

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

**I. Name and Location**

The School of Nursing of the George Washington University (“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 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, do not contravene any provisions of those documents. Policies and procedures for maintaining academic standards and for reviewing and approving procedures, rules, and criteria of departments or comparable educational divisions are set forth in the School of Nursing Bulletin.

**III. Faculty Membership and Authority**

**(A) Membership.** Membership in the Faculty shall be defined as per Section I of the University Faculty Code, “Grades of Academic Personnel.” Voting membership in the School includes all primary appointments as (1) active status, regular faculty appointees with the title of University Professor, Professor, Associate Professor, Assistant Professor, Instructor, or as (2) specialized faculty with the title of Professor, Associate Professor, Assistant Professor, and Instructor who are on a renewable contract, do not hold either a regular or tenured appointment at another university, have a nine or twelve month appointment, and who have contractual responsibilities for one or two of the following areas: research, teaching, and service. (Note: Specialized Faculty include but are not limited to faculty members holding clinical, research, and teaching faculty positions, which may be reflected in their titles). Hereafter (1) and (2) above are referred to as “the Faculty.” Ex-officio membership (non-voting) shall be accorded to the President of the University, the Provost, and Emeritus Faculty of the School.

**(B) Authority.** The Faculty, working closely with the Dean, shall determine and direct all matters relating to educational policies and programs leading to degrees and certificates in the School. The Faculty shall: (1) elect members of all standing committees; (2) decide the criteria for 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; (5) participate in the

search for a Dean as provided by the *University Faculty Code*; (6) approve guidelines for promotion and tenure recommended by the School-Wide Personnel Committee; (7) make recommendations on proposals concerning the creation, consolidation, or elimination of departments/communities, centers, 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.

- (C) **Academic Freedom.** Faculty Academic Freedom shall be defined as per Section II of the University Faculty Code, and shall be subject only to legal restrictions and such guidelines as shall be recommended by the Faculty Senate and adopted by the University. A faculty member shall enjoy freedom of expression and freedom of investigation. Consistent with Academic Freedom, Faculty members should show respect for the opinions of others and foster and defend intellectual honesty, freedom of inquiry and instruction, and the free expression of ideas.

#### IV. **Organization**

- (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 School. There are various Administrative Units within the School including; The Office of the Dean, and Academic Program Units.
- (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 his or her discretion. The Dean shall have the authority and responsibility for overseeing: (1) supervision and evaluation of the performance of associate and assistant 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/ Executive Vice President for Academic Affairs (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. Additionally, Directors or other administrators of programs, tracks, or other administrative units of the School may be appointed by the Dean with the concurrence of the faculty. Typically, candidates for administrative appointments will be vetted by the faculty, with their recommendations presented to the Dean for consideration. The Dean will have final decision-making authority for all administrative

appointments.

- (C) **Administrative Officers of the School.** The administrative officers at the School level include the Dean and Senior Associate Dean for Academic Affairs. Faculty administrative officers of the school, including but not limited to assistant and associate deans and faculty chairs, shall be appointed by the Dean in congruence with the procedures specified in the Faculty Code. These procedures include an elected committee of the regular faculty members to recommend a candidate for the position, and are congruent with Faculty Code and university policy and procedures.
- (D) **Academic Programs and the Roles of Assistant and Associate Deans of Programs.** The administrative officer of each Academic Program (BSN, MSN, DNP, PhD) shall be the dean leading that program, with the authority and responsibility for coordinating and overseeing that program.
- (E) **Academic Programs and the Role of Program Track Directors.** Program Track Directors serve under their respective academic program deans to coordinate the activities of their specific academic program. The appointment of Program Track Directors is at the discretion of the Dean with the assent of the faculty.
- (F) **The Role of Faculty Chairs.** Faculty Chairs serve as the administrative officer for a community of scholars by leading, supporting and facilitating mentorship of faculty members in fulfilling the teaching, research, scholarship, practice and service missions of the School and the University. Faculty Chairs are responsible for looking across the School's mission areas of teaching, research, scholarship, and practice and service and maximizing the potential of each Community's foci through strategic thinking, collaboration and advocacy.
- (G) **Other Administrative Units and the Role of their Directors.** Directors shall be appointed to lead other units within the School, such as Instructional Design, Centers, and Institutes. Directors shall have an annual performance evaluation by the Dean or the Dean's designee.

