THE BYLAWS OF THE FACULTY SCHOOL OF NURSING VANDERBILT UNIVERSITY

In order to exercise the powers granted under Vanderbilt University Code of Bylaws, Chapter IV, Section 3b, the faculty of the School of Nursing establishes here its organization and rule of procedure. Acting under the above mentioned authority, the faculty establishes the Vanderbilt University School of Nursing Faculty Assembly (Assembly) and Faculty Council (Council) with delegated powers and responsibilities as are here set forth.

ARTICLE I. MISSION

As one of the University's professional schools, the School of Nursing must fulfill the mission of developing, structuring, and communicating the discipline of nursing by its commitment to the conduct of inquiry, research, scholarship, education of students, and the practice of professional nursing.

ARTICLE II. FACULTY ASSEMBLY

A. Functions.

1. Debates/discusses any matter pertinent to the School or University, including reports of School committees, administrators, Senators and representatives to University councils, and committees.
2. Acts upon motions submitted by members/committees/Faculty Council or the Assembly.
3. Acts upon:
   a. New specialties, degree programs, and post-master's studies.
   b. Changes in overall curricular components or degree requirements.
   c. Recommendations for conferral of degrees.
   d. Standards and procedures regarding faculty selection, promotion, retention, tenure, and evaluation of all members of the Assembly.
   e. Changes in the philosophy of the School.
   f. Standards and procedures for student admission, advisement, retention, and progression.
   g. Proposed changes in educational policy.
4. Receives from the Dean at least two (2) formal reports each year. The first report shall occur at the beginning of the academic year and shall include the challenges and problems, financial status, and goals for the School for that year. The second report shall occur at the end of the academic year and shall include the major accomplishments and events of the year.
5. Amends the bylaws.
6. Elects officers and committee Chairs specified within these bylaws.
7. Elects Senators from voting members of the Assembly for a three-year term.
8. Consults with the Dean through Faculty Forums and Dean's Chats regarding short and long term goals of the School.

B. Membership and Voting.

Full-time faculty members including the following titles (Tenured/Tenure-Track: Professor of Nursing, Associate Professor of Nursing, and Assistant Professor of Nursing. Non-Tenure: Professor of Nursing, Associate Professor of Nursing, Assistant Professor of Nursing, and Instructor of Nursing. Non-Tenure Clinical Track: Faculty of Clinical Nursing.) shall be voting members of the Assembly and eligible for standing committee membership. Part-time faculty members and the following titles (Non-tenure Clinical Track: Clinical Faculty of Nursing. Other Appointments: Research Faculty, Lecturer and Senior Lecturer, Visiting, Joint or Adjoint Appointments,) shall not be voting members of the Assembly.
C. Officers.

The Chair of each School Faculty is the Chancellor who may delegate this responsibility (Vanderbilt University Code of Bylaws, IV-2-d). The Chancellor has delegated this responsibility to the Dean of each school who may, in turn, delegate the responsibility to a faculty member in the School. The delegation of Chair responsibility will be determined annually in consultation with the Dean. Assembly voting membership elects the other officers of the Assembly.

Parliamentarian shall serve as advisor to the Chair, upon request, on matters of parliamentary procedures during Assembly. Shall be elected for one year. Is eligible for re-election.

D. Meetings.

1. Regular meetings - The Assembly shall have at least two regular meetings a year -- dates to be decided jointly by the Council and the Dean -- for the purpose of conducting business. The agenda shall be circulated at least three days prior to the meeting. Proposal for business items requiring a vote shall be circulated to all members of the Assembly at least seven days in advance of the vote.

2. Special Meetings - Special meetings may be called upon request of the Dean or Chair of the Council, or five voting members of the Assembly. Special meeting notices shall specify the reason for the call and only that business shall be transacted.

3. Quorum - A quorum shall be a majority of the voting membership.

ARTICLE III. FACULTY COUNCIL

A. Functions.

1. Acts upon all matters brought to its attention with the exception of those requiring Assembly vote, serving as the executive committee of the Assembly.

2. Serves as consultative committee to Faculty and Deans on any matter affecting Faculty and other matters which the Dean or other senior University Administrator wishes to bring before it.

3. Appoints members of standing and ad hoc committees of the Assembly with exception of the Nominating and Tenure Committees.

