UNIVERSITY OF COLORADO AT DENVER & HEALTH SCIENCES CENTER
SCHOOL OF NURSING

BYLAWS OF THE GENERAL FACULTY
OF THE SCHOOL OF NURSING

RATIFIED: JUNE 25, 2007
ARTICLE I. NAME

A. Name. The name of this organization is the University of Colorado at Denver and Health Sciences Center, School of Nursing, General Faculty, hereafter referred to as the General Faculty.

ARTICLE II. PURPOSE

A. Purpose. A guiding principle of the shared governance recognized by the Board of Regents is that the faculty and the administration shall collaborate in major decisions affecting the academic welfare of the School of Nursing. (reference: University of Colorado Laws of Regents, Article 5.E.5, 2006) Pursuant to this guiding principle, the General Faculty shall:

1. Share the governance of the School of Nursing with the administration and the Board of Regents in accordance with the Laws of the Regents and the laws of the State of Colorado with regards to academic policies, scholastic policies, and academic ethics.

2. Act jointly with administration to make recommendations to the Board of Regents in the areas of policy and procedures for faculty appointment, promotion, and tenure review, and policy and procedures for the appeal of decisions of faculty appointment, promotion, and tenure, and decisions affecting these policies; regulation of student conduct and activities; budgetary review and development of recommendations concerning School of Nursing resources; selection of academic administrators; and other policies concerning the general academic welfare of the School of Nursing.

B. The governing principle in the operation and administration of the School of Nursing shall be that all recommendations, decisions, or actions shall be in accordance with the Laws of the Regents.

C. Specifically, the General Faculty shall:

1. Have the primary responsibility for development of and changes to all curricula of the School as follows:
   - The General Faculty will initially authorize and direct curricular offerings and programs for the BS, DNP, and Professional Development/Extended Studies Programs.
   - Members of the Graduate Faculty will initially authorize and direct graduate curricula offerings and programs (MS and Ph.D. Programs) and report to the General Faculty for informational purposes. Recommendations are forwarded to the Graduate School of the University for final approval as graduate offerings. (Reference: University of Colorado Faculty Handbook (2006) at the following website: http://www.cusys.edu/faculty/fac_handbook/02/index.html)
C. **Specifically, the General Faculty shall: (continued)**

2. Originate proposals for policy and procedures for admission, progression, retention and graduation of students. Graduate policy decisions are reserved to members of the Graduate Faculty and are reported to the General Faculty.

3. Collaborate with the administration in developing recommendations to the president for submission to the Board of Regents for policy and procedures governing appointment, reappointment, promotion and tenure, for the appeal of decisions on appointment, reappointment, promotion, and tenure, and decisions affecting these policies.

4. Participate with the administrative officers of the School in the selection and evaluation of staff of the School of Nursing.

5. Collaborate with administration in establishing and reviewing budget policies and plans for resource allocation. The faculty shall have early collaboration with the Dean on budgetary matters. (Reference: University of Colorado Laws of the Regents, Article 5.E.5: Principles of Participation, 2006)

6. Establish and implement standing rules necessary for the conduct of faculty business.

7. Collaborate with the UCDHSC Faculty Assembly and University-wide Faculty Council in the development of recommendations for submission to the Board of Regents or its designee(s) in the selection and evaluation of department chairs and academic administrators.

8. Collaborate with the administration in developing recommendations to the president for submission to the Board of Regents in the making of other policy concerning the general academic welfare of the university.

ARTICLE III. MEMBERSHIP

A. Members

1. The voting membership of the General Faculty shall consist of: Deans, associate and assistant deans, and professors, associate professors, assistant professors, professors-adjoint, from the effective date of appointment to the professorial rank; senior instructors and instructors; all who have at least a 0.5 FTE appointment in the School of Nursing

2. Members of the General Faculty without vote include the following:
   - Part-time faculty with less than 0.5 FTE position
   - Research associate and professional research assistant series in Research Track
   - School of Nursing Emeriti (ae) Faculty
   - Lecturers and visiting faculty
   - Adjunct faculty
   - Attendant rank faculty
   - Volunteer and contract clinical faculty, including Clinical Scholars
ARTICLE IV OFFICERS

A. **Chair.** In accordance with the Laws of the Regents (2006), the Chair of the Faculty Executive Committee (FEC) of the School of Nursing or his/her designee acts as Chair of the General Faculty.

