

University of Cincinnati

College of Nursing Faculty Governance Bylaws

Preamble

The authority to conduct the affairs of the College will be held by its administrative and instructional staff (the Faculty) in accordance with the regulations of the Board of Trustees of the University of Cincinnati (the University). To the extent that the bylaws may differ from Rules of the University or current UC/AAUP Collective Bargaining Agreement (CBA), the Rules and the Agreement will prevail.

Executive leadership is provided by the Dean of the College who is accountable to the Provost for coordination, integration, and administration of the College. In this role the Dean, along with the Faculty, assures that the bylaws promulgated by the faculty governance structure and processes are upheld. The Dean also facilitates the function of shared governance through integration between the College governance and administration. The Faculty will have the right to advise, aid, and counsel the Dean on matters affecting the College and the University, and will be given sufficient time to do so (CBA).

Joint effort and shared responsibility for governance will take a variety of forms, as situations require. Shared responsibility for governance is based upon mutual trust and respect for diverse interests and perspectives and is an iterative and consultative process. To be effective, shared governance clearly defines roles, scope of authority, and responsibility for decision-making among faculty governance bodies and university administrators. Effective shared governance also requires joint responsibility for timely implementation (CBA).

The Dean:

As leader and Chief Executive Officer of the College, the Dean oversees and directs the educational work of the College and attends to the efficient management of the College. The Dean stimulates and supports the intellectual life of the faculty, staff, and students and serves as the College spokesperson to the University and the external community. The Dean will call and preside over meetings of the Faculty. The Dean or delegate is an ex-officio member of all committees and councils with the exception of the Reappointment, Promotion, and Tenure Council.

The Faculty:

The Faculty are responsible for making their own regulations governing the admission of students, articulation and scholarship agreements with other institutions, the courses of instruction to be offered, grading policy, degree requirements, recommendations for degrees, honors, and prizes, and such other matters as may be within its jurisdiction (CBA).

The Faculty will be entitled to share significantly in the responsibilities for program development, program review, department review, and department and college reorganization (CBA). The principles of joint effort and shared responsibility are illustrated, but not limited by the following provisions:

The Faculty will have a voice through faculty representatives elected for that purpose in the formulation of long-range plans and in decisions relating to their implementation. Faculty

representatives elected for that purpose will have a voice at the College where decisions relating to the use and creation of existing or prospective physical resources are being made (CBA).

Parliamentary Authority

The rules contained in Robert's Rule of Order Revised will govern meetings of this organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

Governance

1. The components of governance will be the following:

- a. Dean: The Dean is the leader and Chief Executive Officer of the College. The initial appointment of the Dean is made by the Board upon recommendation of the President, of a term no less than three and no more than seven years.
- b. Faculty Governance: The Faculty Governance includes full-time and part-time faculty. This meeting is the center of faculty governance.
- c. College Councils: College councils perform the work of the College as specified in these bylaws. The councils of the College are: the Curriculum Council; Reappointment, Promotion, and Tenure (RPT) Council; Research and Scholarly Activities Council; and Student Affairs Council.
- d. Faculty: The Faculty includes all full-time and part-time faculty. Faculty will exercise their roles in College governance through such councils or other agents as designated by the Faculty. For purposes of voting, the Faculty includes all full and at least 65% FTE part-time faculty (Qualified and Unqualified) of the College.
- e. Staff: The Staff includes all full-time and part-time staff. They will exercise their roles in College governance through their representatives on College councils or other agents as designated by the College. For purposes of voting, the Staff includes all full and 80% FTE non-faculty employees of the College.
- f. Students: The Students include all those enrolled in the programs offered by the College. They will exercise their roles in College governance through their representatives on College councils or other agents as designated by the College. The College of Nursing Student Tribunal will elect the undergraduate student representatives. The College of Nursing Graduate Student Association will elect the graduate student representatives.

2. Meeting and Council Guidelines

- a. Agendas will be posted to SharePoint by the chairperson one week prior to all meetings. Minutes from all meetings will be posted to SharePoint by the chairperson within two weeks following the meeting.
- b. All groups will decide on the voting method that will best meet their needs (e.g., paper and pencil ballots, electronic ballots, show of hands). Groups must assure that online

voters are eligible and are identified by using first and last name or designated unique identifier.

c. Vacancies which occur during the academic year, including two or more unexcused absences from consecutive monthly meetings, will be regarded as forfeiture of the member's elected position by the chair of the council. The chair will advise the Elections Committee to fill the position as soon as possible.

d. Ex-officio members are members of the College that are invited to council meetings, but do not vote.

e. Council activity shall be reported at the Faculty Governance during regularly scheduled meetings.

f. Meetings are open to faculty, staff, and students as appropriate.

3. Faculty Governance

3.1 Function:

- Define the College's educational goals, objectives, and policies related to curriculum; admission and progression of students; appointment, reappointment, promotion and tenure of faculty
- Identify support needed for research, practice, and service endeavors
- Serve as a forum for relevant council and ad hoc committee issues
- Approve recommendations brought forth by councils and ad hoc committees as appropriate
- Develop a sense of faculty community and engagement

3.2 Membership:

Members:

All faculty who have academic appointments in the College and are members of the bargaining unit including part-time faculty with at least .65 FTE status

Ex-officio Members:

Four student representatives – 2 graduate students and 2 undergraduate students appointed by the undergraduate and graduate College of Nursing student governance organizations

Co-Chairs: The Faculty Governance will be co-chaired by the Dean and an elected faculty member. The Faculty Co-Chair will be a Qualified or Unqualified faculty member at the rank of Associate or Full Professor and will serve a one-year term, following a one-year term as Faculty Co-Chair-Elect. The Faculty Co-Chair-Elect of the Faculty Governance will be elected by Faculty Governance in the annual Spring election. The Co-Chairs will not have a vote except in the case of a tie among members. In such case, the Faculty Co-Chair will vote to break the tie. Every five years the Co-Chairs will direct the constitution of an Ad Hoc Bylaws Committee to review the bylaws and make recommendations as appropriate.

3.3 Voting: All members of Faculty Governance who meet the criteria for faculty as identified in 3.2. will vote.

3.4 Meetings: Meetings will be held once per semester during the academic year or more frequently as needed.

3.1.1. Ad Hoc Committee: Bylaws Committee

3.1.a. Function:

- Review College bylaws every 5 years or more frequently as needed
- Recommend amendments or repeals to bylaws to the Faculty Governance

3.1.b. Membership:

Elected Members:

- One (1) faculty member representative of Curriculum Council
- One (1) faculty member representative of Reappointment, Promotion, and Tenure Council
- One (1) faculty member representative of Research and Scholarly Activities Council
- One (1) faculty member representative of Student Affairs Council
- One (1) at-large Unqualified faculty member
- One (1) at-large Qualified faculty member

3.1.c. Meetings: Meetings will be held as needed.

3.1.2. Ad Hoc Committee: Elections Committee

3.1.2.a. Function:

- Secure candidates for College and University committees and councils as needed
- Conduct elections as necessary in accordance with the bylaws and University rules
- Prepare and circulate the ballot for the annual Spring election to all voting faculty at least ten (10) working days prior to the election
- Conduct special elections throughout the year to fill College/University committees or council vacancies
- Tally ballots and announce the elected members

3.1.2.b. Membership: Two faculty members are elected in the annual Spring election. Each member will serve a one-year term. Any vacancies in committee membership will be filled by election of the faculty under the direction of the remaining committee members.

3.1.2.c. Meetings: Meetings will be held as needed.

3.1.3. Ad Hoc Committee: Faculty Search Committee

3.1.3.a. Function:

- Identify needs for faculty searches in consultation with the Dean and Senior Associate Dean for Academic Affairs
- Actively recruit for faculty positions

- Recommend, implement, and evaluate recruiting strategies to identify qualified diverse candidate pools
- Recommend faculty candidates to the Dean for appointment

3.1.3.b. Membership:

Elected Members:

- Three (3) Unqualified faculty members
- Three (3) Qualified faculty members

Appointed Members:

- Two (2) Staff representative if requested (e.g. from Office of Faculty Support and Office of Human Resources)

Terms: Members will serve a one-year term for the calendar year. The Chair will be determined by members at the first meeting.

3.1.3.c. Voting: Elected members only may vote with a majority vote defined as 50% plus one.

3.1.3.d. Meetings: Meetings will be held during active recruiting as needed.

4. Curriculum Council

4.1 Function:

- Directs Program subcommittees to monitor, evaluate, and make recommendations on issues related to College-level programs, curricula, and required courses, including recommendations regarding changes in program outcomes, course descriptions, course credit allocations, course prerequisites and co-requisites, student learning objectives, and course content
- Maintains a curriculum that is logically organized and internally consistent across all programs and congruent with the College mission, vision, and philosophy
- Ensures courses are consistently evaluated by the respective program committees to consider changes as needed
- Guides ongoing program evaluations of all curricula in accordance with the program goals and College mission, vision, and value statements
- Provides reports to the Associate Deans and Program Directors for accreditation and approval bodies
- Ensures periodic review of the College philosophy
- Annually reviews and makes recommendations for revision of University and College curriculum-related policies and procedures
- Recommends changes to mission, vision and values or philosophy and addition or closure of undergraduate and graduate programs to Faculty Governance
- Approves changes in curricula recommended by Program Committees based on analysis of program evaluation and external healthcare trends
- Approves descriptions and student learning outcomes for courses recommended by Program committees