4. Charges and receives reports and recommendations of standing and ad hoc committees of the faculty giving approval/disapproval accordingly.

5. Schedules meetings of the Assembly in consultation with the Dean.

6. Appoints faculty members to fill vacated positions until the next regular election or appointment.

7. Reviews and recommends to Assembly changes in standards and procedures for appointment, reappointment, promotion, tenure, and evaluation of faculty.

8. Reviews and recommends to Assembly changes in standards and procedures for student admission, advisement, retention, and progression.

9. Acts for the Assembly when time does not permit an Assembly meeting.

10. Recommends to the Assembly changes in bylaws.

11. Receives proposed changes in educational policy and charges the appropriate committee/departments to review and recommend.

A. Membership.

The voting members shall be: the Chair, Chair-elect, Secretary, Senior Senator, and elected Chairs of the following standing committees (Student Admissions and Academic Affairs, Curriculum, School Life, Faculty Recruitment and Appointment, Tenure, Non-Tenure, and Informatics). Membership terms will change as the positions are elected. Those persons holding administrative positions (Deans, or acting positions of the same) are ineligible to serve on the Council except in the event he/she is elected Senator. In the event that an elected Senator is also an elected committee Chair, the Chair-elect of said committee
shall serve as a member of Council.

The Chair of the Faculty Council shall preside over Council. When delegated by the Dean, the Chair of Faculty Council shall preside over the Assembly. Shall consult with the Dean in preparation of the agenda for Assembly meetings. Shall serve as an ex-officio member of all faculty committees except Nominating. Shall serve as a member of the School Leadership Council.

Chair-elect shall preside in the absence of the Chair and carry out tasks as requested by the Chair. Shall be elected for a two-year term--one year as Chair-elect and the subsequent year as Chair. Shall attend meetings of the School Leadership Council in the absence of the Chair.

Secretary shall be responsible for accurate recording of actions of the Assembly with staff assistance and shall be responsible for the minutes of meetings of the Council. Shall be responsible for the preparation and distribution of written ballots except election ballots and shall supervise the work of the tellers. Shall prepare the slate of Nominating Committee candidates by preferential ballot as described in Article IV. Shall be elected for one year. Is eligible for re-election. Is a member of the Council.

B. Meetings.

The Council shall meet regularly.

C. Quorum.

A quorum shall be a majority of the voting members present. Among those present, however, must be the Chair or the Chair-elect.

ARTICLE IV. ELECTIONS

A. After reviewing membership regarding officers and committees of the Assembly, the Nominating Committee shall prepare a ballot for officers of the Assembly, Chairs of selected standing committees, and Senators (as needed) with the exception of the Nominating Committee. Nominations for all candidates of the Nominating Committee will be conducted annually by mail by "preferential ballot" prior to the last Assembly meeting of the year. The Secretary of the Assembly is responsible for the mailed "preferential ballot" procedure and submits the slate of nominations for the Nominating Committee-elect to the active Nominating Committee. These names are added to the ballot which is used for the annual elections. Results of annual elections will be announced at the last Assembly meeting of the academic year.

B. Elected Terms.

Elected terms shall run from August 1 to July 31.

C. Vacated Positions.

If the Chair of the Council becomes vacant, the Chair-elect shall serve as Chair. Other vacated positions are filled by a called election or appointed as authorized in Article III.A.7.
ARTICLE V. COMMITTEES

A. Introduction.

1. The Assembly shall have standing committees as described in this Article. The establishment, abolition, or modification of a standing committee shall require an amendment to the bylaws. Ad hoc committees of the Assembly may be established by the Council without action by the faculty.
2. A committee year shall run from the day following the first meeting of the Faculty Assembly to the day of the first Faculty Assembly of the following year.
3. Minutes from committee meetings shall be filed in the Dean's office and a copy sent to the Chair of the Council. Annual reports of committees shall be sent to the Dean and Council Chair by August 31 each year.
4. Quorum for committee meetings shall be the majority of the committee members.
5. Ex-officio members shall not be included in the voting membership of committees.