B. **Parliamentarian**

1. The Parliamentarian is appointed for a two-year term by the Chair of the Faculty Executive Committee.

2. The Duties of the Parliamentarian are:
   
a. To advise the Chair and faculty members on procedure when requested;
   b. To determine the official faculty quorum and establish that quorum is present before the General Faculty conducts official business.
   c. To maintain a current record of bylaws and have them available at meetings;
   d. To interpret bylaws;
   e. To serve as an advisor to the Faculty Executive Committee for the purpose of providing interpretation of bylaws.
ARTICLE V. MEETINGS OF THE GENERAL FACULTY

A. **Regular Meetings.** There shall be regular meetings of the General Faculty (at least once per semester) during the academic year on a schedule to be set by the Dean or Dean's designee in collaboration with the Faculty Executive Committee. Dates and times are set at the beginning of each academic semester.

B. **Special Meetings.** Special meetings of the General Faculty may be called by the Dean, the Chair of the Faculty Executive Committee, or upon written request of five (5) or more voting members of the General Faculty, the purpose being specified and circulated five (5) business days in advance of the called meeting. The agenda for that meeting shall consist of only those items specified in the call for the meeting. Other items may be added only with the agreement of the General Faculty and by a motion passed by a majority of those present and voting.

C. **Quorum.** A quorum for and meeting of the General Faculty is 25% of voting membership as determined by the Parliamentarian and/or General Faculty Chair(s).

D. **Voting**
   1. **Eligible:**
      a. Voting membership of General Faculty (see Article III A.)
   2. **Elections**
      a. Elections shall be by ballot and plurality of returned ballots.
   3. **Motions**
      a. Shall be circulated to General Faculty five (5) working days before vote.
      b. Shall be discussed at General Faculty meeting before vote.
      c. Voting shall be by voice or hand vote unless there is a motion to request written balloting. Plurality constitutes the action of the faculty.
ARTICLE VI. STANDING COMMITTEES

A. The Standing Committees of the General Faculty are:

1. Faculty Executive Committee
2. Appointment, Promotion, and Tenure Committee
3. Curriculum and Evaluation Committee
4. Research Committee
5. Student Academic Affairs Committee

B. Standing Committee Membership

All faculty, including those serving in administrative roles (excluding the Dean) may be elected or appointed to serve on standing committees, except where they are designated by the ByLaws to automatically serve on that committee. Associate Deans and Division Chairs will not serve as chair of a standing committee.

C. Faculty Executive Committee (FEC)

1. Membership

The Faculty Executive Committee is composed of 6 voting faculty members of professorial rank elected at large: a Chair, a Chair-elect, and 4 members. The Dean or Dean’s designee is an ex officio/non-voting member and will attend as mutually determined.

2. Officers

a. There will be a Chair and a Chair-elect that will preside over the FEC. The Chair-elect is elected for a two-year term (serving for one year as Chair-elect and one year as Chair). Elections to the position of Chair-elect are held every year. Chair-elect succeeds to the Chair role the next year. If necessary for a Chair and Chair-elect to be elected in the same year, the individual elected Chair would serve one year and the Chair-elect would serve the traditional two years. The Chair and Chair-elect are to be senior faculty (i.e., Professor or Associate Professor rank).

b. The term of service is two years for the other four members of the FEC. Every year two members are elected to replace the two members who have completed their terms. If an individual is not able to serve the two-year commitment, a new member will be elected to fill the remainder of that individual’s term.

c. The Chair or his/her designee acts as Co-chair of the General Faculty with the Dean of the School of Nursing.
C. Faculty Executive Committee (FEC) (continued)

3. Purpose

The Faculty Executive Committee (FEC) represents the General Faculty of the School of Nursing in shared governance as specified by the Regents of the University. FEC advocates for the General Faculty on any matter that is not within the purpose or functions of the Divisions, Standing Committees, or other organizational units (Graduate Faculty) of the faculty and falls within generally established policies of the General Faculty. FEC will represent the faculty as needed on governance issues. In general, FEC provides a forum for discussion and makes recommendations to and for the faculty to promote orderly governance, coordinate the faculty's various units, promote collegiality, and provide consultation to the Dean, or Dean's designee, and the Dean's Administrative Team regarding these matters. Two members will represent the School of Nursing at the Campus Faculty Assembly.

