

Faculty Senate Meeting
Monday, November 5, 2019
3:30p.m. – 5:30p.m. – Toepfer Room, Adelbert Hall

3:30 p.m.	Approval of Minutes from the September 25, 2019, Faculty Senate Meeting, <i>attachment</i>	Joachim Voss
3:30 p.m.	President's Announcements	Barbara Snyder
3:40 p.m.	Vice Chair's Announcements	Joachim Voss
3:45 p.m.	Report from the Executive Committee	Joachim Voss
3:50 p.m.	Secretary of the Corporation Report, <i>attachment</i>	Joachim Voss
3:55 p.m.	Case School of Engineering Motion to Rename Department of Civil Engineering to Department of Civil and Environmental Engineering (Board of Trustees), <i>attachment</i>	Ragu Balakrishnan
4:10 p.m.	By-Laws Committee: Faculty Senate Committees on University Libraries, Women Faculty and Graduate Studies- Update Committee Charges, <i>attachments</i>	Kenneth Ledford
4:20 p.m.	By-Laws Committee: Committee on Faculty Personnel Revisions to Chapter 3, Pretenure Extension Policy; Update Policy in Chapter 3 of the Faculty Handbook (for Senate review), <i>attachment, attachment</i>	Kenneth Ledford
4:30 p.m.	By-Laws Committee: Frances Payne Bolton School of Nursing By-Laws, <i>attachment</i>	Kenneth Ledford
4:40 p.m.	New Business	
4:50 p.m.	Executive Session, if requested	Joachim Voss



Faculty Senate Meeting
November 5, 2019
3:30 pm to 5:30 pm
Adelbert Hall, Toepfer Room

Members Present

Ozan Akkus
Cynthia Beall
Jaime Bouvier
Christine Cano
Phil Cola
Corbin Covault
Mark De Guire
Liam Dunn
Steven Eppell
Karen Farrell
Heather Hardin

Peter Harte
Teresa (Roma) Jasinevicius
Ahmad M. Khalil
Kenneth Ledford
Danny Manor
Kelly Marcus
Anne Matthews
David Matthiesen
Maureen McEnery
Ronda Mourad
Susan Painter

Leena Palomo
Andrew Pollis
Bidisha Raychaudhuri
Beverly Saylor
Peter Shulman
Barbara Snyder
Cynthia Marie Swan Kubu
Dustin Tyler
Laura Voith
Joachim Voss
Chris Winkelman

Members Absent

Rohan Akolkar
Harihara Baskaran

Francesca Brittan
Susan Case

David Crampton
Heath Demaree
Mark Hans
Steven Hauck
Susan Hinze
Lee Hoffer

Terry Hokenstad
Ruth A. Keri

Marie McCausland
Aaron McPeck

Elizabeth Meckes
Kathryn Mercer
David B. Miller
Andre Paes
Simon Peck
Maggie Popkin

Dana Prince
Amy Przeworski

Andrew Reimer
Renato Roperto

Jeffrey Schelling
William P. Schilling
Ali Syed
Stanislaw Szarek
Ben Vinson III
Allison Webel

Others Present

Joy R. Bostic
Jonathan Carlson
Don Feke
David Fleshler

Thomas Matthews
Carlier Myers
Dean Patterson
John Sideras

Jeffrey Wolcowitz
Sue Workman

Professor Joachim G. Voss, vice chair, Faculty Senate, called the meeting to order at 3:37 p.m.. The meeting was delayed briefly to ensure quorum of voting members of the Senate was obtained to be able to vote on items on the agenda.

President's Announcements

The President made several announcements:

- The ceremonial groundbreaking of the Maltz Performing Arts Center was October 17th. Several performances were held. Phase II, with a completion date near the end of 2021, calls for the addition of the state-of-the-art Roe Green Proscenium Theater, a black box theater, rehearsal studios and a costume and scene shop for students.
- Homecoming was a great weekend whereby students, staff, faculty, alumni and families came together to celebrate Case Western Reserve University pride.
- The Trailblazer Project portraiture initiative unveiled three new honorees: S. Allen Counter, M. Deborah Hyde, and Wilma Peebles-Wilkins whose portraits were unveiled during the Saturday of Homecoming.
- Benelect for 2020 has begun. Emails have been sent from Human Resources to all faculty and staff to share tools to estimate the costs of healthcare and offer guidance for making selections.
- The Faculty Senate Reception will be held December 18th. This event is hosted by President Snyder to thank all Senate members for their service to the university.

President Snyder led the Senate in a Moment of Silence for Morton Mandel. She had recently spoken to at his funeral and offered several stories and anecdotes to the Senate.

Approval of Minutes

The Senate approved the minutes from the September 25, 2019 Faculty Senate meeting. *Attachment*

Vice Chair's Announcements

Professor Joachim Voss, Senate Chair, announced that the Office of General Counsel will be looking for faculty members to join discussion committees to review policy surrounding wheeled transportation on campus, including electric scooters and potentially bicycles. There have been two faculty members expressing interest in the committee already.

The Annual Meeting of the University Faculty will be held November 8th, 2019, from 11:30am to noon in the Toepfer Room of Adelbert Hall. The matters to be discussed at the meeting were sent to faculty of Case Western Reserve University. The vote on these matters will follow via email to all voting members of the University Faculty by the Secretary of the University Faculty. These items are changes to Chapter 2 of the Faculty Handbook and have been approved by the Faculty Senate.

Secretary of the Corporation Report

The Secretary of the Corporation report from the October 2019 Board of Trustees meeting was posted to the Senate Google site prior to the meeting. There were no questions about the report. *Attachment*

Case School of Engineering Motion

Ragu Balakrishnan, Dean of the Case School of Engineering, presented the school's proposal to rename the Department of Civil Engineering to the Department of Civil and Environmental Engineering.

The Faculty Senate voted to approve the renaming of the department and recommend its approval to the President and Board of Trustees. (24 for, 0 against and 0 abstentions.) *Attachment*

By-Laws Committee: Faculty Senate Committees on University Libraries, Women Faculty and Graduate Studies

Professor Kenneth Ledford, Chair of the Faculty Senate Committee on By-Laws, presented several changes to the charges of the Senate Standing Committees as part of the 5-year review of the Faculty Handbook. Further, Prof. Ledford said that these changes were already reviewed and approved by the Senate Executive and By-Laws Committees.

The Faculty Senate voted to approve the changes to the Senate Bylaws for the Senate Committee on University Libraries (26 for, 0 against and 0 abstentions.) *Attachment*

The Faculty Senate voted to approve the changes to the Senate Bylaws for the Senate Committee on Women Faculty (27 for, 0 against and 0 abstentions.) *Attachment*

The Faculty Senate voted to approve the changes to the Faculty Handbook for the Senate Committee on Graduate Studies and recommend its approval to the University Faculty, President, and Board of Trustees. (26 for, 0 against and 0 abstentions.) *Attachment*

By-Laws Committee: Committee on Faculty Personnel Revisions

Professor Kenneth Ledford presented changes to Chapter 3 of the Faculty Handbook regarding Pretenure Extension Policy (Policies and Procedures for Members of the Faculty, Part One, Article I., Appointments, Reappointments, Resignations, Promotions and Tenure).

The changes were recommended by the Senate Committee on Faculty Personnel, approved by the Senate By-Laws Committee and the Faculty Senate Executive Committee. They come before the Senate for endorsement, and will be presented to the President for recommendation to the Board of Trustees.

The Faculty Senate voted to endorse the changes to Chapter 3 of the Faculty Handbook. (25 for, 0 against and 0 abstentions.) *Attachment*

By-Laws Committee: Frances Payne Bolton School of Nursing By-Laws

Professor Kenneth Ledford presented changes to the Frances Payne Bolton School of Nursing Bylaws. Professor Ledford said that the changes are consistent with the Faculty Handbook and Senate By-Laws. He thanked the School of Nursing on behalf of the Senate By-Laws Committee for the comprehensive review process that they executed.

The Faculty Senate voted to approve changes to the Frances Payne Bolton School of Nursing Bylaws as a whole. (26 for, 0 against and 1 abstention.) *Attachment*

The meeting adjourned at 4:20 p.m..

November 5, 2019 Faculty Senate Meeting

All attendees- Please swipe your CWRU ID for attendance purposes.

Voting Members-

- Pick up a voting ‘clicker’ and turn it on to make sure it is working.
- Leave your name tent at your seat when you leave.

Members with Privilege of Attendance- Please sign the sheet on the attendance table on the bridge.

Approval of Minutes from Previous Faculty Senate Meeting

- The [minutes](#) have been posted prior to the meeting via the Google Site, and the website address and links provided to all in attendance.
- If there are any corrections to the minutes, please notify the Chair and Secretary of the University Faculty prior to the meeting.
- If no corrections are offered, or corrections are made and reviewed, the minutes are approved as distributed or corrected. No formal vote is required.



Faculty Senate Meeting

President's
Announcements

Vice Chair's Announcements and Report from the Executive Committee

The Report from the Executive Committee encompasses business conducted at the Faculty Senate Executive Committee meeting that is not coming before the Senate today.

This may include items which have been referred to Senate Standing committees that will come before the Senate at a later date; items that the Executive Committee determined will need additional information prior to presentation; and reports from Standing Committees, Schools or the College not requiring additional levels of reporting.

Executive Committee agendas and minutes are posted on the Faculty Senate website once approved.

Secretary of the Corporation Report

The [Secretary of the Corporation Report](#) on the Board of Trustees meeting is made available prior to the Senate meeting.

The Secretary of the Corporation or their designee is in attendance to answer any questions the Faculty Senate may have.