B. Curriculum Committee.

1. Responsibilities.
   a. Initiates and recommends changes in overall curricular components: philosophy, organizing framework, program goals and transitional objectives.
   b. Conducts periodic review of all courses for congruency with the philosophy, organizing framework, goals, and mission of the School, reporting results of the review annually to the Assembly.
   c. Reviews and recommends new degree programs, new specialty programs, and post-master’s studies submitted by program or level directors.
   d. Reviews and approves revisions of pre-specialty or specialty program curriculum plans and new or changed courses.
   e. Reviews and approves discontinuation of courses, degree programs, pre-specialty and specialty programs, and post-master’s studies.
   f. Provides curriculum and instruction consultation and feedback to faculty.
   g. Involve the faculty and students in providing for regular and systematic reviews of the curriculum and its component parts.

2. Membership.

   The voting members shall be: Elected Chair, elected Chair-elect, the immediate past chair, and four faculty members. The senior associate dean for academics, the associate dean for educational informatics, the Director of Doctoral Studies and the chair of faculty council shall be ex-officio members. The Chair of the Faculty Council shall serve as an ex-officio member. There shall be two nonvoting student members: one from each level of the MSN Program. All meetings are open.

C. Nominating Committee.

1. Responsibilities.
   a. Prepares a slate from consenting candidates for Chair-elect, Secretary, Parliamentarian, and Senator (if position available).
   b. Presents the slate prior to the annual election.
   c. Reports to the Assembly.

2. Members shall be elected annually. The committee shall consist of five (5) members. The
member with the highest number of votes will be the Chair. There will be no ex-officio members. The Chair and two (2) other members shall constitute a quorum for deliberation. The entire committee membership must vote on the final slate. While committee meetings are conducted in executive session, all members of the Assembly will have the opportunity to recommend candidates for consideration.

D. Student Admission and Academic Affairs Committee (SAAA).

1. Responsibilities.

   a. Acts upon applications for admission to the School delegating decisions to program and level directors and selected faculty for applicants meeting specified criteria.
   b. Selects traineeship, honor scholarship, and other appropriate scholarship recipients.
   c. Reviews retention and progression of enrolled students.
   d. Acts on student petitions for waiver of policy.
   e. Recommends conferral of degrees.
   f. Recommends changes in standards and procedures of admission, advisement, retention, and progression.
   g. Reports at each regular Assembly meeting information related to student admissions, retention, and progression.

2. Membership.

   The voting members shall be: Elected Chair, elected Chair-elect, immediate past Chair, and five faculty. The Associate Dean for Academic Affairs, Director of Enrollment Management, Director of Student Recruitment and the Chair of Faculty Council shall be ex-officio members.

D. School Life Committee.

1. Responsibilities.

   a. Addresses concerns/issues that impact jointly on faculty, student, and staff quality of School life and makes recommendations as needed to the Council.
   b. Promotes formal and informal development programs to enhance the quality of School life.
   c. Establishes a system for annual School awards and makes periodic review of guidelines and procedures.
   d. Assists in establishing and implementing an evaluation process related to the quality of School life.
   e. Provide information and collaborate with administration in the orientation to the school for all new members (e.g., students, faculty and staff).

2. Membership.

   The voting members shall be: three faculty members (including the elected Chair and Chair-elect), three staff members (one of whom is also a member of the Staff Council), and three students (at least one of whom is also a member of the Graduate/Professional Student Council). At least one of the faculty members or one of the student members should participate in the Doctoral Program. Ex-Officio members are the Assistant Dean for Administration, the Director of Students Affairs, and the
faculty advisors to student organizations and the Chair of Faculty Council.

E. Tenure Committee.

1. Responsibilities.

   a. Receives and reviews dossiers of persons to be promoted to Associate Professor or to
      be appointed to a rank holding tenure and makes recommendations to the Dean.
   b. Works through committee Chair with Associate Dean for Research and Dean to
      assure tenure progressing faculty are reviewed according to approved time frame and
      receives mentoring in preparation for tenure review process.

2. Membership.

   a. All tenured faculty members in the School of Nursing are members. A Chair-elect
      shall be elected by the members of the committee each year and will serve as Chair
      the following year.
   b. Only those committee members who hold appointment of full professor rank review
      candidates for promotion to full professor.

