

**BYLAWS OF
THE FACULTY BODY OF
THE GEORGE WASHINGTON UNIVERSITY SCHOOL OF NURSING**

- I. NAME AND LOCATION.** The School of Nursing (“the School” or “the SON”) of The George Washington University (“the University”) was approved by the Board of Trustees of the University in 2010 and is located on the University’s Virginia Science and Technology Campus (VSTC) and Foggy Bottom Campus.
- II. PURPOSE OF BYLAWS.** These bylaws set forth the structures and procedures by which the Faculty of the SON defines its responsibility and authority to implement the SON’s mission. These Bylaws are supplemental and subordinate to University governance documents including the University’s Charter, Bylaws, Faculty Code, and Faculty Organization Plan. In case of any perceived conflict with the SON bylaws, those documents take precedence. Policies and procedures for maintaining academic standards are set forth in the School of Nursing Bulletin and Academic Handbook.
- III. FACULTY BODY MEMBERSHIP AND AUTHORITY**
- A. Faculty Body.** The SON Faculty Body is the organization through which the SON Faculty makes decisions on matters within its authority and participates in shared governance within the SON.
- B. Membership.**
1. **Voting members** are Regular Faculty and Specialized Faculty as defined in the Faculty Code.
 2. **Non-voting members** are visiting faculty and part-time faculty with annual, renewable contracts.
 3. **Non-voting, ex-officio** members are Assistant and Associate Deans without faculty appointment; SON emeritus faculty; the President of the University; and The Provost/Executive Vice-President for Academic Affairs (EVPAA).
- C. Authority.** The Faculty Body, working in collaboration with the Dean, shall determine and direct all matters relating to educational policies and programs leading to degrees and certificates in the SON. The Faculty shall:
1. Elect faculty members of all standing and special committees;
 2. Approve the criteria for eligibility of candidates to receive degrees;
 3. Elect representatives to the Faculty Senate;
 4. Participate in the search for a Dean as provided by the University Faculty Code and Article VIII, Sec. A of these bylaws;
 5. Approve guidelines for promotion and tenure recommended by the Appointment, Promotion and Tenure Committee;
 6. Make recommendations to the Dean on proposals concerning the creation, revision, consolidation, or elimination of faculty communities, centers, institutes, or other academic or research units making up a part of the SON; and
 7. Participate in policy and planning decisions affecting the quality of education and life at the SON and University. This participation includes an active role in the development, revision, or elimination of curricular offerings of the SON.
- D. Academic Freedom.** Faculty shall enjoy academic freedom as defined as by Article II of the University Faculty Code.

IV. FACULTY COMMUNITIES. Faculty are organized into two Faculty Communities: The Acute and Chronic Care (ACC) Community and the Populations, Policy and Systems (PPS) Community. The Faculty Communities provide a forum for sharing information, discussing areas of common interest and a structure for faculty mentorship and administrative support.

V. ORGANIZATION OF THE SCHOOL

A. **Administrative Units.** An Administrative Unit is defined as an organizational component with one or more Administrative Officers, a budget and identified fiscal responsibility, and authority over and responsibility for specified functions within the SON.

B. **The Dean.** The Dean of the SON is its Chief Executive Officer, with primary authority and responsibility for leading the SON in pursuit of its mission. The Dean has the authority and responsibility for the following, either directly or through delegation to and oversight of administrative personnel:

1. Overall operations of the SON;
2. Strategic planning, in collaboration with the faculty and staff;
3. Appointment, supervision and evaluation of associate deans, assistant deans, community chairs, and directors of administrative units
 - a. Faculty will evaluate and provide recommendations for the Dean to consider prior to making decisions on appointments to administrative positions;
 - b. Recruitment, development and retention of a diverse faculty to further the research, teaching, and service missions of the SON;
 - c. Faculty will evaluate and provide recommendations for the Dean to consider prior to making decisions regarding faculty appointments;
 - d. Budget development and tracking for the SON;
 - e. Student recruitment, admission, instruction, advising, and retention;
 - f. Fundraising and development efforts to ensure strong financial support of the SON and its programs;
 - g. Other duties identified by the Provost, the President or the Dean.