Renaming ECIV

Venkataramanan “Ragu” Balakrishnan

Charles H. Phipps Dean, Case School of Engineering



CASE SCHOOL
OF ENGINEERING

CASE WESTERN RESERVE
UNIVERSITY

Proposal

Rename

Department of Civil Engineering

to

Department of Civil and Environmental Engineering

Rationale

- Environmental Engineering is an increasingly important component of CWRU Dept of Civil Eng
- New name:
 - Reflects university strategic research priorities
 - Will help with visibility of current efforts
 - Will help to broaden participation in the field
- New name consistent with peer programs



Process followed to arrive at proposal

- Initiated by faculty in the department
- Unanimous approval at departmental level
- Near-unanimous approval at CSE level
 - One abstention, had questions about “resources” available to invest in this area

Implication for units outside CSE

Naming discussed with and endorsed by:

- CAS: Earth, Environmental & Planetary Sci.
- SOM: Population & Quantitative Health Sci.
- SOM: Environmental Health Sci.
- Law: Burke Center for Environmental Law

Motion to Rename the Department of Civil Engineering to Department of Civil and Environmental Engineering

On your iClicker device, select the button
which corresponds to your vote:

A: Yes/Agree/Approve

B: No/Disagree/Do Not Approve

C: Abstain

Item i. Committee on the University Libraries.

1) The Committee on the University Libraries shall consist of the Vice President for **Information University Technology Services**, the University Librarian/**Associate Provost**, the Director of the Cleveland Health Sciences Library, the Director of **the Judge Ben C. Green Law Library**, and Director of the **Lillian and Milford Harris** Library of the **Jack, Joseph and Morton Mandel School of Applied Social Sciences**, **all non-voting members** ex officii; three members from the faculty of the College of Arts and Sciences; one member each from the faculties of the **Jack, Joseph and Morton** Mandel School of Applied Social Sciences, The Case School of Engineering, the School of Law, and the Weatherhead School of Management; one each from the faculties of the schools of Dental Medicine, Medicine, and Nursing; and one undergraduate student elected by the Undergraduate Student Government, one graduate student elected by the Graduate Student Council, and one postdoctoral scholar/fellow elected by the **Postdoctoral**

Association. *The ten faculty members shall be elected by the Faculty Senate. The term of membership for faculty on the Committee on the University Libraries shall be three years; three members shall be elected each year. Each elected faculty member of the Committee shall be eligible for re-election only after the lapse of at least one year following the expiration of two consecutive three-year terms of membership. The term of membership for student and postdoctoral scholar/fellow members shall be one year, beginning immediately upon their election to the Committee at the first regular meeting of the Faculty Senate subsequent to Commencement each year. Student and postdoctoral scholar/fellow members shall be eligible for re-election annually. The Chair or the designee of the Committee on Information & Communication Technology shall sit **as a voting** ex officio member on the Committee on University Libraries, and the Chair or the designee of the Committee on University Libraries shall sit **as a voting** ex officio **member** on the Committee on Information & Communication Technology.*

2) *The Committee on the University Libraries shall advise the **University Librarian Library Directors** and the University administration on policies and procedures relating to the operations, facilities, and budget of the University Libraries. The Committee shall report regularly to the Senate, with recommendations as appropriate.*

Item k. Committee on Women Faculty.

1) The committee shall consist of nine faculty members elected by the Faculty Senate. No more than two members shall be from any one constituent faculty. Each member shall be eligible for election only after the lapse of at least one year following the expiration of two consecutive three-year terms of membership. The committee shall have as *ex officio* members the provost or a designee, the Director of the Flora Stone Mather Center for Women, or a designee; the chairs of the Faculty Senate Committee on Minority Affairs, the Women Faculty of the School of Medicine, and the President's Advisory Council on Women, or their designees, and others as shall be determined by the elected members of the committee.

2) The Faculty Senate Executive Committee shall appoint a chair of the Committee on Women Faculty.

3) The committee shall: participate in the initiation and formulation of university policies and procedures bearing on recruitment, retention, promotion, compensation, and quality of life of women faculty; monitor issues bearing on these matters; and make recommendations to the Faculty Senate as to desirable changes in these policies and procedures.

4) The committee shall report to the Faculty Senate at least once during each academic year.

In order to increase communication between the FSCGS and constituent units we propose to restructure the committee, following the model of the Faculty Senate Finance Committee (FSFC). Specifically, this would require membership from the Graduate Committee (or its equivalent) from each unit as well as members-at-large.

Par. 1. The Committee on Graduate Studies shall consist of the **dean of graduate studies, ex officio, the associate dean of graduate studies, ex officio, the associate vice president for research, ex officio, one voting member elected by each constituent faculty Graduate Committee (or its equivalent) from among its members for a term of not less than two years, three members of the University Faculty at-large, at least one of whom must be an elected member of the Faculty Senate, four graduate/professional students, at least one of which will be a professional student, and one post-doctoral scholar/fellow.** The students and scholar/fellow are all voting members and are elected for one-year terms.

Joachim Voss

Kenneth Ledford

By-Laws Committee: Update Committee Charges Faculty Senate Committees on University Libraries, Women Faculty and Graduate Studies

On your iClicker device, select the button
which corresponds to your vote:

A: Yes/Agree/Approve

B: No/Disagree/Do Not Approve

C: Abstain

Joachim Voss

Kenneth Ledford

By-Laws Committee: Committee on Faculty Personnel Revisions to Chapter 3, Pretenure Extension Policy;

Update Policy in Chapter 3 of the Faculty Handbook

Chapter 3

Policies and Procedures for Members of the Faculty

PART ONE

ARTICLE I. Appointments, Reappointments, Resignations, Promotions, and Tenure ***

G. Pretenure Period*

1. Within Case Western Reserve University the pretenure period may vary with particular academic circumstances among the constituent faculties, but provision for a period beyond six years shall require specific Faculty Senate approval.
2. Each faculty member whose appointment leads to tenure consideration shall be considered for tenure in accordance with Section I, subsections I, J, and K no later than six to nine years after the date of initial appointment. The by-laws of the constituent faculty shall specify whether the maximum period is six, seven, eight, or nine years; and such period shall apply uniformly within that faculty. If after this period tenure has not been granted, reappointment may normally be made only for one additional year except where the provisions of Section I, H have been adopted.
3. Service at other institutions at the rank of assistant professor or higher may be taken into consideration in establishing the length of a faculty member's pretenure period.

4. Upon written notification by the care-giving parent or parents within one year after each live birth or after each adoption, the provost shall grant a one-year extension ~~an extension of one year~~ of the pretenure period ~~shall be granted by the provost~~.

5. Subject to the limitation in Section I, G, 8 below, the provost may grant individual extensions of the pretenure period in either of the following circumstances:

a. when the provost determines that unusual constraints in the University, or part or parts thereof, may prevent a tenure award at the end of the normal period, or that extraordinary teaching or administrative assignments have been disadvantageous to a candidate's tenure consideration;

In circumstances described under 5a., the provost may grant an extension only if:

i. the request has first been considered by (a) the tenured faculty or appropriate constituent faculty body at the departmental or equivalent level; (b) the department chair (in constituent faculties organized into departments); and (c) the appropriate dean; and

- ii. the faculty member seeking the extension has requested the extension within a reasonable period after the event(s) giving rise to the request and, in all events, before the end of the academic year immediately prior to the year in which the candidate would otherwise be considered for tenure.
- b. when the provost determines that special personal (non work related) circumstances have been disadvantageous to a candidate's tenure consideration, including or equivalent to serious illness, family emergency, or responsibility as a primary care-giver.

In circumstances described under 5b, requests for a pretenure extension should be addressed directly to the office of the provost.

- ~~5.—of up to three years may be made for exceptionally worthy candidates in the event of unusual constraints in the University, or part or parts thereof, which would prevent tenure award at the end of the normal period. No guarantee is implied, however, that tenure will ultimately be granted.~~
- ~~7.—Subject to the limitation in Section I, G, 8 below, individual extensions of the pretenure period may also be made for the purpose of compensating special earlier circumstances disadvantageous to a candidate's tenure consideration. Such circumstances may include, but are not limited to, serious illness, family emergency, responsibility as a primary care-giver, or extraordinary teaching or administrative assignments.~~
- ~~9.—Any extension under sections 5 and 6 above requires: (1) positive or negative recommendations by the tenured faculty or appropriate constituent faculty body at the departmental or equivalent level, the department chair (in constituent faculties organized into departments), and the dean; (2) approval by the provost; and (3) concurrence by the faculty member.~~
- 11.6. Pretenure extensions may not be used to defer tenure consideration of a faculty member more than three years beyond the normal pretenure period except for provisions stated in Section I, G, 4. The normal pretenure period is determined by the by-laws of the constituent faculty body where the faculty member has his or her primary appointment.

Joachim Voss
Kenneth Ledford

By-Laws Committee: Committee on Faculty Personnel
Revisions to Chapter 3, Pretenure Extension Policy;

Update Policy in Chapter 3 of the Faculty Handbook

No vote or endorsement is required.

**Frances Payne Bolton School of Nursing
Full Bylaws Review and Proposed Changes
Academic Year 2018-2019**

This academic year the FPB Executive Committee began a full 5 year review of the [FPB Bylaws](#). The Executive Committee asked each standing committee to review their respective section of the bylaws and recommend changes. The Executive Committee then appointed an Ad Hoc Bylaws Review Committee to review the full document and make further recommendations.

The Executive Committee would like to thank, Dr. Allison Webel, Dr. Carol Savrin, and Dr. Jane Marek, for their thoughtful service on the Ad Hoc Bylaws Review Committee. Members of the Executive Committee would also like to thank the standing committees and their chairs for their valuable input.

This document summarizes the changes brought forth by your colleagues, in accordance with our [Bylaws Change Process](#). The Executive Committee at the February 21, 2019 and March 21, 2019 meetings approved these changes. The Intent of these changes are to: (a) improve the continuity, clarity, and consistency within the FPB Bylaws, the CWRU Bylaws, and Faculty Handbook, (b) update the bylaws to match our current governance practices, and (c) refine the current function of standing committees.

By-Laws Committee- Revisions to School Bylaws: Frances Payne Bolton School of Nursing

On your iClicker device, select the button
which corresponds to your vote:

A: Yes/Agree/Approve

B: No/Disagree/Do Not Approve

C: Abstain

Joachim Voss

Kenneth Ledford

New Business May be Introduced

Executive Session

If requested, an Executive Session may be attended by elected senators only.

