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. Policies and procedures for maintaining academic standards and for reviewing and approving procedures, rules, and criteria of departments, or comparable educational divisions will be followed as indicated in the School of Nursing Bulletin.

III. Faculty Membership and Authority

(A) Membership. Congruent with the University Faculty Code, membership in the Faculty shall be defined as per Section I: Grades of Academic Personnel within the University Faculty Code. Voting membership in the School shall extend to all persons whose primary appointments are as (1) active status, regular 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. Specialized Faculty are faculty members 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.)
(B) **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 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.

(C) **Academic Freedom.** Congruent with the *University Faculty Code*, Faculty Academic Freedom shall be defined as per Section II. Academic Freedom, 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 of Nursing. There are various Administrative Units within the SON: The Office of the Dean, Academic Program Units, and other Administrative 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 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. 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 (i.e. BSN, MSN, DNP) shall be the dean leading that program. Each academic program dean shall have 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. Upon appointment, each Program Track Director shall support the work of the dean of their academic program by coordinating and overseeing the operations of their assigned program track.

(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 who are 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 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 whose membership in the Faculty is 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 designated representative. The Faculty as defined by Article III may, however, vote itself into executive session at any time by majority vote.

(B) Order of Business. Quorum is defined as 40% of voting-eligible faculty members. In the conduct of all business other than amendment of these Bylaws, a simple majority (51%) of votes cast will be sufficient for decision-making. Accounting for the change in number of eligible voters is an ongoing responsibility of the Secretary of the Faculty. Otherwise, Roberts Rules of Order, Revised, shall be used as the authority for the conduct of meetings of the Faculty.

(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 time 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 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 two (2) representatives to membership on 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 SON representatives to the Faculty Senate must hold the rank of associate professor or above 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 higher. The foregoing exemption for the School of Nursing 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 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 of school outcomes to be transmitted to the Faculty.
(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 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.

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 of Nursing Faculty Procedures for Appointment, Promotion and Tenure in The George Washington University School of Nursing document as approved by the School of Nursing 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, 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 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 originally adopted by the SON Faculty on September 9, 2011. Amended by the SON Faculty on November 14, 2013. Approved by the Provost on December 18, 2013. Amended by the SON Faculty on February 14, 2017. Amended by the SON Faculty on September 19, 2017.