C. **Administrative Personnel of the SON.**

1. **Administrative Officers.** The administrative officers of the SON are the Dean and Senior Associate Dean for Academic Affairs.
 - a. As described in V.B. above, the Dean serves as Chief Executive Officer of the SON. The Dean appoints other administrative personnel as described in V.B.3.
 - b. The Senior Associate Dean for Academic Affairs serves as Chief Academic Officer of the School. Reporting to the Dean, she or he is responsible for overseeing the SON's academic programs.
2. **Associate Deans of Programs.** The associate deans of each academic program, who are also referred to as program deans, report to the Senior Associate Dean for Academic Affairs.
 - a. The Associate Dean of the Bachelor of Science in Nursing (BSN) program has the authority and responsibility for coordinating and overseeing program tracks leading to the BSN degree.
 - b. The Associate Dean of the Master of Science in Nursing (MSN) program has the authority and responsibility for coordinating and overseeing program tracks leading to the MSN degree and post-graduate certificates.
 - c. The Associate Dean of the DNP program has the authority and responsibility for coordinating and overseeing program tracks leading to the DNP degree.
 - d. The Associate Dean of the PhD program has the authority and responsibility for coordinating and overseeing that program.

3. **Program Track Directors.** Program track directors coordinate the activities of their tracks. They report to their respective program deans.
4. **Faculty Community Chairs.** Chairs of the Faculty Communities serve as the administrators of those communities by leading, supporting, facilitating mentorship and evaluating faculty members in fulfilling the teaching, research, scholarship, practice and service missions of the SON and the University. Faculty Chairs are responsible for maximizing each Community's contributions to the SON's mission through strategic leadership, collaboration and advocacy. They report to the Dean.
5. **Other Administrative Personnel.** The Dean may appoint other Associate and Assistant Deans and Directors to carry out specified responsibilities.

VI. FACULTY BODY MEETINGS AND VOTING

A. Meetings

1. **Chair.** The Dean or the Dean's representative shall chair meetings of the Faculty Body.
 2. **Secretary.** A Faculty Body Secretary shall be elected annually at the final Faculty Body Meeting of the Spring Semester or by electronic vote shortly thereafter. The Secretary collaborates with the Dean in the preparation of meeting agendas and schedules. The Secretary also ensures that written minutes of meetings, including the full text of matters voted upon, are kept. Minutes and texts are to be made available as soon as possible after meetings and shall be accessible to all faculty.
 3. **Frequency.** Stated meetings of the Faculty Body shall be held at least four times per year, including twice in the Fall Semester and at least twice in the Spring Semester. The Dean and the Secretary shall determine the dates and times of meetings and shall so notify the Faculty at the beginning of each Academic Year. Special meetings may be called by the Dean or upon petition of 10 Faculty Body members.
 4. **Notice** of Faculty Body meetings with agenda and the texts of matters to be voted upon are to be distributed to all members, generally at least seven calendar days before each meeting.
 5. **Attendance** is open to:
 - a. All members of the Faculty Body;
 - b. One or more staff members who shall assist with administrative needs;
 - c. Others may attend specific meetings at the invitation of the President of the University, the Provost, or the Dean.
 - d. The Faculty may vote itself into executive session at any time by majority vote.
 6. **Quorum.** A quorum is 40% of voting-eligible members. All decisions, except for amendments to these bylaws, require a simple majority of votes cast.
 - a. The Faculty Body Secretary is responsible for accounting for changes in the number of eligible voters in order to determine the presence of a quorum.
 7. **Order of Business.** The most recent edition of *Robert's Rules of Order, Revised*, provides the authority for conducting meetings. The Faculty may, by majority vote, decide to make changes in the meeting agenda.
- B. **Electronic Voting.** Between Faculty Body meetings, time-sensitive business including voting and elections may be conducted through electronic means. In such situations, pertinent information with instructions will be circulated prior to the vote. Voting will be conducted through a secure site. Votes must be cast within 7 calendar days of the voting announcement. Receipt of each vote will be confirmed by a reply message sent to the faculty member's University e-mail address. Eligible faculty members may vote on each item only once. At no time during the election process will faculty names or other individual information be collected other than to verify that a vote has been cast. The election will end on the date specified in the

email invitation to vote. If an extension is needed to reach a quorum, notification of the revised deadline will be sent to all eligible faculty.