Secretary Report to the Faculty Senate
November 5, 2019

The full Board of Trustees met on October 18 and 19, 2019. The next meeting of the Executive Committee is November 19, 2019. Below is a summary of the business transacted at the full Board meeting.

The Board approved twenty-eight new endowments totaling \$16,641,386; including:

- the Coleman Burke Center at the Law School
- the Karsner Professorship in Pathology
- the Kranzusch Professorship in the School of Engineering
- the Robert McCreary Financial Integrity Institute at the School of Law
- the Moll Designated Professorship
- \$7.25 million in scholarships for School of Medicine and \$2 million in scholarships for the College of Arts and Sciences from Dr. Edwin and Mrs. Barbara Smith
- additional scholarships at Weatherhead School, School of Medicine, the College of Arts and Sciences and the School of Law

The Board also approved the following resolutions:

- a new graduate certificate for Trauma-Informed Practice at Mandel School of Applied Social Sciences
- the reappointments of two faculty to named professorships
- the appointments of ten faculty to named professorships
- twenty-one junior faculty appointments
- six senior faculty appointments
- to approve Michael Dolsak as VP for Health Sciences Development
- to approve Jason Gray as VP for School and College Development
- to approve the university's audited financial statements for the fiscal year that ended June 30, 2019
- to approve tax exempt bond financing through the Ohio Higher Educational Facility Commission not to exceed eighty-five million dollars to refinance certain outstanding bonds and to finance other projects
- to secure a new line of credit to provide short term liquidity for the University's investment pool
- to approve project-in-concept for new South Residential Village residence hall
- construction and plan-of-finance for Fribley Commons South Campus Dining Facility renovation
- the appointment of new Trustee Roe Green
- to extend sympathy to the friends and family of recently deceased emeriti trustees Lainie Hadden, Mort Mandel, and John B. Neff
- to honor emeritus trustee Robert Madison

Motion

It is proposed to rename the Department of Civil Engineering to the Department of Civil and Environmental Engineering.

Background

Most civil engineering program across the country are named as Department of Civil and Environmental Engineering. Environmental Engineering program is an important component of Civil Engineering department at Case Western Reserve University.

Pros based on Civil Engineering faculty discussions:

- The change is aligned with the University strategic priority on environment
- The change helps to articulate the environmental engineering program at CWRU, which will help advance environmental research to address emerging regional, national, and global environmental issues
- The change will increase the visibility of environmental engineering program, an area attractive to female students who are underrepresented in engineering. Overall will help improve the department enrollment of both undergraduate and graduate students.
- The change follows the general name convention of civil engineering programs across the Nation.

Department Faculty Voting Results: 9 YES 0 NO

Date August 22, 2019

CSE Executive Committee Endorsement: August 30, 2019

CSE Dean Endorsement: September 3, 2019

CSE Faculty Discussion and Voting: Friday September 13, 2019, approved (approved with vast majority with 1 absentee, 0 against)

Consultation with Campus Programs

The motion has been endorsed by the following relevant programs on campus (as of Sep 23, 2019)

College of Art and science

Department of Earth, Environmental and Planetary Sciences

Dr. Steven A. Hauck, II, Professor and Chair

School of Medicine

Population and Quantitative Health Sciences

Dr. Jonathan Haines, Chair

Environmental Health Sciences

Dr. Jonathan Haines, Interim Chair

School of Law

Coleman P. Burke Center for Environmental Law

Dr. Jonathan H. Adler, Johan Verheij Memorial Professor of Law; Director

FSCUL Minutes, February 25, 2019

Present: Joseph Custer, Jessica DeCaro (via Zoom), Jose Díaz, Joseph Gibbons, Miklos Gratzl, Takao Hagiwara, Steven Hauk, Arnold Hirshon, Paul Iversen, Gail Reese, Roger Zender

- I. We made a final vote on the wording of FSCUL's mandate in the By-Laws that we will recommend to the Faculty Senate, with the proviso that FSCIT adopt similar wording in respect to the voting status of the FSCIT and FSCUL Chairs on each other's committees.

Item i. Committee on the University Libraries.

1) *The Committee on the University Libraries shall consist of the Vice President for ~~Information University~~ Technology ~~Services~~, the University Librarian/Associate Provost, the Director of the Cleveland Health Sciences Library, the Director of ~~the Judge Ben C. Green Law Library~~, and Director of the ~~Lillian and Milford Harris Library of the Jack, Joseph and Morton Mandel School of Applied Social Sciences~~, ~~all non-voting members~~ ex officio; three members from the faculty of the College of Arts and Sciences; one member each from the faculties of the ~~Jack, Joseph and Morton~~ Mandel School of Applied Social Sciences, The Case School of Engineering, the School of Law, and the Weatherhead School of Management; one each from the faculties of the schools of Dental Medicine, Medicine, and Nursing; and one undergraduate student elected by the Undergraduate Student Government, one graduate student elected by the Graduate Student Council, and one postdoctoral scholar/fellow elected by the ~~Postdoctoral Association~~. The ten faculty members shall be elected by the Faculty Senate. The term of membership for faculty on the Committee on the University Libraries shall be three years; three members shall be elected each year. Each elected faculty member of the Committee shall be eligible for re-election only after the lapse of at least one year following the expiration of two consecutive three-year terms of membership. The term of membership for student and postdoctoral scholar/fellow members shall be one year, beginning immediately upon their election to the Committee at the first regular meeting of the Faculty Senate subsequent to Commencement each year. Student and postdoctoral scholar/fellow members shall be eligible for re-election annually. The Chair or the designee of the Committee on Information & Communication Technology shall sit ~~as a voting~~ ex officio member on the Committee on University Libraries, and the Chair or the designee of the Committee on University Libraries shall sit ~~as a voting~~ ex officio member on the Committee on Information & Communication Technology.*

2) *The Committee on the University Libraries shall advise the ~~University Librarian~~ Library ~~Directors~~ and the University administration on policies and procedures relating to the operations, facilities, and budget of the University Libraries. The Committee shall report regularly to the Senate, with recommendations as appropriate.*

Item k. Committee on Women Faculty.

- 1) The committee shall consist of nine faculty members elected by the Faculty Senate. No more than two members shall be from any one constituent faculty. Each member shall be eligible for election only after the lapse of at least one year following the expiration of two consecutive three-year terms of membership. The committee shall have as *ex officio* members the provost or a designee, the ~~D~~director of the Flora Stone Mather Center for Women, or a designee; the chairs of the Faculty Senate Committee on Minority Affairs ~~Committee~~, the Women Faculty of the School of Medicine, and the President's University Advisory Council on Women, or their designees, and others as shall be determined by the elected members of the committee.
- 2) The Faculty Senate Executive Committee shall appoint a chair of the Committee on Women Faculty.
- 3) The committee shall: participate in the initiation and formulation of university policies and procedures bearing on recruitment, retention, promotion, compensation, and quality of life of women faculty; monitor issues bearing on these matters; and make recommendations to the Faculty Senate as to desirable changes in these policies and procedures.
- 4) The committee shall report to the Faculty Senate at least once during each academic year.

To: Cynthia Beall, Chair, Faculty Senate
From: Faculty Senate Committee on Graduate Studies (FSCGS)
Re: Proposal to restructure the membership of the FSCGS

Date: 3 April 2019

The FSCGS approved the following recommendation to restructure the membership of the FSCGS at our April meeting. We are submitting it to you for consideration by the appropriate Faculty Senate body or bodies.

The goal of this proposal is to improve representation of units and improve communication between the FSCGS and constituent units. The current membership of the GSCGS is as below, in bold for the relevant language.

Par. 1. The Committee on Graduate Studies shall consist of the **dean of graduate studies, ex officio, the associate dean of graduate studies, ex officio, the associate vice president for research, ex officio, nine voting members of the University Faculty elected for overlapping three-year terms, four graduate/professional students, at least one of which will be a professional student, and one post-doctoral scholar/fellow.** The students and scholar/fellow are all voting members and are elected for one-year terms. **The Nominating Committee, in consultation with the dean of graduate studies, shall select nominees for election to the committee on the basis of participation in graduate research and in graduate study and instruction. Such selection shall be broadly representative of graduate disciplines.**

In order to increase communication between the FSCGS and constituent units we propose to restructure the committee, following the model of the Faculty Senate Finance Committee (FSFC). Specifically, this would require membership from the Graduate Committee (or its equivalent) from each unit as well as members-at-large.

The language for the FSCGS would then read as follows, with new language in red.

Par. 1. The Committee on Graduate Studies shall consist of the **dean of graduate studies, ex officio, the associate dean of graduate studies, ex officio, the associate vice president for research, ex officio, one voting member elected by each constituent faculty Graduate Committee (or its equivalent) from among its members for a term of not less than two years, three members of the University Faculty at-large, at least one of whom must be an elected member of the Faculty Senate, four graduate/professional students, at least one of which will be a professional student, and one post-doctoral scholar/fellow.** The students and scholar/fellow are all voting members and are elected for one-year terms.

April 5, 2019

To: Cynthia Beall, Chair of the Faculty Senate

Dear Cynthia,

The Committee on Faculty Personnel would like to ask the Executive Committee to consider its recommendations with respect to the pretenure extension policy outlined in the Faculty Handbook (Chapter 3, Part One, Art. I, G.).

A faculty member brought this policy to our attention and raised an important concern. According to the policy, when a faculty member requests an extension of the pretenure period, the request must be considered by 1) the tenured faculty or appropriate constituent faculty body at the departmental or equivalent level; 2) the department chair; and 3) the dean (before being submitted to the Office of the Provost), regardless of the reason for the request. The Faculty Handbook specifies that the request can be made in different types of circumstances, personal and professional, but does not distinguish between them in terms of procedure. A faculty member requesting a pretenure extension because of serious illness, for example, has to submit the request to his or her tenured colleagues as part of the approval procedure. The faculty member who brought this to our attention argued that this poses problems in terms of privacy and potential bias, even if no details are made available to the tenure candidate's colleagues as part of the formal request. The Committee on Faculty Personnel agreed.

