

**BYLAWS OF THE FACULTY 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, University documents take precedence.
  
- III. Faculty Membership and Authority.**
  - A. Faculty.** The SON Faculty is the organization through which the SON Faculty decisions are made on matters within its authority and participates in shared governance within the SON.
  
  - B. Membership.** Faculty membership includes all Full-time regular faculty and specialized faculty.
  
  - C. Voting.**
    - i. SON Voting Members** – Fulltime Regular Faculty and Specialized Faculty.
  
    - ii. SON Non-voting Members** - visiting faculty/professors and part-time faculty with annual, renewable contracts.
  
    - iii. SON Non-voting ex officio** – Ex officio members with a faculty appointment may vote on matters of the Faculty; however, when serving as ex officio on a committee, they are not permitted to vote on that committee.
  
  - D. Authority.** The Faculty, working in collaboration with the Dean, shall determine and direct all matters relating to the educational policies and programs leading to degrees and certificates in the SON. The Faculty shall:
    - i.** elect faculty members for all standing and special committees,
  
    - ii.** approve the criteria for eligibility of candidates to receive degrees,
  
    - iii.** elect representatives to the Faculty Senate,

- iv. participate in the search for a Dean as provided by the University Faculty Code,
  - v. approve guidelines for promotion and tenure recommended by the Appointment, Promotion, and Tenure Committee,
  - vi. make recommendations to the Dean on proposals regarding the creation, revision, consolidation, or elimination of faculty communities, centers, institutes, or other academic or research units that are part of the SON, and
  - vii. 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.
- E. **Academic Freedom.** Faculty exercise academic freedom as defined by Article II of the University Faculty Code.

#### IV. **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 for specified functions within the SON.
- B. **Administrative Personnel**
- i. **Dean.** The Dean of the School of Nursing is the Chief Executive Officer, responsible for overall operations, strategic planning, the appointment of administrative personnel.
  - ii. **Executive Associate Dean**
  - iii. **Associate Dean for Faculty Affairs**
  - iv. **Assistant Dean for Faculty Affairs**
- C. **Associate Deans.**
- v. **Associate Dean for Inclusive Excellence**
  - vi. **Associate Dean for Research**
  - vii. **Associate Dean for Undergraduate and Prelicensure Programs**
  - viii. **Associate Dean for Graduate Clinical Programs (MSN & DNP)**

**D. Assistant Deans and Directors.**

- i. Assistant Dean for Student Enrollment and Success**
- ii. Assistant Dean for Accreditation, Evaluation, & Assessment**

**E. Program Track Directors**

**F. Director of Simulation and Experiential Learning**

**G. Other Administrative Personnel.** The Dean may appoint other Associate and Assistant Deans and Directors to carry out specified responsibilities.

**V. Faculty Meetings and Voting**

**A. Faculty Business Meeting**

- i. Function.** Provide the structure and process for the faculty to fulfill its responsibilities as a body and allow the faculty to hear, discuss, and vote on issues relevant to the students and faculty of the SON.
- ii. Chair.** The Dean or the Dean's representative shall chair meetings of the Faculty during the Faculty Business Meeting (FBM). The Dean serves as ex officio.
- iii. Secretary.** A Faculty Secretary shall be elected annually at the final FBM 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.
- iv. Frequency.** Stated meetings of the Faculty shall be held at least four times per year, including twice during the Fall Semester and at least twice during the Spring Semester. The Dean and the Secretary shall determine the dates and times of these 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 members.

- v. **Notice.** Notice of FBM with agenda and the texts of matters to be voted upon are to be distributed to all members, generally at least seven calendar days prior to each meeting.
- vi. **Attendance.** Attendance is open to:
  - a. all members of the Faculty,
  - 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
- vii. **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 Secretary is responsible for accounting for changes in the number of eligible voters to determine the presence of a quorum.
- viii. **Order of Business.** The most recent edition of *Robert's Rules of Order; Revised*, provides the structure and order for conducting meetings.

