

**UNIVERSITY OF DELAWARE
COLLEGE OF HEALTH SCIENCES**

**CONSTITUTION AND BYLAWS OF THE FACULTY
OF THE SCHOOL OF NURSING**

We, the members of the Faculty of the School of Nursing of the University of Delaware,

Dedicated to the continual improvement of the School, College, University, and community through the pursuit of excellence in teaching, research, technology, and service;

Convinced that it is the obligation and responsibility of each member of the Faculty to participate in the formulation and implementation of policies on curriculum, instruction and operation of the programs of the school,

Do hereby establish the Faculty of the School of Nursing to constitute the official channel of faculty recommendations on all matters which bear upon the academic programs of the school.

The School of Nursing follows the Constitution of the College of Health Sciences and establishes the Bylaws of the School.

CONSTITUTION

ARTICLE I

GENERAL POWERS

- A. Consistent with the Charter of the University, the Bylaws of the Trustees, the Constitution and Bylaws of the Faculty of the University, and the Constitution and Bylaws of the Faculty of the College of Health Sciences, the Faculty of the School of Nursing is empowered to exercise the powers necessary to develop, implement, and evaluate the academic programs of the School.
- B. The School Faculty has the following functions as delegated by the University Faculty through its Senate:
 - 1. to seek the continual improvement of academic programs, standards, achievements in the school;
 - 2. to take an active role in the guidance, planning, and administration of the instructional, research, and service activities of the school;
 - 3. to serve as the official channel for the expression of School Faculty opinion; and
 - 4. to consider and make recommendations to the School Director concerning policies governing all matters of faculty welfare. These may include but are not limited to appointments, leaves, sabbaticals, promotions, tenure, and dismissal of Faculty members.
- C. The School Faculty has the responsibility for initiating recommendations to the College Faculty regarding the:
 - 1. curriculum for each academic program of the school,
 - 2. educational and academic standards of the school,
 - 3. requirements for admission,
 - 4. requirements for degrees and certifications, and

- 5. conduct of formal exercises and public functions held under the auspices of the school.
- D. The School Faculty shall designate individuals to represent the school at special meetings, ceremonies, and celebrations.
- E. Nothing in this Constitution shall annul any written provisions authorized by the Board of Trustees prior to or established after the adoption of this Constitution.

CONSTITUTION

ARTICLE II **MEMBERSHIP OF THE FACULTY**

- A. **Faculty**
The Faculty shall consist of Professors, Associate Professors, Assistant Professors, Instructors, and School Director. A faculty member on temporary leave shall retain his/her status and voting privileges. Only full-time faculty shall have voting privileges in school matters. In the case of course related matters, faculty appointed to fifty percent or more time shall have voting privileges.
- B. **Director**
The School of Nursing shall be headed by a Director (or Interim Director). The Director will serve as the chief representative of the school and shall have administrative authority over school affairs as outlined in the Policy Guide for School Chairs and Academic Program Directors. The Director shall exercise leadership within the school. The School Director shall have final authority to make budgetary recommendations to the Dean of the College. In keeping with University policy, the Director shall serve a term of five (5) years. At the time of hiring or renewal faculty will indicate their recommendation by forwarding the results of a formal vote to the Dean and/or appropriate committee.

CONSTITUTION

ARTICLE III **AMENDMENTS**

The Constitution may be amended only by a two-thirds vote of the ballots cast by the total voting faculty. Written notice of intent to amend must be received by all voting faculty one week prior to the meeting at which they will be discussed.

BYLAWS OF THE FACULTY **OF THE SCHOOL OF NURSING**

BYLAWS: ARTICLE I **ORGANIZATION AND PROCEDURES**

- A. **Director**
The Director of the School of Nursing shall chair the School Faculty meetings. The Director shall appoint a member of the School to serve as Director Pro Tem whenever the Director is unable to attend a scheduled meeting of the School or wishes to take the floor at a meeting.