4. Functions

a. To establish the calendar of faculty and standing committee meetings of each academic year and to coordinate with special meetings, workshops and retreats in collaboration with the Dean or designee.

b. To prepare the agenda for General Faculty meetings in collaboration with the Dean or designee.

c. To make recommendations to the General Faculty on any matters not within the purpose or function of other organizational units of the faculty.

d. To provide a forum for all faculty members to bring forward issues for discussion. FEC Committee members will serve as communication liaisons to the four standing committees.

e. Recruit and nominate faculty and arrange elections or appointments to fill positions on SON standing committees, professional organizations, and University and Health Sciences Center Committees.

f. Review ByLaws as needed and present revisions/amendments to General Faculty for ratification, as needed, but at least every two (2) years.

g. To facilitate communication between administration and faculty related to the School of Nursing budget and finance issues and engage in active collaboration by:
   1. Attending the annual meeting of the Faculty Salary Oversight Committee. The FEC Chair will be invited to attend this meeting, usually held in May/June of each year.
   2. Scheduling an annual FEC meeting with the School of Nursing Dean and the Director of Budget and Finance to become aware of the proposed operational (line-item) budget for the next academic year. This meeting will be scheduled for late Spring Semester.
   3. Reviewing the cost analysis report and annual workload assignments based on the School of Nursing budgets.
C. **Faculty Executive Committee (FEC) (continued)**

h. To facilitate communication between administration and faculty related to the School of Nursing Strategic Plan by:
   1. Collaborating with administration and involving faculty in developing five-year strategic plans for the School.
   2. Reviewing and evaluating annually the progress the SON standing committees are making to meet the objectives of the SON Strategic Plan.
   3. Providing oversight to ensure that faculty are developing measurable outcomes regarding improving diversity and other initiatives across the SON.

i. To conduct the annual faculty appraisals of administrators and share with the School of Nursing Dean for his/her distribution.

j. To serve as grand marshal: the chair will serve as grand marshall; in the absence of the chair, the chair-elect and/or other committee members will serve. FEC will develop a process and criteria for selection of the assistant marshalls.

k. To serve as voting members of the HSC Faculty Assembly. The FEC will elect one (1) member who will serve as a School of Nursing representative to the HSC Faculty Assembly, and the Chair of FEC will serve as the second School of Nursing representative to the HSC Faculty Assembly.

l. To create, monitor, and discontinue ad hoc subcommittees, as necessary.
D. Appointment, Promotion, and Tenure Committee

1. Membership

The APT Committee is composed of five (5) voting members, all of whom are senior faculty (Associate Professor or Professor), of which three (3) are tenured faculty and two (2) are faculty on the Clinical Teaching Track. The Chairperson of APT Committee will be a tenured faculty member, elected by the members of APT Committee for a two-year term. All APT members are elected by the faculty at-large. The Division Chairs cannot serve on APT.

2. Functions

a. Review and make written recommendations, to the Dean of the School of Nursing regarding appointment, reappointment, promotion (except to full professor or when coupled with tenure – refer to items “b” and “d”), and track transfer.

b. Establish a subcommittee of tenured faculty members from the general faculty to review and make written assessments regarding tenure review of faculty. Tenure assessments are forwarded to the tenured faculty for vote; based on the vote, a written recommendation is forwarded to the Dean of the School of Nursing.

c. Establish subcommittees (i.e., of faculty from corresponding track) to review and make written assessments for post-tenure and post-promotion review of faculty in the Associate Professor and Professor ranks. A written recommendation for post-tenure or post-promotion review is forwarded to the Dean of the School of Nursing.