## 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 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 members of the Faculty as defined by Article III. 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 representative. The Faculty may vote itself into executive session at any time by majority vote.

- (B) **Order of Business.** The Faculty may, by majority vote, decide to take action on any resolution not previously included on the agenda. *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 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. Elections will be held in April and terms of membership shall begin and end on May 1st. The Dean or the Dean's representative shall be a non-voting *ex-officio* member of all committees. The Dean or the Dean's representative shall convene the first meetings each year. 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 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 School is entitled to elect two (2) representatives to the University Faculty Senate. Sections III-2 of the Faculty Organization Plan stipulates that persons elected to the Senate shall serve a two-year term, beginning on May 1 of the year in which they are elected. At least one of the GW School representatives to the Faculty Senate must hold the rank of Associate Professor or Professor and have tenure as of the academic year next succeeding the date of their election. Regular Faculty with non-tenure track appointments shall be eligible to serve as the other representative in the Faculty Senate, provided that such Regular Faculty shall have completed at least three



years of full-time service to the University and shall have attained the rank of Associate Professor or Professor. The foregoing exemption for the School shall expire three years after the approval of that exemption by the Faculty Assembly and the University's Board of Trustees (approved 10-25-16). 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 vacated office. 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**

- 1) The purpose of the Committee on Evaluation, in consultation with the Assistant Dean of Assessment and Evaluation, other appropriate Deans, Program Directors, and Faculty Community Chairs is to provide monitoring, evaluation and recommendations for fulfillment of Section IV: Assessment and Evaluation of Program Outcomes of the *CCNE Accreditation School Evaluation Plan* based on aggregate data provided by the administration.
- 2) The functions of the Committee shall be to:
  - a. Review and make recommendations on type and use of relevant data sources to enable measurement of program outcomes;
  - b. Review and analyze data related to program outcomes throughout the year with each outcome reviewed at least once a year;
  - c. Identify gaps in achieving desired outcomes and make recommendations for improvement;
  - d. Provide an overview of the evaluation process to the School of Nursing faculty and administration, report evaluation findings, and make recommendations for action and follow-up to the School of Nursing faculty and administration on an ongoing basis throughout the year with each outcome measure being presented at least once a year at a Faculty Business Meeting; and
- 3) The membership of the Committee shall consist of:
  - a. A minimum of five elected members of the Faculty (at least two from undergraduate and two from graduate programs)
  - b. Two student representatives (one undergraduate and one graduate)

appointed to the committee for renewable one-year terms.

c. Deans and Faculty Community Chairs shall be non-voting members serving in an ex-officio capacity.

d. The Evaluation Committee Chair will be elected from the voting members of the Committee for a two year term.

4) Meetings: The Committee on Evaluation shall meet at least twice during each of the fall and spring semesters; the chair may choose to meet at other times in order to complete the work of the committee. Evaluation Committee meetings are open to attendance by any member of the faculty, administration or staff.

5) Terms: The elected faculty members will serve 3-year terms, with one-third of the membership being elected annually in order to facilitate continuity by staggering terms of service across the Committee membership. 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. The Committee will solicit a replacement representative from the appropriate program to serve the remainder of the academic year, at which time a new member will be elected for the remainder of the forfeited term.

Chair and Chair-elect election and terms:

a) In May of each even-numbered year, the committee shall elect a member to serve as Chair-elect.

b) The Chair-elect shall serve for two years, after which she or he shall assume the office of Chair for two years.

c) The Chair shall work collaboratively with the Chair-elect to ensure a smooth transition to the Chair role.

d) If the office of Chair becomes vacant:

i. The current Chair-elect shall assume the Chair position and shall serve the remainder of that term as well as the following term.

ii. The committee shall elect a new Chair-elect to serve until the conclusion of the following term, at which time she or he shall assume the position of Chair.

[PROVISO: Following adoption of these Bylaw revisions, the committee shall elect a Chair-elect. The current Chair shall continue in office until May 2020, at which time the Chair-elect shall assume the office of Chair upon election of a new Chair-elect.]

### **(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 rank. Members are elected for three-year terms

of office. Deans shall be *ex-officio members*. 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 submit a written report of curriculum and program reviews 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.