B. Meetings

The School Faculty shall meet on a regular basis as determined by the Director. The Director shall submit written notification of the dates by the end of the first month of each academic semester. School meetings are open to professional staff.

1. Special Meetings

Special meetings of the School may be called by the Director upon: (1) the request of a Director of a School committee, (2) petition of twenty (20) percent of the School Faculty, or (3) a majority vote of the School Faculty at a regular or special meeting. Written notice of special meetings shall be given to the Faculty no less than seventy-two (72) hours (excluding Saturdays and Sundays) in advance. Whenever possible, one week's notice should be given. The notice of a special meeting shall designate the purpose(s) of the meeting. No business shall be transacted other than that specified in the notice.

2. Agenda

The agenda for a School Faculty meeting shall be established by the Director with the assistance from the Governance Committee and shall be distributed to the School Faculty and professional staff at least one week in advance of a regular meeting. Recommendations submitted to the Director from School committees must be included on the agenda. Items may be added to the agenda upon a majority vote of members present at a regular meeting. Proposals for substantive changes in curricula or in policies of the School may be added to the agenda and discussed if the addition is approved by a majority vote, but action must be postponed until a subsequent, regular or special meeting.

3. Quorum

A simple majority of the full-time voting membership of the School Faculty shall constitute a quorum.

4. Conduct of Business

The order of business shall be call to order, approval of minutes, approval of agenda, committee reports, old business, new business, announcements, adjournment. The School Faculty shall abide by its own rules of procedure, but in cases where it has adopted no explicit rules, or where applicability or Interpretation of rules is in doubt; Robert's Rules of Order (latest edition) shall govern.

5. Faculty Recorder and Minutes

A Recorder shall be an administrative assistant appointed by the School Director. A record of each School meeting shall be prepared and available on the shared server to each School member and the Director of the School of Nursing within two weeks of the meeting reported. A permanent copy of School meeting minutes shall be accessible on-line on School of Nursing shared server.

BYLAWS: ARTICLE II
GENERAL PROVISIONS OF SCHOOL COMMITTEES

A. General Functions

The functions of the Committees of the Schools are: (1) to investigate, advise and recommend regarding designated areas; (2) to carry out assigned duties; (3) to report to the Faculty and the School Director.

B. Standing Committees

1. Eligibility

Each member of the voting Faculty shall be eligible for membership on standing committees with the

power to vote. The School Director and Assistant Director are *ex-officio* members of all School committees except Promotion and Tenure, Governance and Student Affairs. All matriculated students in the School of Nursing shall be eligible for membership, with the power to vote on selected committees of the School.

2. Selection of Members

a. Elected Committees (Committee on Governance, Promotion, Tenure & Review Core Committee)

- 1) Elections shall be conducted annually by the Committee on Governance. Regular elections for committee members will be held by April 30, with responsibilities beginning on September 1.
- 2) If a tie should occur in the election, a second election for that position will be held.
- 3) In the event a vacancy occurs during the academic year, the Committee on Governance shall conduct an election to fill the vacancy for the unexpired term.
- 4) Two weeks before the election deadline, the Committee on Governance shall prepare a slate of nominees. Nominees shall also be received from the Faculty and placed on the ballot.
- 5) A mail or computerized ballot shall be conducted by the Committee on Governance.

b. Appointed Committees (Curriculum, Student Affairs, Graduate Education, Safety, Educational Assessment Committee).

- 1) Appointments to other standing committees shall be made by the School Director with responsibility beginning on September 1 (except for the chairperson of the Promotion, Tenure & Review Core Committee who begins responsibilities in May).
- 2) In the event a vacancy occurs during a term, the School Director shall appoint a replacement for the remainder of that person's term.

3. Terms of Office

The term of office for elected or appointed faculty members shall be for two years for a staggered term, once renewable for all committees. Under special circumstances, exclusions to this rule may be determined by the Governance Committee.

4. Chairpersons of Committees

Chairpersons of a standing committee shall be selected by the committee members. The term of the chairperson shall be one year, once renewable, except under special circumstances.

5. Procedures

- a. A majority of faculty committee members must be present for major action to be taken on matters that are to be brought before the School Faculty.
- b. All committee meetings will be open to faculty and professional staff with the exceptions being the School Promotion, Tenure and Review Committee and Governance Committee meetings, unless a majority of the committee members present vote to have a closed meeting.
- c. All committee members, including the committee chairperson, shall have voting powers. Students shall have voting privileges on selected committees. *Majority vote carries as per Robert's Rules.*
- d. Minutes of meetings shall be prepared and be distributed to each committee member within two weeks of the meeting. A School copy will be available to other School faculty. Copies of

minutes shall be kept in a master committee folder on the shared nursing server (Samba).

- e. All committees shall supply an annual report of activities to the School Director prior to the last School meeting in May. These reports shall be filed in the master committee folder on the shared server and shall be distributed to each School member, School Director, and the Dean. The annual report shall contain:
 - Purpose of the committee Membership
 - Number of meetings
 - Actions taken and the committee's rationale
 - Recommendations referred for Faculty action Matters still under consideration
 - Recommendations for future deliberations of the committee

C. Ad Hoc Committees

Ad hoc committees may be formed by the Dean, School Director, School Committee Chairpersons, and the School Faculty for a specific purpose. These committees shall be dissolved upon acceptance of a final report or by the organizer.

BYLAWS:ARTICLE III
SCHOOL COMMITTEES

A. Promotion, Tenure and Review

1. Composition:

- a) The Promotion, Tenure & Review Core Committee will consist of 3 tenured faculty members, one of whom is designated chair.
- b) The Dossier Evaluation Subcommittee (DES) shall consist of all voting members of the School of Nursing at or above the rank for which the candidate is being considered. The DES designates a chairperson for each candidate being considered.

2. Appointment:

- a) The Promotion, Tenure and Review Core Committee will be elected.

3. Functions:

- a) The DES critically evaluates the dossier of candidates for promotion and tenure and makes recommendations to the Director.
 - i. All committee members at or above rank of the candidate shall comprise the dossier evaluation sub-committee.
 - ii. A separate chair/presider will be selected by the respective dossier evaluation sub-committee for each candidate.
 - iii. Candidates for promotion/review are excluded from deliberation and voting on their own application.
 - iv. Operations of this committee are detailed in the School of Nursing Guidelines for Promotion, Tenure and Review
- b) The Promotion, Tenure and Review Core Committee makes recommendations to the faculty regarding operational aspects of criteria and policies for instruments and/or procedures used in evaluation of faculty; and

- c) The Promotion, Tenure and Review Core Committee approves appointments of affiliated faculty.
Revised and approved – March 9, 2015

B. Governance:

1. Composition:

- a. One faculty member from each academic rank (professor, associate professor, tenure track assistant professor, continuing non-tenure track faculty) who has been a fulltime School of Nursing faculty for at least three years and the School Director.
- b. One faculty will serve as chairperson.

2. Appointment:

- a. The School of Nursing Faculty elect committee members.

3. Functions:

- a. Committees and Nominations
 - 1) Conduct nominating and voting procedures designated by the School Bylaws. Notify faculty of election results as appropriate.
 - 2) Solicit and recommend student members for committees as specified in the School Bylaws.
- b. School Bylaws & Policies
 - 1) Review the School Bylaws, Policies, and the Faculty Handbook every two years or more often as needed.
 - 2) Coordinate Faculty Handbook and Policy revisions received from other school committees.
 - 3) Revise and recommend changes in School Bylaws, Policies, and the Faculty Handbook as needed.
- c. Faculty Searches
 - 1) Advise School Director on selection of an *ad hoc* committee to conduct a search for open faculty positions.
 - 2) One member of the Committee on Governance serves on the *ad hoc* search committee.
 - 3) Insure that faculty have an opportunity to recommend candidate's eligibility for rank and hire.
- d. Faculty Support and Development
 - 1) Plan and coordinate new faculty orientation.
 - 2) Oversee faculty development activities of the School.
 - 3) Establish teaching and research mentorship.
 - 4) Foster the dissemination of faculty accomplishments internally and externally.
- e. Faculty Liaison
 - 1) Function as liaison between faculty and School Director as needed.
- f. Budget and Workload
 - 1) Serves as a forum for issues related to workload allocation.
 - 2) Make recommendations to School Director on allocation of School budget.

C. Curriculum

1. Composition:

- a. Five or more faculty members including:
 - 1) Traditional BSN Coordinator,

- 2) Accelerated BSN Coordinator,
- 3) RN-BSN, RN-MSN Coordinator
- 4) the facilitator of the Nursing Honors Program,
- 5) NCLEX Preparation Coordinator,
- b. One or more undergraduate nursing students.
- c. School Director, Assistant Director *ex-officio*

2. **Appointment:**

- a. The School Director appoints committee members.
- b. One of the program coordinators will serve as chair of the committee.

3. **Functions:**

- a. Assure that undergraduate curricular components are consistent with College and School mission statements, philosophy, and curricula expected outcomes;
- b. Review and recommend approval of new undergraduate courses, including independent studies counted as NURS411s.
- c. Review and/or recommend changes in undergraduate course objectives, content, focus or credit allocation;
- d. Evaluate, monitor, and recommend changes in undergraduate curricula based on school evaluation plan;
- e. Make recommendations for changes in undergraduate degree requirements to the appropriate College and University committees.
- f. Review and recommend changes to the Undergraduate Program web pages as necessary.
- g. Develop and revise guidelines and policies for online teaching

D. Graduate Education

1. **Composition:**

- a. Coordinator of the Clinical Nurse Specialist program.
- b. Coordinator of the Health Services Administration program.
- c. Coordinator of the Nurse Practitioner program.
- d. Coordinator of the PhD in Nursing Science program.
- e. At least one additional faculty member who teaches in a graduate program.
- f. One graduate student as a voting member.
- g. School Director and/or Assistant Director, *ex-officio*.
- h. Two student alternates to be selected by the Director when a graduate student appeal is heard.

2. **Appointment:**

- a. The School Director appoints committee members.
- b. One of the program coordinators will serve as chair of the committee.

3. **Functions:**

- a. Conduct periodic review and evaluation of the individual courses and the curriculum of the graduate program.
- b. Review proposals for curriculum development and make recommendations to School Faculty
- c. Make recommendations for changes in degree requirements to the appropriate College and University committees
- d. Recommend to the School Faculty policies for admission to, progression in, and graduation from the graduate program

- e. Review the academic standards (ex. national guidelines) for graduate study
- f. Conduct periodic review of the graduates of the program
- g. Review applications for admission to the program as necessary
- h. Make decisions about exceptions to academic policies as requested by applicants or graduate students
- i. Make recommendations on awards and honors as appropriate
- j. Coordinate honors day activities (as related to graduate students) with the SAC
- k. Provide student orientation to the graduate program
- l. Participate in hearing appeals according to the policies for graduate student appeals
- m. Periodically review the graduate program policy manual and make recommendations for change as needed
- n. Develop an annual recruitment plan
- o. Review and update Graduate Program web pages as necessary

4. **Nurse Practitioner (NP) Sub-Committee**

- a. **Composition:** All part time and full time faculty members with NP credentials who teach in NP clinical courses are eligible for committee participation.
- b. **Appointment:** The School Director appoints subcommittee members.
- c. **Functions:**
 - 1) Address student issues specific to NP courses
 - 2) Conduct periodic review and evaluation of the NP program curricula with recommendations to be made to the Graduate Education Committee
 - 3) Review and apply specific NP program standards (NONPF National Task Force Criteria) to curriculum
 - 4) Make recommendations related to course offerings/timing
 - 5) Monitor student progression in NP programs
 - 6) Provide expertise on certification requirements/issues
 - 7) Access and evaluate preceptors/clinical sites for NP students