We propose several amendments to the policy, as attached. The proposed revisions are meant to:

- a. Distinguish clearly between two types of circumstances, personal and professional;
- b. Specify different approval procedures for the different types of circumstances (requests involving personal circumstances such as serious illness would be submitted directly to the Office of the Provost, bypassing the departmental tenure committee, the department chair, and the dean);
- c. Specify that such requests must be made no later than "the end of the academic year immediately prior to the year in which the candidate would otherwise be considered for tenure."

The attached draft went through many iterations. I will be happy to supply more information to the Executive Committee about the reasoning behind each proposed revision.

Respectfully submitted,

Christine Cano
Chair, Committee on Faculty Personnel

Faculty Senate Committee on Faculty Personnel
Proposed Revisions to Faculty Handbook, Ch. 3, Part One, Article I, G.
Pretenure extension policy

G. Pretenure Period

4. Upon written notification by the care-giving parent or parents within one year after each live birth or after each adoption, the provost shall grant a one-year extension of the pretenure period.

Christine Cano 17/3/2019 20:30

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5. Subject to the limitation in Section I, G, 8 below, the provost may grant individual extensions of the pretenure period in the following circumstances:

Christine Cano 17/3/2019 20:31

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a. when the provost determines that unusual constraints in the University, or part or parts thereof, may prevent a tenure award at the end of the normal period, or that extraordinary teaching or administrative assignments have been disadvantageous to a candidate's tenure consideration; or

Christine Cano 17/3/2019 20:34

Deleted: of up to three years may be made for exceptionally worthy candidates in the event of

b. when the provost determines that special personal circumstances have been disadvantageous to a candidate's tenure consideration, including but not limited to serious illness, family emergency, or responsibility as a primary care-giver.

Christine Cano 17/3/2019 20:36

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In circumstances described under 5a., the provost may grant an extension only if: (1) the request has first been considered by (a) the tenured faculty or appropriate constituent faculty body at the departmental or equivalent level; (b) the department chair (in constituent faculties organized into departments); and (c) the appropriate dean; and (2) the faculty member seeking the extension has requested the extension within a reasonable period after the event(s) giving rise to the request and, in all events, before the end of the academic year immediately prior to the year in which the candidate would otherwise be considered for tenure.

Christine Cano 17/3/2019 20:47

Deleted: No guarantee is implied, however, that tenure will ultimately be .grante... (1)

In circumstances described under 5b, requests for a pretenure extension should be addressed directly to the office of the provost.

Christine Cano 18/3/2019 16:57

Deleted: , or extraordinary teaching or administrative assignments.

6. Pretenure extensions may not be used to defer tenure consideration of a faculty member more than three years beyond the normal pretenure period except for provisions stated in Section I, G, 4. The normal pretenure period is determined by the by-laws of the constituent faculty body where the faculty member has his or her primary appointment.

Christine Cano 17/3/2019 21:00

Deleted: Any extension under sections 5 and 6 above requires: (1) positive or negative recommendations by

Christine Cano 17/3/2019 20:57

Deleted: approval by the provost; and (3) concurrence by the faculty member.

Redline Version

Chapter 3

Policies and Procedures for Members of the Faculty

PART ONE

ARTICLE I. Appointments, Reappointments, Resignations, Promotions, and Tenure* **

G. Pretenure Period*

1. Within Case Western Reserve University the pretenure period may vary with particular academic circumstances among the constituent faculties, but provision for a period beyond six years shall require specific Faculty Senate approval.
2. Each faculty member whose appointment leads to tenure consideration shall be considered for tenure in accordance with Section I, subsections I, J, and K no later than six to nine years after the date of initial appointment. The by-laws of the constituent faculty shall specify whether the maximum period is six, seven, eight, or nine years; and such period shall apply uniformly within that faculty. If after this period tenure has not been granted, reappointment may normally be made only for one additional year except where the provisions of Section I, H have been adopted.
3. Service at other institutions at the rank of assistant professor or higher may be taken into consideration in establishing the length of a faculty member's pretenure period.
4. Upon written notification by the care-giving parent or parents within one year after each live birth or after each adoption, the provost shall grant a one-year extension of the pretenure period.
5. Subject to the limitation in Section I, G, 8 below, the provost may grant individual extensions of the pretenure period in either of the following circumstances:
 - a. when the provost determines that unusual constraints in the University, or part or parts thereof, may prevent a tenure award at the end of the normal period, or that extraordinary teaching or administrative assignments have been disadvantageous to a candidate's tenure consideration;

In circumstances described under 5a., the provost may grant an extension only if:

- i. the request has first been considered by (a) the tenured faculty or appropriate constituent faculty body at the departmental or equivalent level; (b) the department chair (in constituent faculties organized into departments); and (c) the appropriate dean; and
 - ii. the faculty member seeking the extension has requested the extension within a reasonable period after the event(s) giving rise to the request and, in all events, before the end of the academic year immediately prior to the year in which the candidate would otherwise be considered for tenure.
- b. when the provost determines that special personal (non work related) circumstances have been disadvantageous to a candidate's tenure consideration, including or equivalent to serious illness, family emergency, or responsibility as a primary care-giver.

In circumstances described under 5b, requests for a pretenure extension should be addressed directly to the office of the provost.

6. Pretenure extensions may not be used to defer tenure consideration of a faculty member more than three years beyond the normal pretenure period except for provisions stated in Section I, G, 4. The normal pretenure period is determined by the by-laws of the constituent faculty body where the faculty member has his or her primary appointment.

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3. Service at other institutions at the rank of assistant professor or higher may be taken into consideration in establishing the length of a faculty member's pretenure period.
4. Upon written notification by the care-giving parent or parents within one year after each live birth or after each adoption, the provost shall grant a one-year extension ~~an extension of one year~~ of the pretenure period ~~shall be granted by the provost~~.
5. Subject to the limitation in Section I, G, 8 below, the provost may grant individual extensions of the pretenure period in either of the following circumstances:

- a. when the provost determines that unusual constraints in the University, or part or parts thereof, may prevent a tenure award at the end of the normal period, or that extraordinary teaching or administrative assignments have been disadvantageous to a candidate's tenure consideration;

In circumstances described under 5a., the provost may grant an extension only if:

- i. the request has first been considered by (a) the tenured faculty or appropriate constituent faculty body at the departmental or equivalent level; (b) the department chair (in constituent faculties organized into departments); and (c) the appropriate dean; and
 - ii. the faculty member seeking the extension has requested the extension within a reasonable period after the event(s) giving rise to the request and, in all events, before the end of the academic year immediately prior to the year in which the candidate would otherwise be considered for tenure.
- b. when the provost determines that special personal (non work related) circumstances have been disadvantageous to a candidate's tenure consideration, including or equivalent to serious illness, family emergency, or responsibility as a primary care-giver.

In circumstances described under 5b, requests for a pretenure extension should be addressed directly to the office of the provost.

- ~~5. of up to three years may be made for exceptionally worthy candidates in the event of unusual constraints in the University, or part or parts thereof, which would prevent tenure award at the end of the normal period. No guarantee is implied, however, that tenure will ultimately be granted.~~
- ~~6. Subject to the limitation in Section I, G, 8 below, individual extensions of the pretenure period may also be made for the purpose of compensating special earlier circumstances disadvantageous to a candidate's tenure consideration. Such circumstances may include, but are not limited to, serious illness, family emergency, responsibility as a primary care giver, or extraordinary teaching or administrative assignments.~~
- ~~7. Any extension under sections 5 and 6 above requires: (1) positive or negative recommendations by the tenured faculty or appropriate constituent faculty body at the departmental or equivalent level, the department chair (in constituent faculties organized into departments), and the dean; (2) approval by the provost; and (3) concurrence by the faculty member.~~
- ~~8.6. Pretenure extensions may not be used to defer tenure consideration of a faculty member more than three years beyond the normal pretenure period except for provisions stated in Section I, G, 4. The normal pretenure period is determined by the by-laws of the constituent faculty body where the faculty member has his or her primary appointment.~~

1978 – 79
1979 – 80
1980 – 81
1981 – 82
1982 – 83
1985 – 86
amended 5/92
approved by faculty senate 5/92
amended 1/95
approved by faculty senate 4/95
corrections to the 11/02 amendments 12/12/02
approved by faculty senate 1/03
amended 4/04
approved by faculty senate 5/04
amended 2/07
amended 5/09
amended 1/10
amended 4/10
approved by faculty senate 1/11
approved by faculty senate 10/11
approved by faculty senate 4/12
approved by faculty senate 10.25.12
approved by faculty senate 1/14
approved by faculty senate 12.17.14
approved by faculty senate 9.21.16
[approved by FPB Executive Committee 2.21.19 & 3.21.19](#)
[approved by FPB Faculty 4.29.19](#)

CASE WESTERN RESERVE UNIVERSITY
FRANCES PAYNE BOLTON SCHOOL OF NURSING

BYLAWS OF THE FACULTY

ARTICLE I

PURPOSE OF THE BYLAWS

These bylaws of the Frances Payne Bolton School of Nursing of Case Western Reserve University (1) define the duties of the Faculty of Nursing, committees and officers, (2) provide for establishment of committees and (3) provide for election of representatives of the Faculty of Nursing to the Faculty Senate, and to university assemblies as requested.