d. Establish ad hoc subcommittees of: a) full professors, or b) senior rank clinical teaching track faculty, to review and make recommendations regarding promotion to full professor in their respective track. Written assessments are forwarded to the APT Committee for their information, and then the written assessment with the final recommendation is forwarded to the Dean of the School of Nursing.

e. Re-evaluate criteria for appointment, reappointment, promotion, tenure, and post-tenure reviews and to propose modifications for faculty decision making when indicated.

f. Meet with the Dean to discuss differences between recommendations if the Committee’s recommendation is incongruent with the Dean’s.

g. Conduct educational faculty forums regarding the processes and procedures for promotion, tenure, post-tenure, and post-promotion reviews.

h. Establish annual goals and measurable outcomes related to the School of Nursing Strategic Plan to evaluate the accomplishment of Committee functions.
E. Curriculum and Evaluation Committee (CEC)

1. Membership

The Curriculum and Evaluation Committee is focused on educational, curricular, and evaluation issues of the undergraduate and graduate programs and consists of a total of nine (9) voting members: six (6) faculty members elected at-large from the general faculty (3 representing undergraduate and 3 representing the graduate education); one (1) faculty member appointed to oversee evaluation and re-accreditation efforts; and two (2) students, appointed by the School of Nursing Student Executive Committee (proviso: one student to represent/reflect the interest of the baccalaureate program and one student to represent/reflect the interest of the graduate programs). The Associate Dean for Academic Programs, the academic program directors, and the Director of Student Affairs shall be non-voting ex-officio members of the Committee.

2. Functions

a. Maintain an ongoing review of all academic programs and program levels within the School of Nursing and forward appropriate measures to strengthen and/or revise them as necessary.

b. Review requirements and resources for course completion, clinical education, and graduation for all programs and forward any recommendations for change to the general faculty for approval or disapproval.

c. Review all proposals for new courses, including cross listed courses from other schools, major changes in course content, and changes in course titles, credits, or hours, and make recommendations to the general faculty for approval or disapproval.

d. Act in liaison with the Student Academic Affairs Committee in regard to student issues that relate to curriculum implementation.

e. Oversees the assessment of educational outcomes and the quality of formal educational activities associated with the School of Nursing’s mission, goals and objectives and reporting information to affected entities in the School.

f. Establish annual goals and measurable outcomes in congruence with the curricular components of the UCDHSC and School of Nursing Strategic Plans, as well as regulatory and accreditation national standards.
F. Research Committee

1. Membership

The Research Committee is composed of four (4) voting members: two (2) active professorial faculty researchers (elected), one (1) professorial faculty member (elected), and one (1) graduate student appointed by the School of Nursing Student Executive Committee. The School’s COMIRB subcommittee is comprised of 2-3 appointed, non-voting members. The Associate Dean for Research and Extramural Affairs is an ex officio, non-voting member of the Committee and may serve as a member of a COMIRB panel.

Members will be elected for a two-year term. The student member of the Committee shall be excused during faculty research proposal review and will not have a vote on actions involving specific faculty proposals yet will be a voting member in all other committee matters.

2. Functions

Research Committee members shall have primary responsibility for collaborating with the Associate Dean for Research and Extramural Affairs in convening review panels for proposals and ensuring adequate review of proposals.

a. Promote the conduct of intramural research in the School of Nursing.

1. Establish policies regarding allocation of intramural research funds.
2. Establish criteria for evaluating faculty or student proposals for intramural funding and research awards.
3. Invite applicant recommendations for ad hoc intramural reviewers.
4. Invite faculty proposals for intramural funding.
5. Constitute and convene a review panel for faculty and student proposals for intramural funding.
6. Write a substantive, integrated, critical review of intramural research applications for the faculty applicant in response to the application for intramural funding.
7. Forward recommendations for intramural awards to the Associate Dean for Research and Extramural Affairs and the Dean of the School of Nursing based on merit review conclusions.

b. Facilitate the School’s representation on COMIRB. The School of Nursing COMIRB subcommittee will be comprised of 2 to 3 members, appointed by the Associate Dean for Research and Extramural Affairs.

