CLEMSON UNIVERSITY

College of Health, Education, and Human Development

SCHOOL OF NURSING

BYLAWS

Accepted by Faculty
May 9, 1989

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December 18, 1989
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PREAMBLE

The Faculty of the School of Nursing in the College of Health, Education and Human Development hereby establish the following Bylaws to provide a mechanism for participation in planning, policy making and decision making with regard to academic matters and in matters that may affect the welfare of its members or the mission of the College of Health, Education and Human Development.

BYLAWS

Article 1: Name

The name of this organization shall be the Clemson University School of Nursing Faculty, hereafter referred to as Faculty Council.

Article II: Membership

Section 1. Membership in the School of Nursing is restricted to the Director of the School of Nursing/Associate Dean of the College of Health, Education and Human Development (herein after referred to as the Director/Associate Dean) and individuals who hold the rank of Lecturer or regular faculty appointment at the rank of Instructor, Assistant Professor, Associate Professor, or Professor.

Section 2. Voting membership shall be all full-time members of the school who are employed as full time faculty for at least one semester.

Section 3. Non-voting membership includes part time faculty and student representatives, visiting and faculty emeritus.

Section 4. Nothing in this Article shall interfere with the right of any member of the Faculty Council to attend all meetings of the Faculty Council and to express opinions on any issue before the Faculty Council.

Section 5. Non-voting observers/consultants shall be those members listed in Section 3 of this Article. Student representatives shall include: two Bachelor of Science Degree student representatives and two alternates; two graduate student representatives and two alternates; and other persons who may be designated by a majority vote of the Faculty Council. Criteria for students eligible to serve as representatives to the Faculty organization and as committee members are defined as: full-time Bachelor of Science Degree students enrolled in junior or senior level courses with a Grade Point Average (GPA) of 3.0; and Graduate students enrolled in at least nine credit hours of courses with a GPA of 3.0.
Bachelor of Science degree student representatives and their alternates (four students) shall be elected in the following manner: in August of each year, the Coordinator of Undergraduate Studies shall prepare a slate of nominees for one representative and one alternate each from the junior and senior classes, conduct a ballot, and notify the Director of the two representatives and the two alternates for the following academic year. Accelerated Second Degree BSN students are eligible to serve as student representatives to Faculty Council.

Master of Science degree student representatives and their alternates (four students) shall be elected in the following manner: in August, the Graduate Coordinator shall prepare a slate of nominees, conduct a ballot and notify the Director of the two representatives and two alternates from the Master of Science Degree Program.

Interdisciplinary PhD In Healthcare Genetics student representatives and their alternates (two students) shall be elected in the following manner: In August, the Interdisciplinary Healthcare Genetics PhD Coordinator shall prepare a slate of nominees, conduct an email ballot and notify the Director of the representative and alternate from the iPhD Program.

Article III: Functions of the Faculty

Through this organization, the School of Nursing shall perform the following functions:

1. Approve academic courses, curricula, degree requirements and academic honors in the School of Nursing.
2. Participate in the development of policies affecting the academic and research activities, Faculty welfare, and other such matters as might pertain to common professional goals of its membership.
3. Recommend the appointment of School of Nursing Faculty, Director/Associate Dean.
4. Participate in the evaluation of the Director/Associate Dean.

Article IV: Officers and Their Elections

The officers of this organization shall be the Chair and the Parliamentarian.

Section 1. The Chair - the Chair of the Faculty Council shall be the Director/Associate Dean. The Chair shall:

1. Preside at meetings of the School of Nursing Faculty.
2. Designate a substitute Chair from the voting membership of the School of Nursing to serve in the Chair's absence.
3. Appoint a recorder to prepare minutes of School of Nursing meetings, and distribute minutes to all members.
4. Oversee the collection and filing, in the Director's office, of minutes of Faculty meetings and minutes and annual reports of all committees.
5. Distribute minutes of meetings to all voting and non-voting members of the Faculty Council excluding emeritus Faculty.
6. Distribute a written roster of the voting membership of the Faculty Council at least once yearly and more often as necessary.
7. Circulate agenda at least five working days prior to the meeting.
8. Call special meetings as needed.

Section 2. The Parliamentarian - the Parliamentarian shall be appointed by the Chair of the Faculty Council. The Parliamentarian shall rule on parliamentary procedure issues during School of Nursing Faculty meetings.

Article V: Meetings

The Faculty Council shall meet at least twice a semester. Additional meetings may be scheduled by the Director/Associate Dean or at the request of Committee Chairs, or five (5) or more members of the Faculty Council.