4.2 Membership:

Elected Members:

- Seven (7) faculty members – Comprised of one (1) teaching in each program: BSN, Accelerated, MSN, DNP, PhD (Unqualified), 2 At-Large (one undergraduate and one graduate)

Appointed Members:

- Executive Program Directors (BSN, MSN) and Program Directors (DNP, PhD)
- Two (2) students – one in the undergraduate program and one in the graduate program

Ex-Officio Members:

- Assistant Deans and Lead Instructional Designer

Terms:

Members will serve for a two-year term with a term limit of two (2) two-year terms or four (4) sequential years. Four (4) faculty members will be elected in the even years and three (3) faculty members will be elected in the odd years. Vacancies which occur during the year will be filled by election to complete the term of the vacating member.

Chair/Chair-Elect:

A Chair and Chair-Elect of the Curriculum Council will be selected by the Curriculum Council in the Spring semester following the annual Spring election. The Chair will not have a vote except in the case of a tie among those members voting. In such case, the Chair will vote to break the tie.

4.2.1 Program Subcommittees:

These meetings are conducted by Executive Program Directors (BSN, MSN) or Program Directors (DNP, PhD) or their delegates, are open to all Faculty, Students, and Staff, and are attended by Curriculum Council program representatives. One student representative from each program will be recruited to attend on a regular basis.

4.3 Curriculum Council Voting: Elected and appointed faculty members may vote on all matters. Student representatives can vote except for issues related to faculty governance (e.g., the courses of instruction to be offered, grading policy, recommendations for degrees, honors, prizes, other fundamental areas of curriculum, and such other matters as may not be within the student jurisdiction). A quorum is a majority (50% plus one) of elected and appointed members.

4.3.1 Program Subcommittee Voting: Faculty members and students may vote on all matters except as indicated in 4.3 above.

4.4 Curriculum Council Meetings: Meetings will be held monthly during the academic year or more frequently as needed.

5. Reappointment, Promotion and Tenure Council

5.1 Function:

- Evaluate peers for RPT according to criteria approved by the faculty at the Faculty Governance
- Review and recommend revisions of criteria and policies for reappointment, promotion, and tenure
- Execute procedure for reappointment, promotion, and tenure based on UC/AAUP Collective Bargaining Agreement, College Bylaws, and CON Process for RPT
- Serve as a resource to faculty in clarifying process for reappointment, promotion, and/or tenure
- Review and recommend candidates (at the request of the Dean and Faculty Search Committee) for the awarding of tenure at the time of the initial appointment
- Monitor quality improvement plan for RPT and make recommendations to Faculty Governance
- Recommend retired faculty for appointment to emeritus rank to Faculty Governance with final approval by the Dean and Provost

5.2 Membership: The RPT Council membership will consist of nine (9) elected faculty members who represent faculty in the Qualified and Unqualified Tracks. Five (5) faculty members who represent the Unqualified Track will be tenured at the rank of Associate or Full Professor and three (3) faculty members who represent the Qualified Track will be at the rank of Associate or Full Professor. One member will represent Qualified or Unqualified Track at the rank of Assistant Professor; this member must have either been reappointed or promoted from rank of Instructor at the College of Nursing.

Terms:

All members, except the faculty member at the Assistant Professor rank, will serve for a two-year term with a term limit of two (2) two-year terms or four (4) sequential years. The faculty member at the Assistant Professor rank will serve for a one year term. Two of the five faculty members representing the Unqualified Track and two of the three faculty members representing the Qualified Track will be elected in even years. Three of the five faculty members representing the Unqualified Track and one of the three faculty members representing the Qualified Track will be elected in odd years.

Chair/Chair-Elect:

A Chair and Chair-Elect of the RPT Council will be selected by the RPT Council in the Spring semester following the annual Spring election.

Faculty seeking reappointment, promotion, or tenure will not serve on the RPT Council in the academic year of their candidacy.

Students, including faculty who are students in a UC College of Nursing program, will not serve on the RPT Council.

5.3 Voting: A quorum will consist of 2/3 of the Full and Associate Professor members of the Council. All present members, with the following exceptions, must vote:

- The Chair will not have a vote except in the case of a tie among those members voting. In such case, the Chair will vote to break the tie.

- The Assistant Professor will only vote on reappointment and promotion to rank of Assistant Professor.

5.4 Meetings: Meetings will be held monthly during the academic year or more frequently as needed.

6. Research and Scholarly Activities Council

6.1 Function:

- Set strategic direction for research in the College and determine activities necessary to accomplish specific research goals
- Review intramural research proposals and make recommendations to the Dean regarding funding
- Pre-review proposals for the Institutional Review Board as needed
- Develop and periodically update policies related to data handling security

6.2 Membership:

Elected Members:

Five (5) Unqualified track, two (2) Qualified track (or other appointment) faculty members with research and scholarship experience, and one (1) PhD student.

Appointed Members:

Affiliate members may be appointed by a vote of the council. The purpose of affiliate membership is to mentor future committee members.

Ex-Officio Members:

Representative(s) of the INRS staff

Terms:

Elected faculty members will serve for a two-year term. Three of the six faculty members representing the Unqualified Track and one of the two faculty members representing the Qualified Track will be elected in even years. Three of the six faculty members representing the Unqualified Track and one of the two faculty members representing the Qualified Track will be elected in odd years. The student member will serve a one-year term.

Chair/Chair-Elect:

A Chair and Chair-Elect will be selected by the Council in the Spring semester following the annual Spring election. The selected Chair will have served a minimum of one year as a member of the Council and preferably as the Chair-Elect. The Chair will not have a vote except in the case of a tie among those members present and voting. In such case, the Chair will vote to break the tie.

6.3 Voting: All elected members will have one vote. Appointed and ex-officio members will not vote. A quorum is the majority (50% plus one) of the elected members.

6.4 Meetings: Meetings will be held monthly during the academic year or more frequently as needed.

7. Students Affairs Council

7.1. Function:

- Evaluate and recommend changes to undergraduate and graduate policies regarding admission, academic progression, graduation, scholarship and student awards
- Maintain the College Student Handbook as necessary to reflect current program practice and review at least every five (5) years
- Recommend admission and progression decisions for individual students
- Provide necessary faculty and student representation as prescribed by University processes for Student Code of Conduct violation allegations and student grievances

7.2. Membership:

Elected Members:

- Two (2) faculty members representing the undergraduate program,
- Two (2) faculty members representing the graduate program,
- One (1) faculty member representing DL faculty
- One (1) faculty member from UC East
- One (1) Unqualified faculty at-large member
- One (1) alternate member of the faculty body will be elected for a 1-year term in the event of a long-term council vacancy. This member will serve out the term of the member being replaced.

Appointed Members:

- Two (2) student representatives - one graduate and one undergraduate student
Student members are not permitted to participate in discussions involving individual student admission or progression.
- One (1) Graduate Program Advisor
- One (1) Undergraduate Program Advisor

Ex-Officio Members:

- Assistant Dean of Student Affairs

Terms:

Elected faculty members will serve for a two-year term. Four of the seven elected faculty members will be elected in even years. Three of the seven faculty members will be elected in odd years. The student member will serve a one-year term.

Vacancies which occur during the year will be filled by the alternate member elected during the annual Spring elections. The alternate member will complete the term of the vacating member.

Chair/Chair-Elect:

Chair and Chair-Elect of the Student Affairs Council will be selected by the Council in the Spring semester following the annual Spring election. The selected Chair will have served a minimum of one year as a member of the Council and preferably as the Chair-Elect. The Chair will not have a vote except in the case of a tie among those members present and voting. In such case, the Chair will vote to break the tie.

7.3. Voting: Elected faculty members may vote on all matters. Student and Staff representatives can vote except for issues related to faculty governance (e.g., admission and progression of students, grading policy, degree requirements, recommendations for degrees, honors, and prizes). A quorum is a majority (50% plus one) of elected faculty members.

7.4 Meetings: Meetings will be held monthly during the academic year or more frequently as needed.

Amendments and/or Repeals

Proposals for amendments to and/or repeals of the Faculty bylaws may be initiated by any member of the Faculty and submitted in writing to the Faculty Governance. The recommendation will include the current wording, the recommended revision, and the rationale for the revision.

The bylaws may be amended or repealed by a two-thirds vote of the eligible College Faculty (i.e., all full-time and at least 65% FTE part-time faculty), a quorum being present. For purposes of voting on amendments or repeals, a quorum will be 2/3 of all full-time and at least 65% FTE part-time Faculty. These amendments or repeals are subject to the approval of the Provost. The proposed amendments and repeals, in written form, will be presented to the members of the Faculty Governance for voting 30 days prior to the regular meeting of the Faculty Governance or a special meeting called for this purpose. The bylaws will be reviewed every 5 years by an ad hoc task force convened by the Chair of Faculty Governance.

References

UC/AAUP Collective Bargaining Agreement

University Rules:

3361:50-1-02 Colleges and divisions: The academic deans, effective December 19, 2000
3361:50-1-03 Colleges and divisions: Faculties of colleges and divisions and their powers, effective June 15, 2012.

12/18/13