ARTICLE II

RESPONSIBILITIES OF THE FACULTY OF NURSING

Section 1: This faculty shall have responsibility to:

- a. Adopt rules to govern its procedures, provide for its committees and make recommendations to the dean ~~for such organization of the teaching staff as it may determine.~~
- b. Organize and execute the educational program of the School of Nursing including admission and progression policies, curriculum content, degree requirements, instruction, and establishment and dissolution of academic programs, other than degree programs which require additional review and approval procedures as noted in the Faculty Handbook
- c. Make recommendations to the dean of initial appointments to the ranks of instructor, assistant professor, associate professor and professor.
- d. Establish [and revise](#) policies relating to appointment, re-appointment, promotion and tenure for voting faculty and policies for appointment and promotion for special faculty members.

e. Make recommendations to the dean for tenure and promotion of faculty.

f. Elect members to the Faculty Senate and to university assemblies as [consistent with the process designated in the Faculty Handbook](#).

g. [Make recommendations to the Board of Trustees of awarding of degrees in nursing.](#)

f. ~~requested.~~

ARTICLE III

MEMBERSHIP

Section 1 Exception to Rule In Faculty Handbook

Because of the practice nature of the discipline, the Provost has granted the School of Nursing an exception to the Faculty Handbook provision requiring that a majority of the voting faculty shall be tenured or tenure track. The goal of the School of Nursing is to reach such a majority.

Section 2 Voting members

The president and the ~~chief academic officer of the university next in rank to the president~~ [provost of the university](#) and all persons holding full-time tenured/tenure track and full-time non-tenure track appointments to Faculty of Nursing at the rank of professor, associate professor, assistant professor, and instructor shall be voting members of the faculty.

Section 3 Special Faculty (Non-voting members)

Special faculty shall consist of faculty members who are appointed by the dean of the school and 1.) hold full-time academic appointments but have specific, limited responsibilities for the duration of a specific project or for a limited duration, or 2.) hold part-time academic appointments. Special faculty shall have voice but no vote except as noted in Article VII, Section I b. Subject to approval by the provost, the types and titles of special faculty are as follows:

a. Lecturer

All persons designated as lecturer are those:

1. Who have responsibility for teaching one or more courses included in the school's curricula; and
2. Whose academic qualifications and competencies are other than those for established university ranks.

b. Clinical Faculty

Includes all persons designated at the ranks of clinical professor, clinical associate professor, clinical assistant professor, ~~and~~ clinical instructor, [and clinical lecturer](#), and whose primary appointments are in service agencies whose resources provide settings, by agreement, for students and faculty to have opportunities to engage in education, research and service in accordance with policy and procedures of the School of Nursing.

c. Preceptor

All persons designated as preceptor are those:

1. Whose academic qualifications and competencies are other than those for established university ranks
2. Whose primary appointments are in service agencies whose resources provide settings, by agreement, for students and faculty to have opportunities to engage in education, research and service in accordance with policy and procedures of the School of Nursing.

d. Adjunct Appointments

Persons designated at university ranks of adjunct professor, adjunct associate professor, adjunct assistant professor, and adjunct instructor are those:

1. Whose special competencies can provide a desired complement for some designated service, activity or development of the School of Nursing; and
 2. Whose academic qualifications meet criteria established for appointees at the same ranks and tracks as shown in Attachment A.
- e. Research Faculty

Persons designated at university ranks of research assistant professor, research associate professor, or research professor are those whose primary responsibilities are related to the research mission of the school and university. Neither teaching nor service (other than that related to the research mission) is part of the responsibilities of the research faculty member.

1. Research experience and qualifications are comparable to those of tenured/tenure track faculty at corresponding ranks.
2. Appointment as a research faculty member is contingent upon the availability of research funds to ~~totally~~ cover costs of the research and compensation. The appointment will terminate either prior to or at the end of the ~~current~~ appointment period in the absence of sufficient funds to cover these costs.
3. In the case of new appointments and promotions, the Committee on Appointment, Reappointment, Promotion and Tenure will provide a full review, comparable for that done for appointments and promotions of regular faculty to the ranks of assistant professor, associate professor, and full professor.

ARTICLE IV

SELECTION OF TRACK

Tenure or non-tenure track must be identified at the time of appointment or promotion to assistant professor or higher. The pre-tenure period in the School of Nursing begins at the rank of assistant professor or higher in the tenure track and is nine (9) years in length.

Tenured and tenure track faculty member obligations to the university include 1) teaching, 2) research, and 3) service to the university community. Non-tenure track faculty member obligations include two of the [following: 1\) teaching, 2\) research, and 3\) service to the university community.](#)~~three.~~

ARTICLE V

OFFICERS Section 1. Chairperson – The president of the university shall preside at faculty meetings.

In the president's absence, the chair of the Executive Committee shall chair the meeting; in the absence of the Executive Committee chair, the dean's designee shall preside.

Section 2. Secretary – The secretary shall be appointed annually by the Executive Committee. The functions of the secretary are:

- a. Monitoring the preparation of the minutes of the faculty meetings. Signing the official copy of the minutes.
- b. Being responsible for distribution of these minutes to the faculty.
- c. Serving on the Executive Committee.

ARTICLE VI

MEETINGS

Section 1. Regular Meetings – At least four (4) regular meetings shall be held between September 1 and May 31.

Section 2. Special Meetings – Special meetings may be called by the president, by the dean or upon request of three members of the voting faculty.

Section 3. Executive Committee Meetings – At least four (4) meetings shall be held between September 1 and May 31.

Section 4. Quorum –Twenty five percent of the voting members of the faculty shall constitute a quorum.

Section 5. Voting Body – See Article III, Sections 2 and 3 of these bylaws.

Section 6. Notice - The Chair, or, on the Chair's designation, the Secretary shall notify each member of the faculty at least one week before each regular and special meeting. Such notification shall be in writing and shall specify the time and place of the meeting.

Section 7. Meeting by Authorized Communications Equipment- The faculty and Standing Committees may choose to allow participation in meetings by means of telephone, video conference, or similar communications equipment provided that all persons participating in the meeting can hear each other at the same time and can participate in all matters before the faculty or standing committee. Participation by such means shall constitute presence in person at a meeting.

ARTICLE VII

STANDING COMMITTEES

Section 1 Membership and Voting Privileges

a. The president of the university and the dean of the School of Nursing shall serve as members ex-officio of all faculty committees. Ex-officio status here and in subsequent sections of the bylaws carries with it voting privileges.

b. Persons holding appointments as special faculty may serve on committees and may vote in committees unless otherwise indicated in these bylaws.

c. Students serving on standing committees of this faculty may vote in committees unless otherwise indicated by these bylaws.

d. A faculty member may serve in no more than two (2) elected positions per year on standing committees of these bylaws.

e. An elected member shall be eligible for no more than two (2) consecutive terms on the same committee. An appointment to fill a vacancy on a committee does not constitute a term.

f. An administrative person serving as an ex-officio member of a standing committee shall convene the first meeting of the year, assist with administrative functions of the committee and provide continuity in the committee activities.

g. A quorum of any standing committee shall be one half the voting members unless specifically stated in the by-laws.

h. In lieu of an in-person meeting, e-mail voting is permitted for standing committees on certain issues. E-mail voting should be used for issues that do not require extensive discussion (i.e., nonsubstantive matters), or in extraordinary circumstances requiring a time-critical vote. Any member of a standing committee may move to submit a matter for e-mail voting by emailing all members of the committee and the Secretary of the Faculty of the School of Nursing. The motion for e-mail voting requires the unanimous consent of all standing committee members. Any member wishing to veto the e-mail voting motion must do so within seven calendar days from the date of the motion. The issue under consideration is approved only if a majority of the total members of the standing committee vote in favor of the issue within fourteen calendar days of the original motion for e-mail voting. If the issue does not receive a majority vote within fourteen days, the motion expires.

Section 2 Election and Appointment –

a. The members of all standing committees shall be elected by the voting faculty or appointed as specifically stated. Faculty nominate themselves or can be nominated by colleagues for positions on the ballot prepared by the Executive Committee. Committee vacancies will be filled by Executive Committee appointment. Elections will be held spring semester.

b. Outgoing and incoming committee members will create a transition plan and identify a committee chair before Commencement each year -with newly elected and appointed members assuming duties beginning fall semester.

Section 3 Term of Office – The members shall serve for a specified term on each appointed or elected committee as designated in Article VII, Sections 6-15 of these bylaws.

Section 4 Chairperson – When the chairperson of a standing committee is not designated, and an ex-officio member is not regularly a member of the committee, a faculty member selected by the Executive Committee shall convene the first meeting of the academic year. The chairperson of each standing committee shall be elected annually in the fall by committee members, unless otherwise specified.

Section 5 Reporting – Each standing committee shall submit a written report at least one time per semester and following each regularly scheduled meeting if they occur more often.

Section 6 Executive Committee of the Faculty

a. Membership – The committee shall be composed of:

1. ~~Seven-Eight (87)~~ 76 ~~elected~~ faculty members: ~~six-seven (76)~~ members shall be voting faculty; one (1) shall be special faculty.

2. At least one elected voting faculty from each rank: instructor, assistant professor, associate professor, and professor.

~~2-3.~~ 3. The dean of the School of Nursing – *ex-officio*.

~~3-4.~~ 4. The associate dean for academic affairs ~~or an administrative officer who has academic status, appointed by the dean~~ – *ex-officio*.

~~4-5.~~ 5. The associate dean for research – *ex-officio*.

~~5-6.~~ 6. The secretary of the faculty – *ex-officio*.

~~6-7.~~ 7. School representative to Faculty Senate Executive Committee – *ex-officio*

b. Term - Faculty shall be elected for a term of two (2) years. Four (4) faculty members shall be elected in even years and four (4) faculty members elected in odd years. At least one instructor, associate professor, and special faculty are elected in even years and at least one assistant professor and professor are elected in odd years.

c. Functions

1. Identify immediate and long-range issues needing faculty study and action.

2. Provide all faculty the opportunity for discussion of proposals for faculty action.

3. Prepare the agenda for each faculty meeting.

4. Prepare and submit proposed changes in the bylaws to all faculty. Review the bylaws at a minimum of every five years or as needed.

5. Prepare a ballot and conduct an election for ~~all~~ elected positions within the school and university. Electronic ballots are permissible.

