure every two years on the odd year and makes recommendations for changes to the Dean. These actions are completed following consultation with appropriate college faculty.
    - iii. Provides a preliminary recommendation to the Dean for faculty

candidates being considered for clinical, special, and regular title series position prior to the offer of appointment.

- iv. Reviews applicants for appointment and promotion (i.e., Senior Lecturer, Assistant Professor, Associate Professor or Professor), granting of tenure, decisions not to reappoint, and terminal reappointment and prepares a summary with recommendations to the Dean. These actions are completed following consultation with appropriate unit faculty for the applicant's appointment, promotion and/or tenure, in accordance with the University Administrative Regulations.
  - v. Reviews sabbatical requests and makes recommendations to the Dean in accordance with College of Nursing guidelines and University Administrative Regulations.
  - vi. In cases where high merit is contested between the applicant and the Associate Dean, PATA reviews the high merit applications and makes recommendations to the Dean.
- c. Terms of Office
- i. Elected for two-year staggered terms.
7. Nominating Committee
- a. Membership: Five(5) members, at least one of whom is tenured, with broad representation to include
    - i. 2 graduate faculty
    - ii. 2 undergraduate faculty
    - iv. 1 member of the full time faculty (at-large)
    - v. The chair and voting members cannot currently hold the title of Associate Dean or Dean.
  - b. Functions
    - i. Identifies candidates and prepares the ballot for all standing committees and councils of the College of Nursing as appropriate.
      - 1. Solicits nominations for standing committees and councils.
      - 2. Obtains information regarding eligibility of nominees for standing committees and councils.
      - 3. Prepares the slate of nominees for election to all standing committees and councils, as appropriate.
      - 4. Oversees the distribution of the slate of nominees for faculty election purposes.
      - 5. Conduct the election and tabulate votes.
      - 6. Notifies faculty of the election results.
    - ii. Identifies and recommends faculty members to fill committee vacancies between elections.
    - iii. Recommends appointment of members to committees of the Medical Center and University to the appropriate Dean.

- c. Terms of Office – Faculty members elected to this committee shall serve for staggered two-year terms as outlined in Membership.

**ARTICLE XII Amendments to the Faculty Bylaws**

- A. All proposed amendments to the Faculty Bylaws shall be put to a vote.
- B. At least 10 working days prior to voting, the Faculty Council shall electronically distribute any proposed amendments to each faculty member eligible to vote.
- C. Two-thirds (2/3) of the voting faculty shall be required to approve any proposed revision to the Faculty Bylaws.

**Article XIII Waiver of Faculty Bylaws**

- A. Faculty Bylaws may be waived for a specified purpose and time by approval of two-thirds vote of the faculty present.
- B. In the event that one or more bylaws of a standing CON committee should need to be suspended/waived, the protocol would be:
  - 1. The chair of the standing committee sends a request for the waiver with justification to the chair of Faculty Council.
  - 2. The chair of Faculty Council will place the request on the next Faculty Council meeting agenda for review and discussion.
  - 3. Faculty Council will discuss the request and the result of this discussion will result in a formal recommendation from the council. If the request is supported by a majority of the council members, a motion to approve the waiver will be sent to the full faculty for a formal electronic vote.
  - 4. If the majority of the voting faculty supports the recommendation, the motion will carry and the bylaw will be waived for one year.

**Faculty Bylaws Addendum (does not require faculty vote to modify)**

Eligibility for Health Care Colleges Council - To be eligible for election, the candidate shall be from members who are eligible to be elected to the University Senate. In addition, they shall have been members of a faculty of the Health Care Colleges of the University in full-time academic rank for a period of two years.

Eligibility for Senate - Each faculty member elected to the University Senate shall serve for a term of three years and shall be eligible for re-election for a second consecutive term, but ineligible for further election until one year has elapsed according to the University Senate Rules.

- 1. *Faculty Bylaws Reviewed 2007/2008 and approved by faculty vote Spring 2008*
- 2. *October 2008 PATA functions revised and approved by faculty vote*
- 3. *Program Director title changed to Associate Dean and Description of Diversity Advisory Council added and University Health Care Colleges Code of Student Professional Conduct, Governance Council Approval February 2009*
- 4. *Changes to Administrative and Faculty Bylaws per recommendation of Dr. Heidi Anderson, Provost Office, approved by Governance Council April 2009 and Faculty May 2009*
- 5. *Changes to Administrative Bylaws approved by Governance Council March 2011.*
- 6. *Combined MSN and DNP Program Committee approved by Faculty May 2012.*

7. *Revisions in Faculty Practice Council membership approved to Administrative Bylaws by Governance Council September 29, 2012.*
8. *Changes to the MSN/DNP Program Committee approved by faculty by electronic vote March 2013.*
9. *Changes to the Undergraduate Student Admissions and Progression Committee (USAPC) approved by faculty by electronic vote May 2014.*
10. *Changes to the Undergraduate Program Committee (UPC) approved by faculty by electronic vote October 2014.*
11. *Changes to the Faculty Bylaws reviewed and approved by faculty vote May 2015.*
12. *Changes to Standing Committees approved by faculty electronic vote March 2016.*
13. *Changes to the Faculty Bylaws reviewed and approved by faculty vote February 2017*
14. *Changes to the Faculty Bylaws reviewed and approved by faculty vote December 2017*
15. *Changes to the Faculty Bylaws reviewed Dec 2018/approved by faculty vote Jan 9 2019.*
16. *Changes to the Faculty Bylaws reviewed March 2019/approved by faculty vote April 2019*
17. *Changes to the Faculty Bylaws for nominations and eligibility, elections & CTS faculty ratio – Faculty reviewed March 30, 2020/ Approved April 20, 2020*
18. *Changes to the Faculty Bylaws reviewed January 2021/approved by faculty vote February 2021*

Approved

Dean's Signature:

Date:

Provost's Signature:

Date: