



Departmental Bylaws Routing Sheet
Requirements based on 2020-2021 *Faculty Manual*

In accordance with the *Faculty Manual* Chapter VII, section L2d, "Departmental bylaws must be approved by faculty who are accorded voting rights in accordance with Departmental bylaws and reviewed by the Provost or designee for consistency with the *Faculty Manual* ."

This document is intended to support the documentation of the required approvals.

Department: _____

College: _____

The attached bylaws were approved at the Departmental Faculty Meeting on: _____

Faculty Manual Editorial Consultant

I have reviewed this document for conformance to the Clemson University *Faculty Manual*.

Provost or designee (signature) _____

Name _____

Approved Revision Required (see comments) Date _____

Requirements for DEPARTMENTAL BYLAWS – 2020-2021 *Faculty Manual*

Department: School of Nursing

Date

9/7/2020

NOTE: This list may be useful to ensure departmental bylaws conform with the *Faculty Manual*. Updated 8/3/2020.

Compliance

The 2019-2020 and later *Faculty Manuals* require departmental bylaws be approved by the voting members of the departmental faculty and reviewed for consistency with the *Faculty Manual* by the Provost or designee, in accordance with Chapter IX, L2d. * see note below

	Requirement	Reference	Yes	No	N/A
1	Departmental bylaws may not contradict the Faculty Manual	Ch III, A1c	X		
2	Statement that departmental bylaws may not contradict the <i>Faculty Manual</i>	Ch IX, L2f	X		
3	The TPR document is distinct from departmental bylaws	Ch V, D1c	X		
4	A statement that individuals with special faculty ranks have voting privileges; If this statement is not included then voting privileges ARE NOT granted to faculty with special ranks. OPTIONAL	Ch IV, B2g	X		
5	Specification of the composition and selection process of members of departmental search and screening committees for regular faculty	Ch V, B5a, i	X		
5a	Consistent with the requirement that search committees for regular faculty be composed of regular faculty, with other faculty included only if specified in department bylaws	Ch B, B5a, i	X		
6	Process for selecting search and screening committees for special rank faculty	Ch V, B5a, i(1)	X		
7	Consistent with the opportunity to establish other duties assigned to the department chair	Ch VIII, I2p	X		
8	Consistent with mechanisms to select or elect members to college and university committees in the <i>Faculty Manual</i> or the College Bylaws	Ch IX, D2a, i(1)	X		
9	Consistent with mechanisms to select or elect members in the case of vacancies to college and university committees in the Faculty Manual or the College Bylaws	Ch IX, D2a, i	X		
10	Consistent with the requirement that there shall be at least one department faculty meeting per long semester	Ch IX, L3a	X		
11	There must be a standing curriculum committee.	Ch IX, L4a	X		
12	Consistent with the opportunity to establish separate Undergraduate and Graduate Curriculum Committees	Ch IX, L4b	X		
13	Departmental curriculum committee(s) elect their chairs	Ch IX, L4c-e	X		
14	Every department shall have a standing advisory committee in the departmental bylaws, chaired by department chair, the composition and membership of which is established in departmental bylaws	Ch IX, L5a	X		
15	Consistent with the opportunity to establish other standing committees in departmental bylaws (although TPR and PTR committees are established in the TPR document)	Ch IX, L6a	X		
16	Consistent with the opportunity for the department chair to establish ad hoc committees	Ch IX, L6c	X		
17	Bylaws must be congruent with identification of committees whose voting membership is restricted to regular faculty	Ch IX, L7	X		

CLEMSON UNIVERSITY

College of Behavioral, Social and Health Sciences

SCHOOL OF NURSING

BYLAWS

Accepted by Faculty May 9, 1989

Amended:

December 18, 1989

March 5, 1990

April 6, 1992

February 19, 1996

March 23, 1998

August 17, 2001

January 23, 2012

May 7, 2017

December 2, 2019

August 24, 2020

PREAMBLE

The faculty of the Clemson University School of Nursing (CUSON) in the College of Behavioral, Social and Health Sciences (CBSHS) hereby establish the following Bylaws to provide a mechanism for participation in planning, policy making and decision making about academic matters and in matters that may affect the welfare of its members or the mission of CUSON and CBSHS. Any provisions in the CUSON Bylaws which contradict the Faculty Manual are null and void.

BYLAWS Article 1: Name

The name of this organization shall be the CUSON faculty, hereafter referred to as Faculty Council.

Article II: Membership

Section 1. Membership in the School of Nursing is restricted to the CUSON Director/Chief Academic Nursing Officer (herein after referred to as the CUSON Director), regular faculty who hold an appointment at the rank of Instructor, Assistant Professor, Associate Professor, or Professor and/or special faculty who hold an appointment at the rank of Lecturer, Senior Lecturer, Principal Lecturer, Clinical Instructor, Assistant Clinical Professor, Associate Clinical Professor, Clinical Professor, Research Assistant Professor, Research Associate Professor, Research Professor, and Professor of Practice.

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

Section 3. Non-voting membership includes part-time faculty and student attendees, visiting faculty, and faculty emeriti.

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. Students have opportunities to provide program and other feedback through the Student Advisory Committees for each program.

Article III: Functions of the Faculty

Through this organization, the CUSON 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. Provide input regarding the appointment of School of Nursing faculty, CUSON Director, and CUSON Associate Directors; and
4. Participate in the evaluation of the CUSON SON Director as described in the Clemson University Faculty Manual and CUSON Associate Directors.

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 CUSON Director. The Chair shall:

1. Preside at meetings of the CUSON faculty;
2. Designate a substitute Chair from the voting membership of the CUSON to serve in the Chair's absence;
3. Appoint a recorder to prepare minutes of CUSON meetings, and send draft minutes to the Chair for review;
4. Oversee the collection and filing of Faculty Council meeting minutes, other faculty meeting minutes, and summaries of all committee meetings in the CUSON Director's office and the CUSON electronic repository which is accessible to all faculty (hereafter referred to as electronic repository);
5. Oversee distribution of minutes of meetings to all voting and non-voting members of the Faculty Council excluding emeritus Faculty and upload into CUSON electronic repository;
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; and
8. Call special meetings as needed.

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

Article V: Meetings

The Faculty Council shall meet at least twice a semester. Additional meetings may be scheduled by the Faculty Council Chair, a Committee Chair, or five (5) or more members of the Faculty Council. Faculty attendance at CUSON Faculty Council meetings is expected.

Agenda for all meetings shall be distributed to all members of the Faculty Council and uploaded in the CUSON electronic repository at least five working days in advance of the meetings. Unapproved minutes of all previous meetings shall be distributed to the Faculty Council and uploaded in the CUSON electronic repository no 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 and uploaded in the CUSON electronic repository 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. Advisory Council (Section 8)
4. Elections Committee (Section 9)
5. Faculty Search Committee (Section 10)
6. Evaluation Committee (Section 11)
7. Scholarships and Awards Committee (Section 12)
8. Program Admission Committees (Section 13)
9. Program Student Advisory Committees (Section 14)

Section 2. Special Committees.

The CUSON Director may establish Special committees as deemed appropriate. Such committees shall have such members, duties and terms of office as determined by the CUSON Director. Special committees 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 CUSON.

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 Fifteen (15) 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. Members of the Student Program Advisory committees shall be elected by the students in the program they represent.

C. Observers

1. The CUSON Director or a designee shall be a non-voting, ex-officio member of all CUSON committees.
2. Faculty and student observers may attend meetings of committees, not in executive session, and may speak with permission from the Chair of the committee.

D. Vacancies

1. The Elections Committee shall appoint a faculty member to fill faculty vacancies on committees.
2. Such appointed persons shall serve until the next regular election when the CUSON Faculty Council will elect a person to complete the term, which was vacated.

Section 4. Meetings.

- A. Meetings shall be called by committee Chairs at least once every long semester (Fall and Spring) 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, filed in the office of the CUSON Director and uploaded in the CUSON electronic repository within ten (10) working days after the meetings. A copy of all minutes shall be permanently filed in the CUSON Director 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 March.
2. The voting members of the Committee shall elect the Chair by the first committee meeting in the Fall Semester. A member of each committee shall be appointed to convene a committee meeting at which time a new chair will be elected.
3. Faculty terms of office for membership on all CUSON committees shall be for three (3) years; the term of office begins in August. 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.

B. Duties of Committee Chairs

1. Prepare and distribute the agenda for all regular meetings to all members, to the CUSON Director and upload in the CUSON electronic repository 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, to the CUSON Director and upload in the CUSON electronic repository 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 CUSON Director at least 5 (five) full working days prior to meeting at which they shall be considered.
5. Prepare and submit to the CUSON Director a written annual report of the activities of the committee during the academic year. The report shall be given at the last Faculty Council meeting held before May Commencement and uploaded in the CUSON electronic repository.

Section 6. Undergraduate Curriculum Committee

A. Membership

1. Five (5) members of the CUSON faculty who have primary teaching responsibility in the undergraduate program with at least one who holds an earned doctorate.
2. The CUSON Director or designee and Director of Undergraduate Programs will serve as ex-officio members of the committee.
3. The Undergraduate Curriculum Committee chair must be regular faculty.
4. Either the Chair of the Undergraduate or Graduate Curriculum Committee shall represent CUSON on the CBSHS Curriculum Committee.

B. Function

1. Evaluate and make recommendations to the Faculty Council on all undergraduate academic requirements, courses, and curricula within CUSON including honors courses.