1. The School’s COMIRB subcommittee membership will be recruited from the School’s faculty by the Research Committee. Membership recommendations will be provided to the Associate Dean for Research and Extramural Affairs. The Associate Dean will communicate the recommendations for faculty appointment to the COMIRB panels to the COMIRB officials.
F. Research Committee (continued)

2. These members shall inform the Research Committee and the
   Associate Dean for Research and Extramural Affairs of any relevant
   issues related to human subjects and regulatory issues in research at
   the campus level. They may attend the Research Committee
   meetings on an as-needed basis for communication and discussion
   purposes but do not have a vote.

3. In addition, these members shall be available to review student and
   faculty research proposals prior to COMIRB submission, and shall
   offer feedback and comments on such proposals in order to improve
   their fit with COMIRB requirements.

c. Collaborate with the Office of Research in promoting the research mission
   in the School of Nursing.

   1. Identify faculty needs for research support.
   2. Facilitate faculty access to resources needed in planning and carrying
      out research.
   3. Offer expertise to the Associate Dean for Research and Extramural
      Affairs by identifying national experts to invite as participants in
      pre-review of extramural applications prepared by faculty.
   4. Promote opportunities for the dissemination of research findings.
   5. Stimulate interest among faculty related to research in general,
      funding opportunities, review processes, and grantwriting.
   6. Assist the Office of Research in research skills-building for faculty
      through co-sponsorship of workshops and programs and facilitation
      of faculty-faculty research mentorships.

d. Make budget recommendations to the Dean or designee regarding
   allocation of funds to support faculty research travel and scholarly
   endeavors.

e. Promote nursing research and scholarly endeavors in the health care
   community

   1. Encourage faculty involvement in interdisciplinary research.
   2. Encourage faculty to develop collaborative research with nurses in
      practice settings.
   3. Facilitate interdisciplinary linkages and co-sponsor Research
      Affairs to stimulate collaboration between faculty research interest
      groups and faculty in other UCDHSC schools and colleges.

f. Participate actively in the research infrastructure of the University of
   Colorado at Denver and Health Sciences Center.

g. Establish annual goals and measurable outcomes related to School of
   Nursing Strategic Plan to evaluate the accomplishment of Committee
   functions.
G. **Student Academic Affairs Committee (SAAC)**

1. **Membership**

   The Student Academic Affairs Committee is composed of five (5) voting members, three (3) faculty members elected at-large from the general faculty, two (2) students appointed by the School of Nursing Student Executive Committee (proviso: student representatives shall reflect the interests of all school programs). The Associate Dean for Academics Programs, the undergraduate and graduate programs directors, the Director of Student Affairs and a representative from the HSC Office of Diversity are ex officio, non voting members. (Student members of the committee shall be excused for deliberations on admission, progression, and retention of students.)

2. **Functions**

   a. Establish standards, criteria, policies, and procedures for admission to the pre-licensure programs, advanced practice graduate programs, and PhD program.

   b. Establish policies and procedures regarding retention and progression in the pre-licensure programs, advanced practice graduate programs, and PhD program.

   c. Make decisions on retention and progression of individual students referred to the committee, as long as the decision does not result in suspension or dismissal. In the event that suspension or dismissal is the indicated action, the SAAC will recommend such action to the Dean.

   d. Facilitate the School’s scholarship and awards program as follows:
      - To review qualified applicants for student scholarship awards that require School of Nursing faculty determination.
      - To make recommendations to the Dean of the School of Nursing and other appropriate bodies regarding recipients of said awards.

   e. Facilitate the School’s Student Honor and Conduct Code as follows:
      - Conduct an initial review of the cases alleging violations of the Student Honor and Conduct Code.
      - Convene, as necessary, a Student Honor and Conduct Committee.

   f. Establish annual goals and measurable outcomes related to the School of Nursing Strategic Plan to evaluate the accomplishment of Committee functions.
ARTICLE VII. TASK FORCES

A. Membership

Members of task forces will be solicited by the Faculty Executive Committee (FEC) in collaboration with the Dean or constituted by standing committees or faculty groups. Task Force projects will be implemented with specific outcome and time limitations.