VII. STANDING COMMITTEES

- A. The Faculty Body delegates specific areas of authority to standing committees, as detailed below.
- B. **Elections** of faculty members of committees will be held in April, with terms of membership beginning and ending on May 1st.
 1. All members of the Faculty Body may run for and serve as voting members of committees.
 2. Elected faculty members of committees shall serve 2-year terms unless otherwise noted.
 3. To maintain continuity of committee membership, 50% (or a number just below 50%) of faculty committee members shall be elected each odd-numbered year, with the remainder elected each even-numbered year.
 4. No elected faculty member may serve more than three consecutive terms on the same committee.
- C. **Officers.**
 1. Unless otherwise noted, each standing committee will have two officers, a Chair and a Chair-elect, both of whom are elected faculty members of the committee.
 2. The Chair-elect will be elected by each committee to serve a 2-year term beginning on May 1 of odd-numbered years, after which she or he will serve as Chair for a term of two years, starting and ending on May 1 of odd-numbered years.
 3. If the Chair is unable to complete the term, the Chair-elect will serve as Chair for the remainder of the term plus the following full term.
 4. If the position of Chair-elect becomes vacant, the Committee shall elect a new Chair-elect to serve for the remainder of the term.
- D. **Meetings.** Committees shall meet as frequently as necessary to accomplish their work, but no less than four times each year.
 1. **Attendance.** Members are expected to attend all committee meetings. Members who are unable to attend a meeting shall notify the committee chair to request an excused absence.
 - a. A member who has more than two consecutive unexcused absences, or who is otherwise unable to participate consistently in the committee's work, may be deemed by the committee chair, after consultation with the Secretary, to have forfeited the seat.
 - b. If a faculty committee seat becomes vacant, whether because of forfeiture, resignation, or separation from the faculty, a Faculty Body election shall be held to fill the seat for the remainder of the unexpired term.
 2. **Quorum.** A simple majority of committee members constitutes a quorum for committee meetings unless otherwise noted.
 3. **Minutes.** Each committee shall keep minutes of its meetings, including details of all actions taken, which shall be made accessible to all faculty.
- E. **Reports**
 1. Each committee shall submit a written report of actions taken to the next stated meeting of the Faculty Body.
 2. In addition, each committee shall submit an annual report of its activities to the last stated Faculty Body meeting of each academic year.
- F. **Curriculum Committees**