**B. Voting.**

- i. Electronic voting is the preferred method in the SON. Time-sensitive business and elections may be conducted electronically between meetings. Information and instructions will be provided in advance. Voting will occur via a secure platform and must be completed within seven calendar days of the announcement. Vote receipt will be confirmed by email. Votes are anonymous, except for the verification that a vote has been cast. The election ends on the date specified, unless an extension is needed to reach quorum. Any extension will be communicated to all eligible faculty.
- ii. **Executive Session.** The faculty may vote itself into executive session by majority vote. Executive session is limited to faculty members only; all guests will be asked to leave.

**VI. Standing Committees.**

- A. The faculty delegates specific areas of authority to standing committees, as detailed below.
- B. Elections of faculty members of committees will be held in April of each year, with terms of membership beginning and ending in the month of May each year.
  - i. All members of the Faculty are required to serve on a SON committee. They seek election and serve as a voting member of committees.
  - ii. A Consent to Serve document will be sent to all faculty members early in the spring semester to ascertain faculty committee preferences. These preferences will be utilized in the development of the faculty ballot that will be used for the voting process.
  - iii. Faculty members who are not elected to a committee will be appointed to a committee by the Dean of the SON or designee.
  - iv. Elected and appointed faculty members of committees shall serve 2 years unless otherwise noted.
  - v. 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.
- C. **Officers**
  - i. Each standing committee will have a chair who is elected by the faculty members of the committee.
  - ii. If the chair is unable to complete the term, the committee will elect another committee member to serve for the remainder of the chair's term.
  - iii. Ex officio role – Academic Leaders will have ex officio roles on committees and therefore will not have voting rights on those committees.
- D. **Meetings.** Committees will meet as frequently as necessary to accomplish their work. It is expected that all committees will meet monthly, but no less than four times each year (September through May).

- i. Attendance.** Members are expected to attend all committee meetings. Members who are unable to attend a meeting shall notify the committee chair in advance 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 SON Leadership to have forfeited their seat.
  - b.** If a faculty committee seat becomes vacant, whether because of forfeiture, resignation, or separation from the faculty, a special faculty election shall be held to fill the seat for the remainder of the unexpired term.
- ii. Quorum.** A simple majority of committee members constitutes a quorum for committee meetings unless otherwise noted.
- iii. Minutes.** Each committee shall keep minutes of its meetings, including details of all actions taken, which shall be made accessible to all faculty.
- iv. Meeting Etiquette** – All SON Committees will follow Robert’s Rules of Order.

**E. Reports**

Each committee shall submit a written report of actions taken annually to the dean. The reports will be presented to the faculty at the end of the year Faculty Business Meeting.

**VII. Committee Overview and Structure**

**A. Program Committees.**

- i. Purpose.** The Program Committees have responsibility for curriculum, policies, program evaluation, and student progression within their respective programs.
- ii. Membership.** (All elected members serve with voting privileges. Ex officio members are non-voting). There shall be three program committees:
  - a.** The Prelicensure/BSN Program Committee shall have responsibility and authority for the prelicense (PL) and BSN programs. (Associate Dean of PL/BSN Programs – ex officio),

b. The Graduate Clinical Programs Committee shall have responsibility and authority over the MSN, DNP and post-master's certificate program (Associate Dean of Graduate Clinical Programs – ex officio),

c. The PhD Program Committee shall have the responsibility and authority for the PhD Program. (Associate Dean for Research ex officio),

d. Additional ex officio members may be added as appropriate.

e. Faculty members of program committees are elected by and from within their respective programs and serve two-year terms consistent with other standing committees.

**iii. Functions.** The functions of the Program Committees are to:

a. provide oversight of the development, implementation, evaluation, and revision of the program that reflects relevant professional nursing standards and guidelines,

b. ensures that the professional standards adopted by the program are integrated into the curriculum,

c. develop program outcomes and evaluate them on a regular basis,

d. ensure program policies related to curriculum and student progression, retention, and graduation are congruent with the SON and the University policies, and that they support achievement of the expected outcomes,

e. approve program plans of study, course syllabi, prerequisite course requirements, and curriculum changes,

f. ensure program meets requirements of regulating bodies,

g. reviews end of year course reports and program reviews,

h. use data from course reviews to recommend revisions of expected key assessment measures of program outcomes,

i. in accordance with the SON Master Plan of Evaluation, use course evaluation data to make decisions about curricular reviews and ongoing program improvement,

j. recommend major program-level changes to the SON Evaluation Committee and Faculty Business Meeting for Approval,

k. provide oversight for student admissions, progressions, failures, and appeals.