B. Functions

1. To facilitate operations for the School of Nursing that interface faculty and administration business needs that need to be attended to and do not specifically fit under a standing committee.
2. To report to faculty committees when appropriate as motions for General Faculty are being prepared.

ARTICLE VIII. REPRESENTATIVES OF THE GENERAL FACULTY

A. University and Health Sciences Center Committees

The FEC will elect one (1) of its members to serve as a representative of the General Faculty to the HSC Faculty Assembly. The Chair of the FEC will serve as the second representative to the Faculty Assembly. Representatives of the General Faculty to University and Health Sciences Center committees are appointed by the Faculty Executive Committee.

1. The representatives have the responsibility to:
   a. Obtain and express faculty opinions on issues.
   b. Provide updates on Council or Committee activities through e-mail or in General Faculty meetings as appropriate.
   c. Serve as a regular member or resource person on related School of Nursing Committees.

B. Professional Organizations

Representatives or delegates to professional organizations, such as NLN, are elected by the faculty for a two-(2) year term.

1. Representatives or delegates have the responsibility to:
   a. Attend national meetings sponsored by the Dean of the School of Nursing.
   b. Vote, on behalf of the faculty of the School of Nursing, on motions and ballot items.
   c. Provide written reports on conference proceedings/decisions to the Faculty.
ARTICLE IX. POLICIES AND PROCEDURES

A. Policies Regarding School of Nursing Standing Committee Membership and Operation

1. In order to serve on a standing committee, the faculty member must hold voting membership on the faculty (see Article III, A.1).

2. All committees are chaired by professorial rank faculty with regular appointments.

3. The Chair for each standing committee shall be selected/elected by that committee, unless otherwise noted as in the case of the Faculty Executive Committee.

4. A Chair-elect will be selected by each standing committee. S/he shall serve for one (1) year and shall automatically become the Chair of the committee the following year.

5. A term of standing committee membership is two (2) years.

6. A member shall be eligible for no more than two (2) consecutive terms on the same committee, except in those situations in which only one (1) person on the faculty fulfills the criteria for membership.

7. Membership on all committees and professional organizations shall be staggered to provide for carry-over representation.

8. Resource persons may be asked to advise any committee.

9. Any standing committee may appoint ad hoc subcommittees and task forces.

10. Chairs of the Standing Committees will communicate with FEC by submitting a written report as needed, but no less than quarterly.

11. Vacancies in offices or in membership on committees occurring after the official election are appointed by FEC until the next official election.

12. Three (3) consecutive absences from committee meetings constitute resignation from that committee.

13. Each faculty member will serve on only one Committee at a time.

14. A quorum for all committees shall require 60% faculty representation. For standing committees with student representation, the calculation of the quorum will not include the student members.

15. The Chair of each School of Nursing committee shall file with the staff person serving the general faculty: 1) the approved minutes of all committee meetings on a monthly basis, and 2) an annual report summarizing the work of the committee during the year. All School of Nursing committee minutes and annual reports will be stored in a locked file cabinet that is accessible to faculty and administration. Standing committee agendas and minutes are available to the faculty within a week of the meeting electronically.
ARTICLE X. PARLIAMENTARY AUTHORITY

A. Roberts Rules of Order Newly Revised (latest edition) shall govern the proceedings of the General Faculty in all cases not covered by these bylaws.

ARTICLE XI. REVISING OF BYLAWS

A. These ByLaws may be amended as follows:

1. May be amended by two-thirds (2/3) vote at any regular meeting of the General Faculty provided there has been five (5) working days previous notice to the meeting at which it is to be voted.

2. May be amended by a two-thirds (2/3) mail vote provided a quorum of ballots has been returned by the established date.

Initially Ratified by General Faculty, 12/17/1997
Amendments from 5/15/00, 5/21/01, 5/20/02, 5/19/03, 5/16/05, 8/25/06, 6/25/07 General Faculty Meetings Included
Newly Ratified as Amended by General Faculty, 6/25/2007

Revisions completed by Kathleen Millar: 09/02/2009 9:32 AM
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ByLaws of the General Faculty of the School of Nursing