

**Bylaws of  
The George Washington University School of Nursing**

**I. Name and Location**

The School of Nursing of the George Washington University, hereafter referred to as "the School," was approved by the Board of Trustees of the University in 2010 and is located on the Virginia Science and Technology Campus (VSTC) and the Foggy Bottom Campus of the George Washington University.

**II. Purpose of Bylaws**

The Faculty of the School of Nursing of The George Washington University hereby sets forth stipulations of governance in the following Bylaws. These Bylaws set forth the structures and procedures by which the Faculty of the School define their authority to formulate and fulfill their educational policies and programs. These Bylaws are supplemental and subordinate to the Charter of the University, the *Bylaws of the George Washington University*, the *University Faculty Code*, and the *University Faculty Organization Plan* and as such, they shall not contravene regulations established therein.

**III. The Faculty**

- (A) Definition and Grades of the Faculty.** Congruent with the *University Faculty Code*, the full-time and part-time faculty of the School of Nursing consists of the following categories and ranks: (1) Regular, Active-Status Faculty in Tenure-Accruing Positions: Professor, Associate Professor, Assistant Professor, and Instructor; (2) Regular, Active-Status Faculty in Non-Tenure-Accruing Positions: Professor, Associate Professor, Assistant Professor, and Instructor; (3) Limited Service Faculty: Professorial Lecturer, Lecturer, Adjunct Instructor, Adjunct Professor; (4) Visiting Faculty: Visiting Professor, Visiting Associate Professor, Visiting Assistant Professor, and Visiting Instructor; (5) Research Staff: Research Professor, Associate Research Professor, Assistant Research Professor, and Research Instructor; (6) Special Service Faculty: Clinical Professor (paid), Clinical Associate Professor (paid), Clinical Assistant Professor (paid), Clinical Instructor (paid), Clinical Service Professor (unpaid), Senior Clinical Service Professor (unpaid), Research Service Professor (unpaid), Senior Research Service Professor (unpaid), Policy Service Professor (unpaid), Senior Policy Service Professor (unpaid).
- (B) Voting.** Congruent with the *University Faculty Code*, voting membership in "the Faculty" of the School of Nursing consists of those individuals with primary appointments in the School who are active status, regular appointees and hold the title of University Professor, Professor, Associate Professor, Assistant Professor, Instructor. These individuals, collectively referred to as "the Faculty" in these Bylaws, may vote on official matters in the School of Nursing. *Ex officio* membership (non-voting) shall be accorded to the President of the University, the Provost, visiting faculty, research staff (with titles of Research Professor,

Associate Research Professor, Assistant Research Professor, and Research Instructor), special service faculty, and emeritus faculty.

- (C) **Authority.** The Faculty, working closely with the Dean, shall determine and direct all matters relating to educational policies and programs leading to degrees in the School. The Faculty shall: (1) elect members of all standing committees; (2) decide the eligibility of candidates to receive degrees; (3) elect representatives to the Faculty Senate in accordance with the *Faculty Organization Plan*; (4) elect members of special committees as deemed necessary and appropriate; (5) participate in the search for a Dean as warranted and as provided by the *University Faculty Code*; (6) approve the guidelines for promotion and tenure as recommended by the Appointment, Promotion, & Tenure Committee; (7) make recommendations on proposals concerning the creation, consolidation, or elimination of divisions, departments, institutes, or other academic or research units making up a part of the School; and (8) participate in the formulation of policy and planning decisions affecting the quality of education and life at the School and University. This participation includes an active role in the development, revision, or elimination of curricular offerings of the School.

#### IV. Organization

- (A) **Administrative Units.** The administrative units within the School shall consist of divisions (Division of Undergraduate Studies and Division of Graduate Studies), academic programs, and other administrative units (i.e. Instructional Design, Centers, Institutes, etc.).
- (B) **The Role of the Dean.** The Dean of the School serves as its Chief Executive Officer and shall have primary authority and responsibility for leading the School to the accomplishment of its mission. The Dean shall delegate appropriate areas of administrative responsibility at their discretion. The Dean shall have the authority and responsibility for overseeing: (1) Supervision and evaluation of the performance of deans reporting to him/her, including completion of Faculty Annual Reports; (2) Budget development and tracking for the School; (3) Recruitment, admission, and retention of students within the School to meet or exceed goals/targets established annually by the Provost/ EVPAA; (4) Recruitment, development and retention of a diverse faculty to further the research, teaching, and service mission of the School; (5) Fundraising and development efforts to ensure strong financial support of the School and its programs; (6) Academic instruction and advising within the School; and (7) other duties as assigned by the Provost/EVPAA and President or deemed essential by the Dean.
- (C) **Administrative Officers of the School.** The administrative officers at the School level consist of the Dean and Senior Associate Dean for Academic Affairs as well as any other assistant and associate deans appointed by the Dean to carry out the work of the School.