5. **Health Services Administration(HSAD) Sub-Committee**

- a. **Composition:** All part time and full time faculty members who teach in HSAD courses are eligible for committee participation and one matriculated graduate student. A minimum of 4 of these faculty will be committee members. These faculty members may represent another discipline, e.g. Business, Communications, if providing coursework in the HSAD graduate program.
- b. **The Chair** of this committee shall be the Health Services Administration program coordinator and will also serve as a member of the Graduate Education Committee in the School of Nursing (SON).
- c. **Appointment:** The School Director appoints subcommittee members.
- d. **Functions**
 - 1) Develop and review policies and procedures for the MSN-HSAD and MS-HSAD degree.
 - 2) Review curriculum to assure content comprehensiveness. Review and/or recommend changes in course objectives, content, focus, and credit allocation. Curricular decisions made by the

Health Services Administration Governance Committee shall be brought to the SON Committee for Graduate Education.

- 3) Make recommendations related to course offerings/timing.
- 4) Make recommendations to the SON Graduate Education Committee for admission of students to the Health Services Administration Graduate program.
- 5) Make recommendations for the assignment of academic advisors to students.
- 6) Review progress and performance of students in the HSAD program and take appropriate action in cases of substandard performance.
- 7) Review course syllabi and make decisions on course substitutions and transfer credits.
- 8) Develop and periodically update preceptor guidelines for practica. Access and evaluate preceptors/clinical sites for HSAD students.
- 9) Develop and periodically update guidelines for the HSAD Scholarly Project.

6. Clinical Nurse Specialist (CNS) Subcommittee

- a. **Composition:** All part time and full time faculty members who teach in CNS clinical courses are eligible for committee participation.
- b. **Appointment:** The School Director appoints standing subcommittee members.
- c. **Functions:**
 - 1) Address student issues specific to CNS courses and progression in the CNS tract.
 - 2) Conduct periodic review and evaluation of the CNS program curricula using The Criteria for Evaluation of the CNS with recommendations to be made to the Graduate Education Committee
 - 3) Apply specific CNS Core Competencies to curriculum.
 - 4) Make recommendations related to course offerings/timing to the Graduate Education Committee
 - 5) Provide expertise on certification requirements/issues
 - 6) Evaluate preceptors/clinical sites for CNS students
 - 7) Propose policies for CNS students to the Graduate Education Committee as needed.

7. PhD in Nursing Science Program Sub-Committee

- a. **Composition**
 - 1) Five faculty members at the Professor or Associate Professor rank and who teach in/have experience teaching in a PhD program.
 - a. Three will be SON faculty, one of whom is coordinator of the PhD Program.
 - b. Two will be external to the SON and hold joint/secondary appointments in the SON
 - 2) The PhD Program Coordinator (appointed by the School Director) will chair the committee.
 - 3) One PhD in Nursing Science student as a voting member.
 - 4) School Director, School Assistant Director, *ex-officio*
 - 5) Two student alternates to be selected by the Director when a PhD in Nursing Science student appeal is heard.
- b. **Appointment:** The School Faculty appoints subcommittee members to serve a two-year term.

c. Functions:

- 1) Conduct periodic review and evaluation of the individual courses and the curriculum of the PhD in Nursing Science program.
- 2) Review proposals for curriculum development and make recommendations to School Faculty and Graduate Education Committee.
- 3) Make recommendations for changes in degree requirements to the graduate Education Committee and appropriate College and University committees.
- 4) Recommend to the School Faculty policies for admission to, progression in, and graduation from the PhD in Nursing Science program.
- 5) Review applications for admission to the program-applicants who meet admission criteria may be invited for an admission interview with the committee.
- 6) Assist in the selection of academic advisors for doctoral students based on research areas of interest, an appropriate faculty match and faculty willingness to work with students.
- 7) Evaluate student eligibility for fellowships and other financial support.
- 8) Make recommendations on awards and honors as appropriate; coordinate honors awards activities (as related to doctoral students) with Student Affairs Committee.
- 9) Participate in hearing appeals according to the policies for PhD in Nursing Science students.
- 10) Conduct periodic review of the graduates of the program.