6. Appoint *ad hoc* committees of the faculty. The Executive Committee shall provide each such *ad hoc* committee with a specific charge stated in writing and the *ad hoc* committee shall confine itself to the fulfillment of this charge unless otherwise authorized in writing by the Executive Committee. The maximum term of any such *ad hoc* committee shall be twelve months, subject to extension at the discretion of the Executive Committee.

7. Act on behalf of the faculty between regular meetings of the faculty. Such action shall be reported by the chairperson of the Executive Committee at the next regular meeting of the faculty.

8. Make appointments to fill vacancies on standing and *ad hoc* committees unless otherwise stated in these bylaws.

9. Make recommendations to the dean on faculty-requested ~~academic leaves of absences~~ abbaticals.

10. Evaluate specific cases of student progression/retention as requested by program directors, students, or academic integrity board.

11. Review evaluation data in agreement with School of Nursing Systematic Evaluation plan.

~~40-12.~~ 12. Review the Strategic Plan annually.

Section 7

Budget Committee

- a. Membership – The committee shall be composed of:
 1. Six (6) voting faculty members three (3) of whom are elected and three (3) of whom are appointed. Appointments are made by the Executive Committee.
 2. The Dean of the School of Nursing – *ex-officio*
- b. Term – Voting faculty are elected or appointed for a three (3) year term with one (1) faculty elected and one (1) faculty appointed each year.
- c. Functions
 1. Review proposed budgets for consistency with strategic plan priorities.
 2. Review fiscal reports biannually and as needed.
 3. Advise the Dean on fiscal matters.
 4. Advise the Dean on the number and type of faculty and staff positions.
 5. Recommend to the Dean allocation of resources to faculty.

Section 8

Committee on Curricula

- a. Membership – The committee shall be composed of:
 1. Four (4) voting faculty members and one (1) special faculty member.
 2. No more than four (4) and a minimum of one (1) student from any of the following programs: BSN, MSN, ~~GENPMN~~, or DNP.
 3. Program directors for the BSN, ~~GENP-MN~~, MSN and DNP programs – *ex-officio*.
 4. The Associate Dean for Academic Affairs – *ex-officio*.
 5. The Registrar for the School of Nursing will serve in an advisory (non-voting) capacity.
- b. Term – Voting faculty shall be elected for a term of two (2) years. Two (2) voting faculty members shall be elected in even years and two (2) voting and one (1) special faculty member shall be elected in odd years. Students are selected by the appropriate student association and serve for one (1) year. The Associate Dean for Academic Affairs will work with the USNA and GSNA student associations and Program Directors to recruit students.
- c. Functions
 1. Evaluate the curricula and courses in the BSN, ~~GENPMN~~, MSN, and DNP programs, and other approved academic programs.
 2. Recommend to faculty changes to existing programs or courses, creation of new programs, specialties, majors or courses, and deletion of current programs, specialties, majors or courses.

Section 9

Committee on Admission to the ~~Graduate Entry Nursing Program (GENP)~~ Master of Nursing Program (MN).

- a. Membership – The Committee shall be composed of:
 1. Five (5) elected and ~~up to~~ three (3) appointed faculty members all of whom must be voting faculty. If needed additional faculty may be appointed, including special faculty.
 2. Director of the ~~MN GENP~~ Program who shall serve as chair.

- b. Term – Faculty shall be elected for a term of two (2) years; three (3) members shall be elected in even years and two (2) members elected in odd years. Appointed faculty members shall be appointed for a term of one (1) year annually by the director of the MN program. Up to three (3) faculty shall be appointed annually by the director of the GENP program.
- c. Functions
 - 1. Evaluate GENP-MN program admission policies and criteria and recommend changes to the faculty.
 - 2. Interview non-nurse, post-baccalaureate applicants to the GENP-MN program.
 - 1. Recommend admission of applicants to the director of the MN program.
 - ~~3. Admit applicants to the GENP program.~~

Section 10

Committee on Admission to the Doctor of Nursing Practice Program (DNP)

- a. Membership – The committee shall be composed of:
 - 1. Three (3) elected and two (2) appointed faculty members all of whom must be voting faculty.
 - 2. Director of the DNP program who shall serve as chair.
 - b. Term – Faculty shall be elected for a term of two (2) years; two (2) members shall be elected in even years and one (1) member elected in odd years. Two (2) faculty shall be appointed for a term of one (1) year annually by the Director of the DNP Program .
 - ~~b. annually for one (1) year terms by the Director of Post-Master's DNP Program .~~
- c. Functions
 - 1. Evaluate DNP program admission criteria and policies and recommend changes to the faculty.
 - 2. Interview applicants for admission to the DNP program.
 - 3. Recommend admission of applicants to the Director of the DNP program
 - ~~3. Admit qualified applicants to the DNP program.~~

Section 11

Committee on Admission to the Master of Science in Nursing (MSN) Program

- a. Membership – The Committee shall be composed of:
 - 1. Four (4) elected members and one (1) appointed member; all must be voting faculty.
 - ~~1. Four (4) members; all must be voting faculty.~~
 - 2. Director of the MSN Program, who shall serve as chair.
 - 3. All elected and appointed committee members must teach in the MSN program.
 - ~~2.~~
- b. Term – Faculty shall be elected for a term of two (2) years; two (2) members shall be elected in even years and two (2) members elected in odd years. One (1) faculty shall be appointed for a term of one (1) year annually by the director of the MSN program.
- a. Functions
 - ~~4.~~ Evaluate admission policies and criteria, for the MSN Program and recommend changes to the faculty.
 - 1.
 - 2. Interview applicants, if appropriate.
 - ~~4.3.~~ Admit qualified applicants for admission to the MSN program.
 - ~~2.1. Interview applicants, if appropriate.~~

Section 12

Bachelor of Science in Nursing (BSN) ~~Program Admission and~~ Progression Committee

- a. Membership – The committee shall be composed of:
- b.
 - 1. Two (2) elected and two (2) appointed faculty members all of whom must be voting faculty. ~~Faculty shall be appointed by the director of the BSN program.~~
 - 2. Director of the BSN Program, who shall serve as chair.
- c. Term – ~~Faculty shall be elected and appointed for a term of two (2) years.~~ One (1) faculty shall be elected and one (1) shall be appointed in even years; one(1) faculty shall be elected and one (1) faculty shall be appointed in odd years; elected and appointed faculty shall serve two (2) year terms. Faculty shall be appointed by the director of the BSN program.
- d. Functions
 - 1. ~~Advise the director of the BSN program on issues of progression of individual undergraduate nursing students.~~
 - 2. ~~Make recommendation to the director of the BSN program regarding separation of undergraduate students from the school of nursing.~~
 - 1. ~~Evaluate Bachelor of Science in Nursing admission policies and criteria and recommend changes to the Office of Undergraduate Admission.~~
 - 2. ~~Evaluate applications as requested by the Office of Undergraduate Admission.~~
 - 3. ~~Advise the director of the BSN program on issues of admission and progression of individual undergraduate nursing students.~~

Section 13

Grievance Board

The Grievance Board will hear matters related to School of Nursing-related grievances which may include, but are not necessarily limited to; (1) All aspects of the educational process, involving student performance, evaluation, grading, status, and/or progression; (2) Data pertaining to student records, grades, etc., which are not covered by the Federal Family Educational Rights and Privacy Act regulations and procedures; (3) Questions of professional conduct by or toward students; and (4) Actions perceived by students as unfair, discriminatory, or intimidating.

- a. Membership
 - 1. ~~Three (3) voting members of the faculty shall be elected. Two (2) student representatives shall be appointed as needed by the student group affiliated with the student who initiated the grievance. Four (4) voting members shall be elected. A representative group of students will be appointed to equal the number of faculty serving on each hearing panel by 1) the student governing body, or 2) if unavailable, the associate dean of academic affairs.~~
 - 2. One (1) of the elected faculty members will be designated as chairperson by the dean.
 - 3. A Chair, two faculty members and two students will constitute a quorum for the committee meeting.
 - 4. If for any reason there are not at least two (2) faculty and two (2) student members of the Grievance Board available to hear the grievance, the Executive Committee of the faculty shall designate faculty member(s) as replacements and the Executive Committees of the Student Associations designate student member(s) as replacements.
- b. Term – Faculty shall be elected for a term of two (2) years. Two (2) shall be elected in odd-numbered years and ~~one-two (24)~~ in even-numbered years.
- c. Functions
 - 1. Schedule and conduct hearings according to policy and procedure after notification of an official notice of a grievance.
 - 2. Submit recommendations to the dean upon adequate deliberations following the hearing.

Section 14

Academic Integrity Board

The Academic Integrity Board will hear matters related to any activity that compromises the academic integrity of the University, or subverts the educational process; as described in the student handbook. To

the extent that the matter relates to student standing or promotion, it shall be considered by the Executive Committee instead.

a. Membership

1. Three (3) voting members of the faculty shall be elected. An equal number of students and faculty will be selected to serve on the Academic Integrity Board. Student representatives shall be appointed as needed from the Graduate Student Nurses Association. All will serve as voting members.
2. One (1) of the elected faculty members will be designated as Chairperson by the Dean or designee.
3. Two faculty members and two students will constitute a quorum for the committee meeting.
4. If for any reason there are not at least two (2) faculty and two (2) student members of the Academic Integrity Board available to serve, the Executive Committee of the faculty shall designate faculty member(s) as replacements and the Executive Committee of the Graduate Student Nurses Association designate student member(s) as replacements.
5. Associate Dean for Academic Affairs – *ex officio (non-voting)*.
6. Administrator from Student Services – *ex officio (non-voting)*.

b. Term

Faculty shall be elected for a term of two (2) years. Two (2) faculty shall be elected in odd -numbered years and one (1) in even-numbered years.

c. Training

1. Undergo training regarding Academic Integrity policies and processes prior to serving on the committee.

~~e-d.~~ Functions

~~1. Undergo training regarding Academic Integrity policies and processes.~~

2-1. Schedule and conduct hearing according to policy and procedure after official notification of a potential violation of academic integrity for which the School of Nursing has jurisdiction.