#### Standing Subcommittees

#### **Baccalaureate Curriculum**

1. The purpose of the Baccalaureate Curriculum Committee (BCC) is to ensure the oversight and approval of all aspects of the undergraduate curriculum including program requirements; addition, or deletion of courses; course descriptions and objectives; and course credits.
2. The functions of the BCC shall be to:
  - a. Review undergraduate courses and approve all new undergraduate courses, as well as requests for changes or deletions of such courses offered. When proposals come to the committee, the originating faculty are notified of such action.
  - b. Review changes in programs of study.
  - c. Review recommendations concerning policies and plans for further development of such programs.
  - d. Evaluate and review undergraduate programs and recommend necessary program additions, revisions, terminations, or other modification of undergraduate programs.
  - e. Evaluate and make recommendations to the School Curriculum Committee on all proposals for the establishment or termination of undergraduate degrees and majors.
  - f. Evaluate and make recommendations to the School Curriculum Committee on the approval of courses to be designated as fulfilling the degree program requirements.

- g. Approve of all proficiency examinations and the setting of minimum scores.
  - h. Recommend program admission criteria
3. The membership of the Committee shall consist of:
    - a. Six (6) undergraduate regular or special services faculty members who represent the first, second, third, and fourth semesters of the ABSN program and the RN-BSN program tracks,
    - b. Three (3) at-large members.
    - c. Between two (2) and four (4) undergraduate students representing different cohorts enrolled in the program, elected by the Student Nurses Association.
    - d. Four (4) ex officio/administrative members.
  4. The Committee shall meet at least once per month. The chair may choose to meet more frequently in order to complete the work of the committee.
  5. Terms: The Chair and Chair-elect will each serve a 2-year term, with terms being renewable for one additional term, if desired. The elected faculty members will serve 3-year terms, with one-third of the membership being elected annually in order to facilitate continuity by staggering terms of service across the Committee membership. Committee members may be reelected for additional terms. Timing of elections will occur in accordance with the School bylaws.
    - a) In May of each even-numbered year, the committee shall elect a member to serve as Chair-elect.
    - b) The Chair-elect shall serve for two years, after which she or he shall assume the office of Chair for two years.
    - c) The Chair shall work collaboratively with the Chair-elect to ensure a smooth transition to the Chair role.
    - d) If the office of Chair becomes vacant:
      - i. The current Chair-elect shall assume the Chair position and shall serve the remainder of that term as well as the following term.
      - ii. The committee shall elect a new Chair-elect to serve until the conclusion of the following term, at which time she or he shall assume the position of Chair.

[PROVISO: Following adoption of these Bylaw revisions, the committee shall elect a Chair-elect. The current Chair shall continue in office until September 2020, at which time the Chair-elect shall assume the office of Chair upon election of a new Chair-elect.]

**(D) Academic and Student Affairs Committee**

- 1) The purpose of the Academic and Student Affairs Committee is to propose policies related to admission, progression and graduation; monitor the implementation of these policies; and address concerns/issues of students at the School.
- 2) The functions of the Academic and Student Affairs Committee are:
  - a. Review and recommend to the Faculty all admission, progression, and graduation policies for the undergraduate and graduate programs;
  - b. Act on petitions for exception to the School admission, progression, and graduation policies;
  - c. Oversee the annual revision of the School Bulletin and Student Handbooks; and
  - d. Act on, advise, and provide oversight for matters pertaining to the academic and student affairs issues of the School.
  - e. Meeting minutes will be kept.
- 3) The membership of the Academic and Student Affairs Committee shall consist of:
  - a. The co-chairs - the Senior Associate Dean for Academic Affairs and the Assistant Dean for Student Affairs - who preside at all meetings;
  - b. The Academic Program Deans (BSN, MSN, DNP, PhD)
  - c. The Assistant Dean of Diversity, Equity, and Inclusion
  - d. The Directors of Enrollment Management and Student Services; and
  - e. A minimum of four (4) voting faculty members, inclusive of two (2) undergraduate faculty members and two (2) graduate faculty members, elected by the Faculty
- 4) Meetings: The Academic and Student Affairs Committee meets monthly or more often as needed; the co-chairs may choose to meet at other times in order to complete the work of the committee.
- 5) Progression Subcommittee: A Standing Progression Subcommittee will meet within five days following the end of each semester to consider recommendations made by Program Directors regarding student academic standing and to make decisions regarding student academic probation and dismissal. Appeals of subcommittee decisions can be made in writing to the Senior Associate Dean for Academic Affairs. This subcommittee will also review and act on course failures, including those that may result in dismissal, as outlined in the Academic Bulletin. In the event a student is allowed to continue (progress) in the program after a course failure, an updated plan of study will be completed and placed in the student file.
  - a. Members: Assistant Dean for Student Affairs, the Director of Student Services, Assistant Dean for Diversity and Inclusion, and Program Deans.
- 6) Terms: The Chair and Chair-elect will each serve a 2-year term, with terms