1. There shall be three curriculum committees:
 - a. The **BSN Curriculum Committee** shall have responsibility and authority for the BSN program.
 - b. The **MSN/DNP Curriculum Committee** shall have responsibility and authority for the MSN, DNP, and post-master's certificate programs.
 - c. The **PhD Curriculum Committee** shall have the responsibility and authority for the PhD program.
2. **Membership.**
 - a. The **BSN Curriculum Committee** shall consist of:
 - i. Six faculty members, elected by the Faculty Body, who teach in the BSN program;
 - ii. Two non-voting, elected BSN student members;
 - iii. The Senior Associate Dean for Academic Affairs;
 - iv. The Associate Dean of the BSN program;
 - v. The Assistant Dean of Assessment and Evaluation; and
 - vi. The Director of Simulation.
 - b. The **MSN/DNP Curriculum Committee** shall consist of:
 - i. Two elected faculty members, elected by the Faculty Body, who teach in the MSN program;
 - ii. Two elected faculty members, elected by the Faculty Body, who teach in the DNP program;
 - iii. One non-voting, elected MSN student;
 - iv. One non-voting, elected DNP student;
 - v. One representative elected from the MSN program track directors;
 - vi. One representative elected from the DNP program track directors;
 - vii. The Senior Associate Dean for Academic Affairs;
 - viii. The Associate Dean of the MSN program;
 - ix. The Associate Dean of the DNP program; and
 - x. The Assistant Dean of Assessment and Evaluation; and
 - xi. The Director of Simulation.
 - c. The **PhD Curriculum Committee** shall consist of:
 - i. Four faculty members, elected by the faculty body, who are currently or were previously assigned to teach a PhD-level course;
 - ii. One additional elected faculty member who either teaches in the PhD program or serves as a PhD student advisor;
 - iii. One non-voting, elected PhD student;
 - iv. The Senior Associate Dean for Academic Affairs,
 - v. The Associate Dean of the PhD Program; and
 - vi. The Assistant Dean for Assessment and Evaluation.
 - d. **Functions.** The functions of each of the Curriculum Committees are to:
 - i. Develop, implement, evaluate and revise the curricula to reflect relevant professional nursing standards and guidelines.
 - ii. Oversee where and how content, knowledge, and skills required by identified sets of standards are incorporated into the curriculum.
 - iii. Develop program outcomes and evaluate them on a regular basis.

- iv. Consider the needs and expectations of the communities of interest in the review and revision of expected key assessment measures of program outcomes.
 - v. Ensure that program policies related to the curriculum are congruent with the School and with the University and that they support achievement of the expected program outcomes.
 - vi. Approve program plans of study, course syllabi, prerequisite course requirements, and curriculum changes. Any decisions involving allocation of resources must be approved by the Senior Associate Dean for Academic Affairs.
 - vii. Evaluate the curriculum and teaching-learning practices at regularly scheduled intervals per the GWUSON Master Plan for Evaluation and use course evaluation data to foster revision of the curriculum and ongoing program improvement.
 - vii. Recommend major program-level changes to the Faculty Body for approval.
3. **Procedures and Faculty Input.** Each curriculum committee will make proposals under consideration available to the faculty at least one week before the meeting at which it is scheduled to be considered. Faculty members who wish to comment on any proposals may submit comments to the committee chair at least two working days prior to the meeting and may also request to provide comments in person. Prior to voting on a proposal, committee members shall consider comments received, if any.
4. **Operating guidelines.** In addition to the provisions of these bylaws, each committee shall adopt operating guidelines, subject to approval by the Faculty Body, containing further detail on its operations and functions.
- G. **Other standing committees**
1. **Academic and Student Affairs Committee**
- a. **Purpose.** The purpose of the Academic and Student Affairs Committee (ASAC) is to approve academic policies related to admission, progression and graduation; monitor the implementation of these policies; and address issues related to professional conduct and academic standing of students at the School.
 - b. **Membership.** The committee shall consist of the following, all serving with vote:
 - i. Three faculty, elected by the Faculty Body, who teach in the BSN program;
 - ii. Three faculty, elected by the Faculty Body, who teach in the MSN, DNP and/or PhD programs;
 - iii. The Senior Associate Dean for Academic Affairs;
 - iv. The Assistant Dean for Student Affairs;
 - v. The Associate Deans for the BSN, MSN, DNP, and PhD programs;
 - vi. The Associate Dean of Diversity, Equity, and Inclusion;
 - vii. The Director of Enrollment Management;
 - viii. The Director of Student Services;
 - ix. The Academic Affairs Manager.
 - c. **Officers:** The Senior Associate Dean for Academic Affairs and the Assistant Dean for Student Affairs shall serve as Co-chairs.
 - d. **Functions.** The functions of the ASAC are:
 - i. To review and make recommendations to the Senior Associate Dean for Academic Affairs or delegate regarding SON's admission, progression, and graduation policies;

- ii. To approve changes to academic policies recommended by the SON's academic leadership team;
 - iii. To serves in an advisory capacity to the faculty and Student Affairs.
- e. The **Standing Progression Subcommittee** will meet, as needed, to hear and make recommendations to the Senior Associate Dean for Academic Affairs or delegate regarding cases of (1) alleged improper academic evaluation; (2) alleged violation of comportment standards; (3) grade appeals; (4) academic dismissal appeals. Subcommittee membership: The Assistant Dean for Student Affairs, The Associate Dean for Diversity Equity, and Inclusion, and the 6 elected faculty. The chair of the subcommittee will be elected by the ASAC committee.