## V. Faculty Meetings

- (A) **Meetings.** Meetings of the Faculty shall be held at least twice in the fall semester and twice in the spring semester. The Dean shall determine the dates and times of meetings and shall so notify the Faculty at the beginning of each Academic Year. The Dean or the Dean's designated representative shall chair Faculty meetings. Special meetings of the Faculty may be called by the Dean or by the petition of five members of the faculty. Notice of Faculty meetings, stated or special, with agenda and the texts of all resolutions to be voted upon, shall be distributed to all members of the Faculty at least seven calendar days before each meeting except in exceptional circumstances. Attendance shall be open to all persons listed under Article III-A of these Bylaws. Persons other than members of the Faculty may attend specific meetings at the invitation of the President of the University, the Provost, the Dean, or the Dean's designated representative. The Faculty as defined by Article III-B may, however, vote itself into executive session at any time by majority vote.
- (B) **Order of Business.** At any meeting, the Faculty may by simple majority vote take action on any resolution not previously included on the agenda. Otherwise, *Roberts Rules of Order, Revised*, shall be used as the authority for the conduct of meetings of the Faculty and shall inform all voting procedures.
- (C) **Secretary.** A Secretary to the Faculty shall be nominated annually by the Dean and elected by with the assent of the Faculty. The Secretary's principal responsibilities shall be to assist the Dean in the preparation of meeting agendas and schedules to comply with these Bylaws, and to keep written minutes of meetings, including the full text of matters voted upon. A staff member within the School will be designated to support the Secretary in scheduling meetings and taking minutes. Minutes and texts shall be distributed to the Faculty through the office of the Dean as soon as possible after meetings.

## VI. Standing Committees

Although actions taken at meetings of the Faculty are determinative, the Faculty delegate much of their authority to Standing Committees, whose composition, mode of election, and authority are specified below. Terms of membership shall begin and end on October 1st. The Dean or the Dean's representative shall be an *ex officio* (non-voting) member of all committees. The Dean or the Dean's representative shall convene the first meeting each year of each committee, at which a chair for the year shall be elected for those that require a chair other than the Dean or Dean's representative. A simple majority of the members of a committee will be a quorum. Standing Committees may make recommendations to the Dean or to the Faculty. When they take actions on behalf of the Faculty, they must report these actions to the Faculty and the Dean at regular intervals, normally at the next stated meeting, and must submit an annual report at the last meeting of the academic year.

## VII. School Elections

- (A) **University Faculty Senate Representatives.** The GW School of Nursing is entitled to elect representatives to membership on the University Faculty Senate. Sections III-2 of the *Faculty Organization Plan* stipulates that persons elected to the Senate: (1) shall serve a two-year term, beginning on May 1 of the year in which they are elected, and (2) must hold the rank of associate professor or above and have tenure as of the academic year next succeeding the date of their election. At a fall semester meeting, the Faculty shall present at least two nominees for each Senate vacancy from the floor. The names and biographies of the persons so nominated shall be circulated to the Faculty with the call for the first stated meeting of the new calendar year. At that meeting, election shall be held by secret ballot. To be elected, nominees must receive a majority of the votes cast. The results of the election shall be announced in a timely and appropriate manner and transmitted by the Dean to the Executive Committee of the University Faculty Senate. Should a vacancy occur in the School's representation on the Faculty Senate, the Faculty may elect a representative to serve the remainder of the term of the office vacated. In that event, the Faculty shall present two nominations for any such vacancy (along with appropriate biographies) along with the agenda to the next meeting of the Faculty.
- (B) **Committee on Evaluation.** The Committee on Evaluation, in consultation with the appropriate Dean, shall serve as the principal body to act on, advise, and provide oversight for matters pertaining to the evaluation of the programs of the School. The Committee shall be composed of no fewer than five members of Instructor or higher in rank. Members are elected for three-year terms of office. Deans shall be members *ex officio*. In addition to the five elected members of the committee, five or fewer non-voting administrative appointments of Program Directors may be made to the committee. Student representatives shall also be appointed to the committee. The committee Chair shall be selected from the voting members of the committee at the first meeting of the academic year (called by the appropriate Dean). If a Committee member is unavailable for any significant part of the year with prior committee Chair approval, the member's term shall be forfeited and he/she shall be replaced for the remainder of the term according to the selection process. At least once per academic year the Committee shall file a written report summarizing its actions to be transmitted to the Faculty. Any voting member of the Faculty may appeal any policy reported by the Committee. The Faculty shall immediately consider the appeal and shall decide by majority vote whether to accept it. If the Faculty agree to a motion to review any policy, but postpone hearing the challenge until a later date, they shall also decide whether the challenged policy is to be suspended or left in force until the challenge is affirmed, amended, or rejected by majority vote. All decisions pertaining to the curriculum are subject to review and approval of the Faculty as a whole.
- (C) **Committee on Curriculum.** The Committee on Curriculum, in consultation with the appropriate Dean, shall serve as the principal body to act on, advise, and provide oversight for matters pertaining to the curricula of the programs of the School. The