Section 7. Graduate Curriculum Committee

A. Membership

1. Five (5) faculty members; all must hold an earned doctorate and have experience teaching graduate courses. The committee will be composed of representatives from each of the graduate programs of study: MS, DNP, and PhD.
2. The CUSON Director or designee and Graduate Programs Director will serve as ex-officio members of this committee.
3. The Graduate Curriculum Committee chair must be regular faculty.
4. Either the Chair of the Undergraduate or Graduate Curriculum Committee shall represent CUSON on the CBSHS Curriculum Committee.

B. Function

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

Section 8. Advisory Council.

A. Membership

Membership shall consist of the CUSON Director, CUSON Associate Directors, Program Directors, Clinical Learning Research Center Director, Director of Research on Health Disparities, CUSON Representative to the CBSHS Curriculum Committee, Chair of the Evaluation Committee, and one faculty member elected at-large.

B. Officers

The Chair of the Advisory Council shall be the CUSON Director.

C. Functions

1. Initiate ongoing development and review of the CUSON strategic direction.
2. Make recommendations regarding implementation of the current curricula and recommend future directions.
3. Provide guidance and make recommendations as needed for academic programs' admission, progression, and dismissal policies.
4. Provide guidance for recruitment of an inclusive student body, faculty and staff.
5. Provide counsel to the CUSON Director 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. Elections Committee.

A. Membership: Three (3) faculty members.

B. Functions

1. Prepare and distribute a ballot of all nominees for CUSON, CBSHS and University committees based on faculty preferences and voting results.
2. Report results of elections to Faculty Council.
3. Appoint faculty members to fill vacancies on CUSON Committees.
4. Make recommendations for bylaws revisions.
5. The Chair shall represent CUSON on the CBSHS Elections Committee and submit CUSON faculty nominees for CBSHS and University committees.

Section 10. Faculty Search Committee.

- A. Membership: Four (4) elected faculty members, two (2) of whom will be full-time regular faculty members and two (2) full-time special faculty, CUSON Human Resources representative/staff member and other appointed faculty members with expertise in the area of the search as needed.
- B. Functions
 - 1. Conduct search for all Faculty appointments.
 - 2. Recommend Faculty appointments to the CUSON Director.

Section 11. Evaluation Committee

- A. Membership: The Chair of the CUSON Evaluation Committee, two (2) faculty members, CUSON Associate Directors, CUSON Program Directors, and CUSON Representative to the CBSHS Curriculum Committee.
- B. Functions
 - 1. Implement the CUSON Evaluation Plan.
 - 2. Annually, or more often if necessary, report results of evaluations to the Faculty Council and to the CUSON Director.
 - 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 and make recommendations to the faculty for the needed changes.

Section 12. Scholarships and Awards Committee.

- A. Membership: Four (4) faculty members.
 - 1. The CUSON Chair shall represent CUSON on the CBSHS Scholarships and Awards Committee.
- B. Functions
 - 1. Make student scholarship recommendations to the CUSON Director and Faculty Council.
 - 2. Make student honors and awards recommendations to the CUSON Director and Faculty Council.

Section 13. Program Admissions Committees

A. Membership:

1. Two (2) elected full-time faculty members who teach in the respective programs/tracks:
 - a. BS Change of Major track
 - b. Accelerated Second Degree track
 - c. RN/BS Completion track
 - d. Master's Program
 - e. Doctor of Nursing Practice Program
 - f. PhD Program
2. CUSON Director or designee, Program Directors or designees, NP Coordinators (MS and DNP admissions), and student services coordinator(s).

B. Functions for each respective program:

- a. Review applications.
- b. Select candidates for admission.
- c. Review admission criteria and recommend changes as needed.

Section 14. Program Student Advisory Committees

A. Membership:

1. Student representatives, who are enrolled full-time in their respective programs/tracks, are elected by students at the beginning of each year to serve as representatives of their class to provide input on CUSON programs:
 - a. BS - Accelerated track – Officers elected for each graduating class
 - b. BS - Traditional track – Officers elected for each graduating class
 - c. BS - Change of Major track – Officers elected for each graduating class
 - d. Accelerated Second Degree track – Officers elected for each graduating class
 - e. RN/BS Completion track – two 1st semester and two 2nd semester students
 - f. Master's Program – two 1st year and two 2nd year students in each specialty option
 - g. Doctor of Nursing Practice Program – two 1st year and two 2nd year students
 - h. PhD Program – two 1st/2nd year and two 3rd/4th year or beyond students

2. CUSON Director or designee, Program Director or designee, Graduate Program NP Coordinators, and student services coordinator.

B. Functions:

1. CUSON recognizes the importance of student feedback concerning the quality of their educational experiences and related student support services. Each semester elected student representatives from each of the programs provide feedback about program successes and identify areas of improvement.

Revised: 8/24/2020 TT, AG, KP, MAW, KV