D. Faculty Recruitment and Appointment Committee (FRAC).

1. Responsibilities.

   a. Oversees the recruitment of qualified faculty to fill those positions identified by the
      specialties and School Leadership Council.
   b. Develops and implements a plan to attract prospective faculty at level of instructor or
      above.
   c. For other types of faculty appointments (e.g. lecturers, research associates, and those
      having full-time practice appointments), FRAC works collaboratively with the
      specialties and other interested parties to see that the most qualified individuals are
      appointed to these positions.
   d. Recommends to the Dean which candidates should be appointed to the faculty.
   e. Refers faculty appointments to Non-Tenure and Tenure committees for appropriate
      rank

2. Membership.

   The voting members shall be: Elected Chair, Chair-elect, and four faculty members –
   (one faculty member to be designated as an alternate). One faculty member shall be
   from the Tenure Committee and one faculty member shall be from the Non-Tenure
   Committee. The Dean, Senior Associate Deans and the Chair of the Faculty Council
   shall serve as ex-officio members.

H. Informatics Committee.

1. Responsibilities.

   a. Address informatics concerns/issues that impact jointly on faculty, students, and staff
      and makes recommendations as needed to Faculty Council and the Director of
      Finance and Administration.
   b. Maintain an ongoing process to develop and adopt proactive informatics strategies
c. Define and implement school-wide policies, standards, and procedures for information management in conjunction with VU and VUMC Information Technology and Security Committees.
d. Promote educational programs that update faculty, students, and staff regarding informatics issues.
e. Support informatics solutions that reduce cost, improve effectiveness and/or increase satisfaction in teaching and learning.
f. Assist in establishing and implementing an evaluation process related to information technology and the application to teaching, research, and practice in nursing.
g. Collaborate and consult with curriculum committee and faculty as needed on educational informatics issues.
h. Monitor VUSN Web content in order to make recommendations to Web development group.

2. Membership.

The voting members shall be: Elected faculty Chair, elected faculty Chair-elect, Director of the Joint Center for Nursing Research, two faculty members, one staff representative selected by the Staff Advisory Council, Director of IMC, a representative of the Local Area Network Manager, representative to the University Committee on Academic Computing and Information Technology, VUSN Registrar, MSN Faculty Support Supervisor and Senior Associate Dean for Educational Informatics. All other Associate Deans may be ex-officio. The Chair of the Faculty Council shall serve as an ex-officio member.

I. Nursing Student Conduct Council Committee.

1. Responsibilities.

   a. Addresses issues or concerns of serious misconduct of a non-academic nature of VUSN students.
   b. Imposes appropriate sanctions.

2. Membership.

   a. There will be five voting members. The Chair of the School Life Committee will act as Chair of this committee. The Director of Student Affairs, one appointed faculty, one elected 1st year and one elected 2nd year student. Each will serve a one-year appointment, except for the Director of Student Affairs who will serve as long as his or her appointment.

J. Non-Tenure Track Committee.

1. Responsibilities.

   Evaluates documents for appointment and promotion in non-tenure track as outlined below:
a. Promotion
   1. Receives and evaluates dossiers of persons to be promoted to Assistant, Associate, or Full Professor (non-tenured).
   2. Makes recommendations to the Dean.

b. Appointment
   1. Receives and evaluates materials of potential faculty from FRAC.
   2. Makes recommendation to FRAC for rank hired.

2. Membership.
   a. Chair and Chair-elect, elected by non-tenure faculty for one-year terms.
   b. Three additional members representing the ranks of Assistant Professor, Associate, and Full Professors from the non-tenure track faculty.
   c. The Chair and Chair-elect must be at the Associate Professor or Professor level. The Chair of the Faculty Council shall serve as an ex-officio member of all faculty committees except Nominating.

ARTICLE VI. GRIEVANCE PROCEDURES

Any faculty member with a grievance against another faculty member in the School of Nursing or an individual(s) acting as a representative of the administration of the School of Nursing may use the grievance procedure as outlined in the Faculty Manual.

ARTICLE VII. PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order: Newly Revised shall govern the proceedings in all cases in which they are applicable and in which they are not inconsistent with these rules.

ARTICLE VIII. AMENDMENTS

Proposed amendments to the bylaws must be submitted to the Council. The Council will present proposed amendments at an Assembly meeting for discussion prior to the vote. Amendments to the proposal may be introduced at this time. Within one week following that meeting, a mailed ballot will be conducted.

Amending the bylaws requires approval by two-thirds of the total voting membership of the Assembly.

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