Committee shall be composed of no fewer than five members of Instructor or higher in rank. Members are elected for three-year terms of office. Deans shall be members *ex officio*. In addition to the five elected members of the committee, five or fewer non-voting administrative appointments of Program Directors may be made to the committee. Student representatives shall also be appointed to the committee. The committee Chair shall be selected from the voting members of the committee at the first meeting of the academic year (called by the appropriate Dean). If a Committee member is unavailable for any significant part of the year without prior committee Chair approval, the member's term shall be forfeited and he/she shall be replaced for the remainder of the term according to the selection process. Two standing subcommittees will be convened to consider issues particular to the undergraduate and graduate curricula, respectively. At least once per academic year the Committee shall file a written report summarizing its actions to be transmitted to the Faculty. Any voting member of the Faculty may appeal any policy reported by the Committee. The Faculty shall immediately consider the appeal and shall decide by majority vote whether to accept it. If the Faculty agree to a motion to review any policy, but postpone hearing the challenge until a later date, they shall also decide whether the challenged policy is to be suspended or left in force until the challenge is affirmed, amended, or rejected by majority vote. All decisions pertaining to the curriculum are subject to review and approval of the Faculty as a whole.

**VIII. Appointment, Promotion and Tenure Committee**

The election process and actions of this committee are provided within *Procedures for Appointment, Promotion and Tenure in The George Washington University School of Nursing* as approved and adopted by the Faculty of the School in July 2011. The criteria upon which they base their evaluation of candidates are provided within *Criteria for Appointment, Promotion and Tenure in The George Washington University School of Nursing* as approved and adopted by the Faculty of the School in July 2011.

**IX. Decanal Search Committee**

The Decanal Search Committees for the School of Nursing Dean will consist of tenured members of the faculty as elected by the regular, active-status, voting faculty members, in compliance with Section C of the Procedures for Implementing the Faculty Code. Additionally, a search committee for the School of Nursing Dean may include non-voting members representing the Board of Trustees, students, and/or other schools of the University as per the recommendation of the Provost/Executive Vice President for Academic Affairs.

**X. Special Committees of the Faculty**

The Faculty may at any time establish Special Committees to assist in the attainment of its objectives. The Faculty shall determine the mode of selecting members of such committees, specify the charge to the committee, and determine whether such committees shall report their recommendations to the Faculty and/or to the Dean.

**XI. Adoption and Amendments to Bylaws**

These Bylaws shall become effective immediately upon their adoption by a two-third vote of the active-status Faculty and approval by the School. These Bylaws may be amended by a two-thirds vote of the eligible voting members of the Faculty. Proposed amendments shall be circulated with the call for the meeting at least 14 calendar days prior to the date the vote will be taken.

**XII. Publication of Bylaws**

The Secretary of the Faculty shall furnish a copy of these Bylaws to every new member of the Faculty and to the Faculty Senate Office. The Secretary shall also furnish any amendments to the Bylaws promptly to each member of the Faculty and to the Faculty Senate Office.

Bylaws adopted by the SON Faculty September 9, 2011; Amended by the SON Faculty on November 14, 2013. Approved by the Provost on December 18, 2013.