Agenda for all meetings shall be distributed to all members of the Faculty Council at least five working days in advance of the meetings. Unapproved minutes of all previous meetings shall be distributed to all Faculty Council not later than five (5) working days before the meeting.

Article VI: Quorum

A quorum of the Faculty Council shall be three-fifths (3/5) of the voting membership.

Article VII: Amendments of the Bylaws

The Bylaws may be amended by a two-thirds (2/3) vote of the eligible voting membership. The amendment must be submitted in writing to all voting members of Faculty Council at least ten (10) days before the meeting when the amendment is to be considered.

Article VIII: Rules of Order

The rules contained in Robert's Rules of Order (current edition), shall govern the School of Nursing meetings in all cases where they are applicable and are not inconsistent with the Bylaws or the special rules of the order of the Faculty Council.
Article IX: Committees

Section 1. Standing Committees. Elected standing committees shall be:

1. Undergraduate Curriculum Committee (Section 6)
2. Graduate Curriculum Committee (Section 7)
3. Executive Council (Section 8)
4. Nominating Committee (Section 9)
5. Faculty Search Committee (Section 10)
6. Tenure, Promotion, and Reappointment Committee (Section 11)
7. Evaluation Committee (Section 12)
8. Scholarships and Awards Committee (Section 13)

Section 2. Special Committees.

The Director/Associate Dean may establish special committees as deemed appropriate. Such committees shall have such members, duties and terms of office as determined by the Director/Associate Dean. Special committees and task forces must be established for a specific, single purpose and can serve no longer than 12 months. A special committee cannot become a standing committee without a change in the Bylaws, approved by the Faculty Council of the School.

Section 3. Membership.

A. Faculty

1. All voting members of the Faculty Council are eligible to serve on standing committees as specified in Sections Six (6) through Eleven (11) of Article 9.
2. Members of committees shall be elected, except for ex officio members, and faculty may be elected to no more than two (2) elected standing committees.

B. Students

1. Student members shall be elected according to procedures defined elsewhere.
2. Students shall be non-voting members of all standing committees except where otherwise specified.

C. Observers

1. The Director of the School of Nursing/Associate Dean or a designee shall be a non-voting, ex-officio member of all committees of the Faculty Council.
2. Faculty and students may attend meetings of committees not in executive session and may speak with permission from the Chair of the committee.

D. Vacancies

1. The Nominating Committee shall appoint a faculty member to fill faculty vacancies on committees. Such appointed persons shall serve until the next regular election when the School of Nursing Faculty Council will elect a person to complete the term, which had been vacated.

2. The Director/Associate Dean or designee shall appoint a student member to fill un-expired student terms on committees where vacancies occur. The appointed student will serve for the remainder of the academic year.

Section 4. Meetings.

A. Meetings shall be called by committee Chairs at least once every semester or more often as deemed appropriate.

B. Committees may meet in executive session when approved by a two-thirds (2/3) vote of the membership of the committee.

C. Minutes of all meetings shall be distributed to committee members, and shall be filed in the office of the Director/Associate Dean within ten (10) working days after the meetings. A copy of all minutes shall be permanently filed in the Director/Associate Dean’s office.

D. A simple majority of the committee membership shall constitute a quorum.

Section 5. Membership and Chairs.

A. Membership

1. The Faculty Council shall elect committee members according to the procedure identified in Section 9 of this Article. All elections shall be held in August.

2. The voting members of the Committee shall elect the Chair at the first committee meeting in August. The outgoing chair shall convene an August committee meeting at which time a new chair will be elected. In the absence of an outgoing chair, the Director/Associate Dean will appoint a temporary chair to convene the August meeting.

3. Faculty terms of office for membership on all School of Nursing committees shall be for three (3) years; the term of office begins in August, immediately after election. Terms of office for committee membership shall be staggered; with no more than 50% of the
committee membership being elected to a committee at any one time. No member shall serve more than two (2) consecutive terms on any committee except for evaluation and curriculum committees.

4. Terms of office for student members shall be for one (1) academic year.

B. Duties of Committee Chairs

1. Prepare and distribute the agenda for all regular meetings to all members, and to the Director/Associate Dean at least five (5) full working days prior to each meeting.
2. Delegate recording of minutes of all meetings. Distribute minutes of previous meeting to committee members and to the Director/Associate Dean no later than ten (10) full working days after the meetings.
3. Prepare documents and conduct correspondence related to committee functions.
4. Submit proposals requiring Faculty action to Director/Associate Dean at least six (6) full working days prior to meeting at which they shall be considered.
5. Prepare and submit to the Director/Associate Dean a written annual report of the activities of the committee during the academic year. The report shall be given at the last meeting of the School of Nursing held before May Commencement.