3-2. Submit recommendations to the associate dDean for aAcademic aAffairs upon adequate deliberations following the hearing.

Section 15 Committee on Faculty Appointment, Reappointment, Promotion and Tenure

a. Membership

1. The Dean of the school who serves as chairperson.
2. All voting members of the faculty holding rank of professor with tenure.
3. Additional members may be appointed from among the tenured faculty at the discretion of the Dean so long as the number does not exceed the number of professors with tenure.

b. Functions

1. Recommend to the faculty revisions or changes in the definitions of faculty appointments to the School of Nursing. (see attachment A)
2. Make recommendations for emeritus status.
3. Review university and school policies relevant to faculty appointments, reappointments, promotion and tenure and to make recommendations for needed change through appropriate channels to the faculty of nursing and to the Faculty Senate.

4. Review procedures relevant to faculty appointments, reappointments, promotion and tenure and make recommendations for needed change through appropriate channels to the faculty of nursing and to the Faculty Senate.
5. Recommend appointments, reappointments, promotions and tenure for the voting faculty.
6. Review the resources and time (taking into account rank and type of faculty appointment) needed for scholarly growth, academic achievement and professional development including the commitment of resources that accompanies an award of tenure, and recommend changes to the faculty of nursing and administration.

Section 16

Committee for Evaluation of Programs

a. Membership

The committee shall be composed of:

1. Four (4) voting faculty members and one (1) special faculty member.
1. A minimum of one (1) student and no more than four (4) students from any of the following programs: BSN, MSN, **GENPMN**, DNP or PhD. The Associate Dean for Academic Affairs will work with the USNA and GSNA student associations and Program Directors to recruit students.
2. The program directors for the BSN, MSN, **GENPMN**, DNP and PhD Programs – *ex officio*.
3. The Associate Dean for Academic Affairs – *ex officio*.
4. The Director of Institutional Research for the School of Nursing – *ex officio*.

b. Term

Faculty shall be elected for a term of two (2) years; two (2) members to be elected in even years, and two (2) members elected in odd years. Student members shall be selected by the respective student associations annually.

c. Functions

1. Implement, monitor and revise an ongoing system for evaluation.
2. Report findings and recommendations to the faculty for action.
- ~~1. Develop forms and procedures to evaluate educational process, course and program outcome criteria. Individual faculty members and program directors will be responsible for evaluating courses and teaching effectiveness.~~
- ~~2. Implement, monitor and revise an ongoing system for evaluation.~~
- ~~3. Report its findings and recommendations to the faculty for action.~~

Section 17

PhD Council of the School of Nursing

a. Membership

1. Eleven (11) elected members with voting privileges.
 - a. Eligible for election:
 - i. Research doctorate (e.g., PhD, DNSc, EdD).
And
 - ii. Eligible to chair PhD dissertations as defined by the School of Graduate Studies (SGS) (i.e. tenured, tenure-track, or special approval from the SGS) Or
 - iii. Currently teaching a course in the PhD nursing program

b. Composition:

- i. Full professors = 3 ii.
- Associate professors = 4 iii.
- Assistant professors = 4

- 2. Ex officio members (with voting privileges) will include:
 - 1. Dean of the School of Nursing
 - ~~2.~~ Director of PhD program in nursing program
 - ~~2-3.~~ Associate Dean for Academic Affairs
 - 4. Associate Dean for Research.
 - 5. Chairperson of the PhD admissions committee (if not already serving as an elected member of PhD Council)

- 3. One PhD student representative (non-voting)

b. Elections

- 1. Faculty members will nominate themselves or be nominated by colleagues. Members will be elected from the pool of nursing faculty members who meet the eligibility criteria defined above.
- 2. Eligibility for placement on the ballot will be verified by a two (2) to three (3) member subcommittee of the PhD Council.

c. Terms of office

- 1. Terms of office will be staggered with elections held in the Spring semester each year with the following rotating schedule:
 - a. Year A: election of 1 full professor, 1 associate professor, and 2 assistant professors.
 - b. Year B: election of 1 full professor, 2 associate professors, and 1 assistant professor.
 - c. Year C: election of 1 full professor, 1 associate professor, and 1 assistant professor.
- 2. Members may serve for not more than two (2) consecutive terms (unless otherwise deemed necessary by the PhD council).
- 3. If a Council member is unable to fulfill his or her term for any reason, the remaining members of the PhD Council will appoint another eligible faculty member to fulfill the term.

d. Functions

- 1. Establish and maintain criteria for appointment of PhD Council.
- 2. Establish and maintain all policies for admission, progression, candidacy, and graduation of students in accordance with the policies governing requirements for the PhD in Nursing and the School of Graduate Studies.
- 3. Develop, evaluate, and change the curricular requirements of the PhD in nursing program.
- 4. Provide advice to the program director on issues related to admission, progression, and evaluation of courses and PhD program.
- 5. Collaborate with the Office of Student Services and Recruitment at the School of Nursing in PhD student recruitment.
- 6. Communicate with and obtain feedback from the pool of nursing faculty members who hold research doctorates (e.g., PhD, DNSc, EdD).
- ~~7.~~ Monitor the progress of the PhD program in meeting quality indicators.
- ~~7.~~ 8. Recommend to the Dean qualified applicants for the initial and continuing award of scholarships or fellowships.

e. Meetings

- 1. Monthly meetings will be held during the academic year and as needed during the summer months.

2. Meetings will be open to all nursing faculty members with research doctorates (e.g., PhD, DNSc, EdD)

2-3. A quorum will be defined as 6 voting members of the PhD Council.

Section 18 Committee on Admission to the PhD Program

a. Membership

1. Six (6) members; all voting faculty members with research doctorates (e.g., PhD, DNSc, EdD). A minimum of 50% of committee members will be nurses with research doctorates.

a. Eligibility for election:

i. Research doctorate (e.g., PhD, DNSc, EdD).

And ii. Eligible to chair PhD dissertations as defined by the School of Graduate Studies (SGS) (i.e. tenured, tenure-track, or special approval from the SGS)

Or iii. currently teaching a course in the PhD nursing program

2. Chairperson elected from the PhD admissions committee (will serve as Ex-officio member of PhD Council if not already serving as an elected member).

3. Director of the PhD program is a member Ex-officio.

4. Ad hoc members – in the event of increased workload or unavailability of elected members, members of the PhD Council may serve as interviewers and cast a ballot.

b. Election

Faculty members will nominate themselves or be nominated by colleagues; members will be elected by the pool of nursing faculty members who meet the eligibility criteria to serve on the PhD Council as defined above.

c. Terms of office

1. Faculty shall be elected in the Spring semester of each academic year for a term of two (2) years; three (3) members shall be elected in even years and three (3) members elected in odd years.

2. If a committee member is unable to fulfill his or her term for any reason, the remaining members of the PhD Council will appoint another eligible faculty member to fulfill the term.

d. Function

Recommend to the Director of PhD Program and School of Graduate Studies qualified applicants for admission to the PhD in nursing program, ~~and for scholarships or fellowship~~

ARTICLE VIII

SPECIAL COMMITTEES

Special committees may be designated to carry on faculty business not otherwise specified in these bylaws. Members shall be appointed by the dean. Special committees shall submit regular reports to the faculty.

ARTICLE IX

UNIVERSITY FACULTY SENATE

Section 1 Representation

- a. The faculty of nursing shall elect senators to the Faculty Senate. The number of senators shall be in accordance with the Constitution of the University Faculty.
- b. The student body of the School of Nursing may have elected members on the Faculty Senate in accordance with the Constitution of the University Faculty.

Section 2 Election

- a. The senatorial elections shall be held in the spring term.
- b. Faculty Senators from the School of Nursing shall be voting members of the faculty. These senators shall be elected to serve three (3) year terms; one-third of them shall complete their term of office on commencement day each year. A Senator shall not be seated unless at least 40% of the voting members have returned ballots in the election.

ARTICLE X

REVISION OF BYLAWS

These bylaws may be amended by a two-thirds affirmative vote of the voting members present at any meeting, provided copies of proposed changes have been distributed to all members, both voting and nonvoting, at least two (2) weeks before the meetings at which the vote is taken.

If changes have not been distributed at least two (2) weeks in advance, these bylaws may be amended by a 95% affirmative vote by the voting members of the faculty present at any meeting.

ARTICLE XI

PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised (most recent revision)

Case Western Reserve University Frances
Payne Bolton School of Nursing Bylaws
Attachment A (Effective July 1, 2005)

Criteria for Appointment, Reappointment, Promotion and Tenure for Voting Tenured/tenure Track, and Nontenure Track and Special
Faculty Members

	<u>Full-Time Tenured/tenure Track</u>	<u>Full-Time Nontenure Track</u>	<u>Special</u>
Obligations:	teaching, research and track service to the University community	2 of the 3 listed for tenure track	1 of the 3 listed for tenure
Lecturer	criteria not applicable	criteria not applicable	Academic qualifications and competencies are other than those for established University ranks.
Instructor	criteria not applicable	<ol style="list-style-type: none"> 1. Master's degree in nursing or Master's degree in a field of special need. 2. Evidence of competence in teaching and in the practice of nursing or in a field of special need. 3. Recognized professional expertise and leadership in a specialty area. 	<ol style="list-style-type: none"> 1. Master's degree in nursing or masters degree in a field of special need. 2. Evidence of competence in teaching and in the practice of nursing or in a field of special need. 3. Recognized professional expertise and leadership in a specialty area.
Assistant Professor	<ol style="list-style-type: none"> 1. Earned doctorate. 2. Experience in teaching and research in area of expertise. 3. Scholarly productivity as evidenced by research, publications 	<ol style="list-style-type: none"> 1. Earned doctorate. 2. Excellence in clinical practice and teaching. 3. Scholarly productivity as evidenced by publications in clinical 	<ol style="list-style-type: none"> 1. Earned doctorate. 2. Excellence in clinical practice and teaching. 3. Scholarly productivity as evidenced by publications in clinical

in refereed journals, presentations, and professional journals, presentations, and professional journals, presentations, school/professional committee school/professional committee school/professional committee memberships, and state and local memberships, and state and local memberships, and state and local recognition. recognition. recognition.