E. Student Affairs

1. Composition:

- a. Five faculty members (minimum one tenured faculty).
- b. At least one student from the undergraduate programs.
- c. Assistant Dean for Student Services, *ex-officio*
- d. Academic Coordinator, *ex-officio*

2. Appointment:

- a. The School Director appoints committee members.

3. Functions:

- a. Collaborate with the Assistant Dean and the School Director on matters related to undergraduate academic advisement;
- b. Orient faculty to undergraduate student advisement procedures;
- c. Collaborate with faculty to handle undergraduate student progression issues;
- d. Consider and make decisions about exceptions concerning undergraduate academic policies according to the School's appeal process;
- e. Consider and make decisions about nursing course substitutions and sequence;
- f. Periodically review student policies and procedures and make recommendations for change as needed; and
- g. Coordinate undergraduate student honors and awards.

F. Safety

1. Composition:

- a. One faculty member.

- b. One professional staff or salaried staff person
- c. One student
- d. One representative from the simulation laboratory
- g. Director of University's Department of Environmental Health and Safety (or designee),
Ex Officio
- h. School Director, Assistant Director, ex-officio

2. **Appointment:**

- a. The School Director appoints committee members.

3. **Functions:**

- a. Assure safety inspections of operations and facilities including storage and store room areas, teaching laboratories, are conducted. Inspections should be conducted at least quarterly
- b. Advise and seek guidance from the School Director in matters pertaining to safety;
- c. Recommend and/or develop safe practices and procedures such as those related to removal of hazardous waste;
- d. Assist fellow employees and students to comply with safety and health rules through the Right to Know program and annual documentation of immunization status. Bloodborne Pathogen training is required for anyone who might have contact with any type of body fluids;
- e. Address the safety concerns of fellow School members;
- f. Perform other safety related functions as assigned by the School Director; and
- g. Meet as needed, but no fewer than four times per year and submit an annual report of Committee activities to the University Department of Environmental Health and Safety and the Director of the School of Nursing.

G. Evaluation

1. **Composition**

- a) Five or more faculty members (minimum one tenured faculty)
- b) At least one student representative; and
- c) School Director, Assistant Director, *ex-officio*.
- d) University Assessment Fellow, ex-officio

2. **Appointment**

- a. The School Director appoints committee members.

3. **Functions**

- a. Design a system (Program Evaluation Plan [PEP]) to facilitate data analysis, dissemination, and follow-up.
- b. Periodically review and revise PEP to ensure consistency with relevant accreditation standards, SON strategic plan, and BSN, MSN, and PhD program outcomes.
- c. Elicit data from responsible committees/parties.
- d. Assess program quality and effectiveness using the data collected.
- e. Report findings of evaluation efforts (PEP) to all faculty on an annual basis.

11/10/2014 SON Bylaws approved

BYLAWS: ARTICLE IV
AMENDMENTS

The Bylaws may be amended only by a two-thirds vote of the ballots cast by the total voting faculty. Written notice of intent to amend must be received by all voting faculty one week prior to the meeting at which they will be discussed.

Approved by the School of Nursing Faculty on June 1, 2010.

Revised and approved by School of Nursing Faculty on September 12, 2011.

Revised and approved by School of Nursing Faculty on October 15, 2012.

Revised and approved by School of Nursing Faculty on November 18, 2013

Revised and approved by School of Nursing Faculty on December 16, 2013.

Revised and approved by School of Nursing Faculty on November 10, 2014

1
2