**iv. Procedures and Faculty Input.** Each program committee will make proposals under consideration available to the faculty at least one week before the Faculty Business 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 business 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.

**v. Operating Guidelines.** In addition to the provision of these bylaws, each committee shall adopt operating guidelines, subject to approval by the Faculty, containing further details on its roles and functions.

## **B. Bylaws Committee**

- i. Purpose.** The purpose of the Bylaws Committee is to review and recommend bylaws amendments to the faculty.
- ii. Membership.** (All elected members serve with voting privileges. Ex officio members are non-voting). The committee shall consist of 7 elected faculty members (Executive Associate Dean – ex officio)
- iii. Functions.** The functions of the Bylaws Committee are to:
  - a.** periodically review and suggest revisions to the bylaws,
  - b.** receive and consider recommendations for bylaw revisions from other faculty committees, individual faculty members, and administrative personnel,
  - c.** propose bylaw amendments to the Faculty.

## **C. Appointment, Promotion, and Tenure Committee**

- i. Purpose.** The Appointment, Promotion, and Tenure Committee (APT) 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.

- ii. **Membership.** (All elected members serve with voting privileges. Ex officio members are non-voting). The committee shall consist of:
  - a. seven elected tenured faculty, at least 3 of whom must be at the rank of professor,
  - b. six elected non-tenure track faculty at the rank of associate professor or professor,
  - c. the Chair shall be elected from among the Committee's tenured faculty members.
  
- iii. **Functions.** The functions of the APT committee are to:
  - a. use 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,
    - i. Review and vote on promotion shall be made by members of the committee of higher or equal rank of the faculty being considered.
    - ii. Review and voting on tenure will be made only by tenured members of the committee.
    - iii. Non-tenure track members of the committee will review and vote only on non-tenured track and clinical faculty promotion.
  - b. reviewed annually, propose revisions to the *Appointment, Promotion, and Tenure Criteria* and the *Appointment, Promotion, and Tenure Procedures as needed*, subject to approval by the Faculty,

- c. revise the *Appointment, Promotion, and Tenure Procedures, and*
- d. report annually to the faculty the number and type of applications reviewed by the committee.

**D. Faculty Affairs Committee**

- i. **Purpose.** The Faculty Affairs Committee is responsible for identifying vacancies in faculty committees, soliciting nominations, and conducting elections for the SON. Elections will be conducted as specified in the bylaws. This committee will also be responsible for biennial faculty needs assessments and the organization and support of faculty professional development events.
- ii. **Membership.** (All elected members serve with voting privileges. Ex officio members are non-voting). The committee shall consist of:
  - a. a minimum of 5 elected faculty members,
  - b. Associate Dean of Faculty Affairs – ex officio,
  - c. the Chair will be elected from the committee membership.
- iii. **Functions.** The functions of the Faculty Affairs Committee are to:
  - a. conduct an annual Faculty Consent to Serve Survey,
  - b. prepare a slate of candidates who meet the criteria for the offices and positions to be filled,
  - c. develop the ballot. Whenever possible, nominating at least two candidates for each vacant position,
  - d. distribute the ballot to the faculty for voting. Votes will be collected and tallied under the supervision of the Secretary of the Faculty. The Secretary of the Faculty will retain election ballots on file and maintain the historical record of faculty serving on committees.

- e. develop and distribute a biennial faculty needs assessment,
- f. plan continuing educational presentations to support faculty educational needs,
- g. collaborate with staff to plan specialty events (outside of graduation committees), and
- h. report annually to the Faculty SON committee membership, professional development offerings, and findings of needs assessment.