2. **Administrative Policy Management Committee**

- a. **Purpose.** The purpose of the Administrative Policy Management Committee is to initiate, review, and recommend administrative policies of the SON.
- b. **Membership.** All members of this committee, both faculty and staff, are voting members of the committee. The membership consists of:
 - i. Seven faculty members elected by the Faculty Body: three from each faculty community and 1 elected at-large;
 - ii. Two staff members elected by the Staff Council;
 - iii. One staff representative from each of the following administrative areas: Academic Affairs, Student Affairs, Finance, & Human Resource Management and Development;
 - iv. The Senior Advisor to the Dean; and
 - v. The Associate Dean of Diversity, Inclusion, and Equity.
- c. **Quorum:** A quorum shall consist of a simple majority of committee members, including at least one member from three of the following: Academic Affairs, Student Affairs, Finance, & Human Resource Management and Development
- d. **Functions.** The functions of the Committee are to:
 - i. Coordinate the development and ongoing review of the SON's administrative policies;
 - ii. Consider new or revised administrative policies referred to it by the Dean, the Faculty Body, a faculty committee, the Staff Council, or an administrator;
 - iii. Propose new or revised administrative policies to the Dean or the Faculty Body, as appropriate;
 - iv. Ensure that all administrative policies are readily accessible to all faculty and staff;
 - v. Ensure an effective and appropriate plan to make affected constituents familiar with administrative policy changes.

3. **Bylaws Committee**

- a. **Purpose.** The purpose of the Bylaws Committee is to develop, review and recommend bylaws amendments to the Faculty Body.
- b. **Membership.** The committee consists of 7 elected faculty members
- c. **Functions.** The functions of the Bylaws Committee are to:
 - i. Periodically review the bylaws;
 - ii. Develop proposals for revisions;

- iii. Receive and consider recommendations for bylaws revisions from other faculty committees, individual faculty members and administrative personnel;
- iv. Propose bylaws amendments to the Faculty Body.

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

- a. **Purpose.** The Appointment, Promotion and Tenure Committee (APT) Committee serves as the SON's School-Wide Personnel Committee. Its purposes are to establish, publish, and revise, as appropriate, the criteria and procedures on which appointments, promotion, and tenure will be based for all grades of faculty; and the procedures for the consideration of decisions on such appointments, promotions and tenure; and to make recommendations to the Dean regarding candidates for promotion and tenure.
- b. **Membership.** The committee consists of:
 - i. Seven elected tenured faculty, at least 3 of whom must be at the rank of professor;
 - ii. Three elected non-tenure track faculty at the rank of associate professor or professor.
 - iii. **Officers.** The Chair and Chair-elect shall be elected in accordance with VII.C. from among the Committee's tenured faculty members.
- c. **Functions.** The functions of the APT Committee are to:
 - i. Using criteria and procedures outlined in *Appointment, Promotion, and Tenure Criteria* and the *Appointment, Promotion, and Tenure Procedures*, review and vote on recommendations to the Dean for all faculty applications for promotion and/or tenure.
 - A. Review and voting on promotion shall be made by members of the committee of higher or equal rank of the faculty being considered.
 - B. Review and voting on tenure will be made only by tenured members of the committee.
 - C. Non-tenure track members of the committee will review and vote only on non-tenure track and clinical faculty promotion.
 - ii. Propose revisions to the *Appointment, Promotion, and Tenure Criteria* and the *Appointment, Promotion, and Tenure Procedures*, subject to approval by the Faculty Body.
 - iii. Make revisions to the *Appointment, Promotion, and Tenure Procedures*.
 - iv. Report annually to the faculty the number and type of applications reviewed by the committee.