being renewable for one additional term, if desired. Committee members will serve a 3-year term and will have staggered entry/exit points of two members per year so that there is a balance of experience on the committee. Committee members may be considered for reelection for additional terms if they desire to continue service to the committee. Timing of elections will occur in accordance with the School bylaws.

a) In May of each even-numbered year, the committee shall elect a member to serve as Chair-elect.

b) The Chair-elect shall serve for two years, after which she or he shall assume the office of Chair for two years.

c) The Chair shall work collaboratively with the Chair-elect to ensure a smooth transition to the Chair role.

d) If the office of Chair becomes vacant:

i. The current Chair-elect shall assume the Chair position and shall serve the remainder of that term as well as the following term.

ii. The committee shall elect a new Chair-elect to serve until the conclusion of the following term, at which time she or he shall assume the position of Chair.

PROVISO: Following adoption of these Bylaw revisions, the committee shall elect a Chair-elect. The current Chair shall continue in office until September 2020, at which time the Chair-elect shall assume the office of Chair upon election of a new Chair-elect.

#### **(E) Policy Management Committee**

- 1) The purpose of the Policy Management Committee is to initiate, review, and recommend administrative policies developed within the functional units of the School and/or when such policies are referred to the Committee by the Dean, a committee, faculty or staff administrator. The Committee or Chair may establish Subcommittees as deemed necessary.
- 2) The functions of the Committee shall be to:
  - a. Coordinate the development and ongoing review of the School's administrative policies.
  - b. Create and update a portal to house all School administrative policies.
  - c. Maintain records of Committee transactions to include minutes, summary reports and update the bylaws when necessary.
  - d. Facilitate communication between policy stakeholders during policy review.
  - e. Ensure an effective and appropriate communication plan and training in place to make the affected campus constituents aware of policy changes.
  - f. Submit an annual report to the Dean providing an overview of the work of the Committee for the previous year.
- 3) Membership:

- a. The Committee membership will be composed of the following faculty and staff:
    - Seven (7) elected faculty members: three (3) from the Acute & Chronic Care Faculty Community, three (3) from the Policy, Populations & Systems Faculty Community, and one (1) elected At-large from the faculty.
    - Two (2) elected staff members
    - Four (4) staff representatives from the following administrative areas: Academic Affairs, Student Affairs, Finance, & Human Resource Management and Development.
    - Senior Advisor to the Dean, ex-officio.
    - Assistant Dean for Diversity, Inclusion, and Equity, ex-officio.
  - b. Faculty representation on all standing committees is determined by school-wide elections as detailed in the Schools bylaws.
  - c. Staff representation on this Committee will be determined by a vote of the Staff Council no later than November 1<sup>st</sup> each year, effective January 1.
  - d. The Chair will be elected by the voting members of the committee and must be a faculty member. The Chair will serve a 2-year term and must hold a 3-year appointment.
- 4) Rules of Procedure:
  - a. The committee shall meet monthly (suggested on the 1<sup>st</sup> Monday of every month from 10am-12pm). The Chair may choose to meet more often in order to complete the work of the Committee. A simple majority of the Committee members is required to hold a meeting. To hold a vote, a two-thirds (2/3) majority must be present and must include representation from members of at least three of the four voting constituencies identified in Section B: Composition. Voting by electronic means may occur. Failing to respond to vote removes the member from the quorum count and vote.
  - b. The rules of procedure in meetings, except as otherwise specified herein, shall follow Robert's Rules of Order.
  - c. The committee shall establish, by two-thirds (2/3) vote of its members, procedures governing the operation of the committee.
  - d. Amendments to the membership or responsibility of the committee shall be adopted by two-thirds vote of its members, and pending approval by Faculty.
- 5) Terms: The Chair and Chair-elect positions will each serve a 2-year term, with terms being renewable for one additional term, if desired. Committee members will serve a 3-year term and will have staggered entry/exit points of two (2) members per year so that there is a balance of experience on the committee. Committee members may be reelected for additional terms. Timing of elections will occur in accordance with the School bylaws.
  - a) In May of each even-numbered year, the committee shall elect a member to serve as Chair-elect.
  - b) The Chair-elect shall serve for two years, after which she or he shall assume the office of Chair for two years.