Section 6. Undergraduate Curriculum Committee

A. Membership

1. Five (5) members of the School of Nursing Faculty who have primary teaching responsibility in the undergraduate program, at least one of who holds an earned doctorate.
2. One (1) undergraduate senior student in good academic standing.
3. The Undergraduate Coordinator, RNBS Coordinator, Accelerated/Second Degree Coordinator, and elected School of Nursing representative to the HEHD Curriculum Committee will serve as ex-officio members of the committee.

B. Functions

1. Evaluate and make recommendations to the Faculty Council on all undergraduate academic requirements, courses, and curricula within the School of Nursing including honors courses.
Section 7. Graduate Curriculum Committee

A. Membership

1. Four (4) faculty members; all of whom must hold an earned doctorate and have experience teaching graduate courses.
2. One graduate student in good academic standing.
3. The Graduate Coordinator, Interdisciplinary Healthcare Genetics PhD Coordinator, and elected School of Nursing representative to the HEHD Curriculum Committee will serve as ex-officio members of this committee.

B. Functions

1. Evaluate and make recommendations to the Faculty Council on all graduate academic requirements, courses, and curricula within the School of Nursing.

Section 8. Executive Council.

A. Membership

Membership shall consist of the Director/Associate Dean, Program Coordinators, Undergraduate, Accelerated Second Degree, RNBS, MS, and iPhD, SON Representative to the HEHD Curriculum Committee, Chair of the Evaluation Committee, and one faculty member elected at large.

B. Officers

The Chair of the Council shall be the Director/Associate Dean.

C. Functions

1. Initiate ongoing development and review of the School of Nursing strategic direction.
2. Make recommendations regarding implementation of the current curricula and recommend future direction.
3. Monitor admission, progression, and dismissal policies related to academic programs and make recommendations as needed.
4. Provide guidance for recruitment of a diverse student body and faculty.
5. Advise the Director/Associate Dean on fiscal, personnel, and program matters.
6. Gather and disseminate brief reports/synopsis from each member describing the area he/she represents as appropriate.
Section 9. Nominating Committee.

A. Membership: Two (2) faculty members.

B. Functions

1. Prepare and distribute a ballot of all nominees for committee membership in the School based on Faculty preferences.
2. Act as tellers and report results of elections to Faculty Council.
3. Appoint Faculty members to fill vacancies on School Committees.
4. Make recommendations for bylaws revisions.

Section 10. Faculty Search Committee.

A. Membership: Three (3) elected faculty members and one appointed faculty member with expertise in the area of the search.

B. Function

1. Conduct search for all Faculty appointments.
2. Recommend Faculty appointments to the Director/Associate Dean.

Section 11. Tenure, Promotion, and Reappointment Committee.

A. Membership

1. Five (5) full time tenured teaching faculty, excluding those who serve as administrators.

   a. One member shall be a Professor.
   b. One member shall be an Associate Professor.

B. Functions

1. Review applications for tenure, promotion, and reappointment of regular teaching faculty according to the School of Nursing criteria.
2. Provide each applicant for tenure, promotion, and reappointment an individual written Statement of Findings and Recommendations relative to the application.
3. Make recommendations to the Director/Associate Dean for the tenure, promotion, and reappointment of School faculty members.
4. Make recommendations to the Director/Associate Dean for new appointments to School faculty with immediate tenure, tenure probationary periods of two (2) years or less, or for appointment at rank higher than Assistant Professor.

5. Make recommendations to the School of Nursing faculty for changes in policies, procedures, practices, and criteria for tenure, promotion, and reappointment.

Section 12. Evaluation Committee

A. Membership: The Chair of the School of Nursing Evaluation Committee, two (2) faculty members, the Coordinators of the Undergraduate, Accelerated Second Degree, RNBS, MS and iPhD Programs, and School of Nursing Representative to the HEHD Curriculum Committee.

B. Functions

1. Implement the School of Nursing Evaluation Plan.
2. Annually, or more often if necessary, report results of evaluations to the Faculty Council and to the Director/Associate Dean.
3. Periodically evaluate components, processes and procedures for evaluation (except for processes and procedures for evaluation of faculty for appointment renewal and promotion and tenure) and make recommendations to the faculty for changes to the relevant processes and procedures for evaluation.
4. Periodically evaluate the evaluation plan as a whole and make recommendations to the faculty for the needed changes.

Section 13. Scholarships and Awards Committee.

A. Membership: Three (3) faculty members.

B. Function

1. Make student scholarship recommendations to the Director/Associate Dean and Faculty Council.

2. Make student honors and awards recommendations to the Director/Associate Dean.

Revised 1/23/2012 AJ & MAW