5. **Nominations Committee**

- a. **Purpose.** The Nominations Committee is responsible for identifying vacancies in faculty committees, soliciting nominations, and conducting elections in SON. Elections will be conducted as specified in the bylaws.
- b. **Membership.** The committee consists of:
 - i. Three elected faculty members (voting);
 - ii. One Community Manager (non-voting)
 - iii. **Officers.** The Chair and the Chair-elect will be elected from the committee membership.
- c. **Functions.** The functions of the Nomination Committee are to:

- i. Prepare a slate of candidates who meet the criteria for the offices and positions to be filled
 - A. Accept nominations from the membership by any means deemed appropriate prior to developing the ballot;
 - B. Obtain the consent of each candidate to be considered for the position;
 - C. In consultation with the community chairs, bring forth a proposed ballot to the faculty at large for approval;
 - D. Whenever possible, nominate at least two candidates for each vacant position;
 - E. Votes will be collected and tallied under the supervision of the Secretary of Faculty;
 - F. The Secretary of Faculty will retain election ballots on file and maintain the historical record of faculty serving on committees.

VIII. SPECIAL COMMITTEES. The Faculty Body may at any time establish special committees to carry out specified functions. The Faculty shall determine the mode of selecting members of such committees and specify the charge to the committee.

- A. **Decanal Search Committee.** **The Decanal Search Committee for the School of Nursing Dean shall be constituted in accordance with Section C of the *Procedures for Implementing the Faculty Code*. Subject to the approval of the Faculty Body, the Bylaws Committee shall recommend the specific number and composition of between 5 and 10 regular, full-time faculty members to be elected to serve.**
Voting members shall include the elected faculty members and representatives appointed by the Board of Trustees, provided that a majority of voting members shall be tenured faculty. The Bylaws Committee shall recommend procedures for selecting additional, non-voting members.
Faculty members of the committee shall elect a tenured member to serve as Chair.

IX. FACULTY SENATE REPRESENTATIVES

- A. Consistent with the *Faculty Organization Plan*, Article III, Section 2:
 - 1. The SON is entitled to two faculty members of the Faculty Senate.
 - 2. Faculty members of the Faculty Senate serve a two-year term beginning on May 1 of the year in which they are elected.
 - 3. The faculty members shall be professors, associate professors, or assistant professors in fulltime service who have tenure as of the academic year succeeding the date of election. Vice presidents, assistant vice presidents, deans, associate deans, and other faculty members whose duties are primarily administrative in nature shall be ineligible for election as faculty members of the Senate.
- B. One SON Senate member shall be elected in each even-numbered year and one shall be elected in each odd-numbered year.

- C. At a Spring Semester Faculty Body business meeting, nominations for Senate will be entertained. There should be at least two nominees for a Senate seat. The names and biographies of candidates shall be circulated with the call for the first stated meeting of the Spring Semester. An election shall be held by secret ballot at or electronically following that meeting.
- D. In order to be elected, a candidate must receive a majority of the votes cast. If there are more than two candidates and neither receives a majority vote on the first ballot, then a second vote, with the names of the two top vote-getters, shall be held.
- E. The results of the election shall be announced in a timely manner and transmitted by the Dean to the Executive Committee of the University Faculty Senate.
- F. If a Senate member is unable to complete a term, another tenured faculty member may be elected to serve the remainder of that term. In that event, nominations for any such vacancy will be entertained prior to the next Faculty Body business meeting and circulated (along with biographies) with the agenda of that meeting.

X. **ADOPTION AND AMENDMENTS TO BYLAWS**

- A. These bylaws may be adopted, and subsequently amended, by two-thirds vote of voting members of the Faculty Body. Proposed amendments shall be circulated to voting members at least 14 calendar days prior to the vote.
- B. These bylaws and any subsequent amendments shall become effective upon approval by the Provost.
- C. A current copy of the bylaws, including approved amendments, shall be made accessible to all faculty members and furnished to the Faculty Senate Office.

Adopted by GWSON faculty - March 2022