- c) The Chair shall work collaboratively with the Chair-elect to ensure a smooth transition to the Chair role.
- d) If the office of Chair becomes vacant:
  - i. The current Chair-elect shall assume the Chair position and shall serve the remainder of that term as well as the following term.
  - ii. The committee shall elect a new Chair-elect to serve until the conclusion of the following term, at which time she or he shall assume the position of Chair.

PROVISO: Following adoption of these Bylaw revisions, the committee shall elect a Chair-elect. The current Chair shall continue in office until September 2020, at which time the Chair-elect shall assume the office of Chair upon election of a new Chair-elect.

#### **(F) Bylaws Committee**

- 1) The purpose of the Bylaws Committee of the School shall be to consider all proposals for amendments or substantive modifications to the School Bylaws and present recommendations to the voting members of the faculty.
- 2) The functions of the Bylaws Committee shall be to:
  - a. Review the bylaws within the framework of the Faculty Code, Organization Plan, and Bylaws of the George Washington University;
  - b. Systematically review the bylaws for the purpose of considering any additions and/or revisions which may be necessary or which are advised by the faculty/committees and make recommendations for amendments as needed;
  - c. Receive and review recommendations from Committees and/or members of the faculty for proposed amendments to the bylaws;
  - d. Forward proposed amendments to the Faculty with the Bylaws Committee's recommendation for action;
  - e. Report to the faculty action taken on all recommended amendments referred to the committee;
  - f. Conduct voting for revisions or amendments of existing bylaws; and
  - g. Submit a copy of the bylaws to the Office of the Dean and Provost (note that according to the Faculty Code, "All school procedures, rules, and criteria shall be approved by the Provost in consultation with the Faculty Senate Executive Committee")
  - h. Meeting minutes will be kept and archived according to School practices such that they are accessible to faculty at all times.
- 3) The membership of the Bylaws Committee shall consist of:
  - a. A minimum of five (5) voting faculty members
  - b. The Chair, who presides at all meetings, elected by the Committee;
  - c. A Chair-elect elected by the Committee; and



- 4) Meetings: The Committee shall meet at least bi-annually. The Chair may choose to meet more often to complete the work of the Committee.
- 5) Terms: The Chair and Chair-elect positions will each serve a 2-year term, with terms being renewable for one additional term, if desired. Committee members will serve 3-year terms and will have staggered entry/exit points of two members per year so that there is a balance of experience on the Committee. Committee members may be reelected for additional terms. Timing of elections will occur in accordance with the School bylaws.
  - a) In May of each even-numbered year, the committee shall elect a member to serve as Chair-elect.
  - b) The Chair-elect shall serve for two years, after which she or he shall assume the office of Chair for two years.
  - c) The Chair shall work collaboratively with the Chair-elect to ensure a smooth transition to the Chair role.
  - d) If the office of Chair becomes vacant:
    - i. The current Chair-elect shall assume the Chair position and shall serve the remainder of that term as well as the following term.
    - ii. The committee shall elect a new Chair-elect to serve until the conclusion of the following term, at which time she or he shall assume the position of Chair.

PROVISO: Following adoption of these Bylaw revisions, the committee shall elect a Chair-elect. The current Chair shall continue in office until September 2020, at which time the Chair-elect shall assume the office of Chair upon election of a new Chair-elect.

**VIII. School-Wide Personnel Committee** (note to faculty- name changed to be in congruence with section D of Part IV of the Faculty Code). Membership consists of all tenured faculty. The purpose of this committee is to:

- i. Establish, publish, and update, 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.
- ii. Carry out the procedures outlined in the School's Faculty Procedures for Appointment, Promotion and Tenure as approved by the Faculty, including reviewing all faculty candidate applications for promotion and tenure, serving as a hearing body for any member of the Faculty who requests a review of the Dean's non-concurrence with the committee's recommendation, and filing an annual written report of the committee's activities.

**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 voting faculty members, in compliance with Section C of the Procedures for Implementing the Faculty

Code. Additionally, the committee 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 mission. 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 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.

Approved by faculty vote 11-15-18