**E. Simulation & Experiential Learning Advisory Committee**

- i. **Purpose.** The purpose of the committee is to write and approve simulation policies that relate to the operations of the Simulation and Innovation Learning Center, to monitor the implementation of these policies. Additionally, this committee will provide governance over academic and business operations of the Simulation and Innovative Learning Center to ensure there is no conflict between the two entities and ensure SON student learning remains the priority.
- ii. **Membership.** (All elected members serve with voting privileges. Ex officio members are non-voting). The committee shall consist of the following:
  - a. one elected faculty member who teaches in the Prelicensure programs,
  - b. one elected faculty member who teaches in the graduate programs,
  - c. director of Simulation and Experiential Learning – ex officio, and
  - d. a Simulation team member (simulation operations or educator).
- iii. **Functions.** The functions of the Simulation & Experiential Learning Committee are to:

- a. develop and review policies and make recommendations to the dean about simulation center operations,
- b. suggest a structure that supports the simulation center as a revenue source and contributes to the overall operational budget of the SON,
- c. make recommendations for additional resources (e.g. staffing, equipment, and capital equipment), and
- d. report annually to the faculty and staff about simulation center operations.

**F. SON Faculty Search Committee**

- i. **Purpose.** The purpose of the Faculty Search Committee is to recruit, screen, interview, and recommend applicants for open faculty positions within the SON in accordance with the SON Bylaws and University Faculty Code.
- ii. **Membership.** This committee shall consist of a minimum of 5 elected faculty members including tenured/tenure-track, non-tenured, and specialized faculty. The Executive Associate Dean (or designee assigned by the Dean) will serve as chair and ex officio. All elected members serve with voting privileges. Ex officio members are non-voting.
- iii. **Functions.** The functions of the Faculty Search Committee are to:
  - a. collaborate with the Dean's office to identify open faculty positions for each academic year,
  - b. review and make suggestions for revisions of faculty job descriptions, as needed,
  - c. develop a comprehensive evaluation tool for all faculty candidates (Tenure-Track, Non-Tenure Track, Special Service Faculty Track) and revise as needed,
  - d. assist the faculty manager in identifying qualifications for candidates,

- e. draft advertisements for publications and online sites that will attract diverse candidates,
- f. develop interview questions and schedule interviews and campus visits,
- g. conduct interviews of qualified candidates,
- h. prepare final documentation to include references and final search documents, and
- i. evaluate candidates and recommend finalists to the Dean

**G. SON Evaluation and Policy Committee**

- i. **Purpose.** To review and provide oversight of the Master Plan of Evaluation and all policies that pertain to compliance for school governance and regulating bodies.
- ii. **Membership.** Representative faculty from all programs. Associate Program Deans and Assistant Dean for Assessment, Evaluation, and Accreditation – ex officio members.
- iii. **Functions.**
  - a. Review and evaluation of the Master Plan of Evaluation
  - b. Review all policies and recommend action for faculty consideration

**VIII. Special Committees.** The faculty may at any time establish a special committee to complete specified functions. The faculty shall determine the mode of selecting members of such committees and specify the charge of 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, The Faculty Affairs Committee shall recommend the specific number and composition of between 7 and 10 full-time faculty members, including tenured, tenure-track, non-tenured, and specialized faculty, to be elected to serve. **The composition of the search committee must ensure that tenured faculty constitute at least a**

**majority of the voting members, with representation from all tracks of faculty in the SON.** Voting members shall include the elected faculty members and representatives appointed by the Board of Trustees. The Faculty Affairs 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 *GW University Faculty Organizational Plan*, Article III, Section 2.
  - i.** The SON is entitled to two faculty members of the Faculty Senate,
  - ii.** Faculty members of the Faculty Senate serve a two-year term beginning May 1 of the year in which they are elected.
  - iii.** Faculty members shall be tenured professors or associate professors in Fulltime service. 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 Business Meeting, nominations for Faculty Senate will be entertained. There should be at least two nominations for the ballot. The names and biographies of the candidates shall be circulated with the call for the first stated meeting of the Spring semester. An election shall be held by secret ballot or electronically following the 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 receive a majority vote on the first ballot, then a second vote, with the names of the top two vote receivers, 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 Business Meeting and circulated (along with biographies) with the agenda for that meeting.

**X. Adoption and Amendments to Bylaws**

- A. These bylaws may be adopted, and subsequently amended, by two thirds of voting members of the Faculty. Proposed amendments shall be circulated to voting members at least 14 calendar days prior to the vote.
- B. These bylaws and 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