Associate

1. Excellence in teaching.
2. Evidence of academic leadership.
3. Research productivity and scholarship
4. Contribution to international scholarship through publications and presentations.
5. University, School, and professional organization committee membership.
6. Contributions to national organizations.

1. Expertise in clinical practice.
2. Evidence of academic and clinical leadership.
3. Clinical scholarship
4. National and international recognition in the profession.
5. University, School, and professional organization committee membership.
6. Contributions to national organizations.

1. Expertise in clinical practice.
2. Evidence of academic and clinical leadership.
3. Clinical scholarship
4. National and international recognition in the profession.
5. University, School, and professional organization committee membership.
6. Contributions to national organizations.

Professor

1. Major University, School and professional organization committee leadership
2. Substantive scholarly contributions nationally and internationally.
3. Influence in public policy on a national and international level.

1. Major University, School and professional organization committee leadership
2. Substantive scholarly contributions nationally and internationally.
3. Influence the development of professional policies through national or international leadership activities.

1. Major University, School and professional organization committee leadership
2. Substantive scholarly contributions nationally and internationally.
3. Influence the development of professional policies through national or international leadership activities.

**Frances Payne Bolton School of Nursing
Full Bylaws Review and Proposed Changes
Academic Year 2018-2019**

This academic year the FPB Executive Committee began a full 5 year review of the [FPB Bylaws](#). The Executive Committee asked each standing committee to review their respective section of the bylaws and recommend changes. The Executive Committee then appointed an Ad Hoc Bylaws Review Committee to review the full document and make further recommendations.

The Executive Committee would like to thank, Dr. Allison Webel, Dr. Carol Savrin, and Dr. Jane Marek, for their thoughtful service on the Ad Hoc Bylaws Review Committee. Members of the Executive Committee would also like to thank the standing committees and their chairs for their valuable input.

This document summarizes the changes brought forth by your colleagues, in accordance with our [Bylaws Change Process](#). The Executive Committee at the February 21, 2019 and March 21, 2019 meetings approved these changes. The intent of these changes are to: (a) improve the continuity, clarity, and consistency within the FPB Bylaws, the CWRU Bylaws, and Faculty Handbook, (b) update the bylaws to match our current governance practices, and (c) refine the current function of standing committees.

The proposed changes start on page 2 of this document. Please note that the first column includes the current bylaws. The second column lists only the proposed changes to the bylaws and the rationales. Text in **bold** indicates a proposed change; text that is **bold and underlined** indicates a change in language or a proposed addition. Text in *italics* provides the rationale for the proposed change.

Here are the next steps for this process:

April 1-Summary of bylaws documents shared with full faculty via email and announced at Faculty Staff Meeting.

April 15- Dr. Celeste Alfes & Dr. Jesse Honsky will host an informational meeting to discuss the proposed changes at **1:00pm** in the **First Floor Lounge**. If you are unable to attend and you have comments or questions. Please send them to Dr. Alfes, cms11@case.edu.

April 29-The full faculty will vote on the proposed changes at the Faculty Staff meeting at **1:15pm** in room **NOA31A** (please note this meeting REPLACES the May 6th Faculty Staff Meeting).

Once the proposed changes are approved by the full faculty they will be sent to the Faculty Senate Bylaws Committee for review and approval by the Faculty Senate.

The Executive Committee would like to thank you for your time and participation in this important process.

CASE WESTERN RESERVE UNIVERSITY
 FRANCES PAYNE BOLTON SCHOOL OF NURSING
BYLAWS OF THE FACULTY

ARTICLE I PURPOSE OF THE BYLAWS (Current Bylaws)	Proposed Changes <i>Rationales</i>
These bylaws of the Frances Payne Bolton School of Nursing of Case Western Reserve University (1) define the duties of the Faculty of Nursing, committees and officers, (2) provide for establishment of committees and (3) provide for election of representatives of the Faculty of Nursing to the Faculty Senate, and to university assemblies as requested.	No changes.

ARTICLE II RESPONSIBILITIES OF THE FACULTY OF NURSING	
<p><u>Section 1:</u> This faculty shall have responsibility to:</p> <ul style="list-style-type: none"> a. Adopt rules to govern its procedures, provide for its committees and make recommendations to the dean for such organization of the teaching staff as it may determine. b. Organize and execute the educational program of the School of Nursing including admission and progression policies, curriculum content, degree requirements, instruction, and establishment and dissolution of academic programs, other than degree programs which require additional review and approval procedures as noted in the Faculty Handbook c. Make recommendations to the dean of initial appointments to the ranks of instructor, assistant professor, associate professor and professor. d. Establish policies relating to appointment, re-appointment, promotion and tenure for voting faculty and policies for appointment and promotion for special faculty members. e. Make recommendations to the dean for tenure and promotion of faculty. f. Elect members to the Faculty Senate and to university assemblies as requested 	<p><u>Section 1:</u> This faculty shall have responsibility to:</p> <ul style="list-style-type: none"> a. Adopt rules to govern its procedures, provide for its committees and make recommendations to the dean. d. Establish <u>and revise</u> policies relating to appointment, re-appointment, promotion and tenure for voting faculty and policies for appointment and promotion for special faculty members. f. Elect members to the Faculty Senate and to university assemblies as <u>consistent with the process designated in the Faculty Handbook.</u> g. <u>Make recommendations to the Board of Trustees of awarding of degrees in nursing</u> <p><i>Changes proposed by Ad Hoc Bylaws Committee. Rationale: Changes for part a, d, and f are to provide clarification and improve consistency with the Faculty Handbook. Adding part g is to make bylaws consistent with the Faculty Handbook Article VII Section A.</i></p>

ARTICLE III MEMBERSHIP	
<p><u>Section 1</u> <u>Exception to Rule In Faculty Handbook</u></p> <p>Because of the practice nature of the discipline, the Provost has granted the School of Nursing an exception to the Faculty Handbook provision requiring that a majority of the voting faculty shall be tenured or tenure track. The goal of the School of Nursing is to reach such a majority.</p>	No changes.
<p><u>Section 2</u> <u>Voting members</u></p> <p>The president and the chief academic officer of the university next in rank to the president and all persons holding full-time tenured/tenure track and full-time non-tenure track appointments to Faculty of Nursing at the rank of professor, associate professor, assistant professor, and instructor shall be voting members of the faculty.</p>	<p>The president and the <u>provost</u> of the university and all persons holding full-time tenured/tenure track and full-time non-tenure track appointments to Faculty of Nursing at the rank of professor, associate professor, assistant professor, and instructor shall be voting members of the faculty.</p> <p><i>Change proposed by Ad Hoc Bylaws Committee. Rationale: To match language in University By-laws and Faculty Handbook.</i></p>
<p><u>Section 3</u> <u>Special Faculty (Non-voting members)</u></p> <p>Special faculty shall consist of faculty members who are appointed by the dean of the school and 1.) hold full-time academic appointments but have specific, limited responsibilities for the duration of a specific project or for a limited duration, or 2.) hold part-time academic appointments. Special faculty shall have voice but no vote except as noted in Article VII, Section I b. Subject to approval by the provost, the types and titles of special faculty are as follows:</p> <p>a. <u>Lecturer</u></p> <p>All persons designated as lecturer are those:</p> <ol style="list-style-type: none"> 1. Who have responsibility for teaching one or more courses included in the school's curricula; and 2. Whose academic qualifications and competencies are other than those for established university ranks. <p>b. <u>Clinical Faculty</u></p> <p>Includes all persons designated at the ranks of clinical professor, clinical associate professor, clinical assistant professor, and clinical instructor, and whose primary appointments are in service agencies whose resources provide settings, by agreement, for students and faculty to have opportunities to engage in education, research and service in accordance with policy and procedures of the School of Nursing.</p> <p>c. <u>Preceptor</u></p> <p>All persons designated as preceptor are those:</p>	<p><u>Section 3</u> <u>Special Faculty (Non-voting members)</u></p> <p>b. <u>Clinical Faculty</u></p> <p>Includes all persons designated at the ranks of clinical professor, clinical associate professor, clinical assistant professor, clinical instructor and <u>clinical lecturer</u>, and whose primary appointments are in service agencies whose resources provide settings, by agreement, for students and faculty to have opportunities to engage in education, research and service in accordance with policy and procedures of the School of Nursing.</p> <p><i>Change proposed by the ARPT Committee. Rationale: The addition of the title Clinical Lecturer is needed because: a. The new affiliation with MetroHealth Medical Center provides for special faculty appointments for recommended members of their</i></p>

1. Whose academic qualifications and competencies are other than those for established university ranks
2. Whose primary appointments are in service agencies whose resources provide settings, by agreement, for students and faculty to have opportunities to engage in education, research and service in accordance with policy and procedures of the School of Nursing.

d. Adjunct Appointments

Persons designated at university ranks of adjunct professor, adjunct associate professor, adjunct assistant professor, and adjunct instructor are those:

1. Whose special competencies can provide a desired complement for some designated service, activity or development of the School of Nursing; and
2. Whose academic qualifications meet criteria established for appointees at the same ranks and tracks as shown in Attachment A.

e. Research Faculty

Persons designated at university ranks of research assistant professor, research associate professor, or research professor are those whose primary responsibilities are related to the research mission of the school and university. Neither teaching nor service (other than that related to the research mission) is part of the responsibilities of the research faculty member.

1. Research experience and qualifications are comparable to those of tenured/tenure track faculty at corresponding ranks.
2. Appointment as a research faculty member is contingent upon the availability of research funds to totally cover costs of the research and compensation. The appointment will terminate either prior to or at the end of the current appointment period in the absence of sufficient funds to cover these costs.
3. In the case of new appointments and promotions, the Committee on Appointment, Reappointment, Promotion and Tenure will provide a full review, comparable for that done for appointments and promotions of regular faculty to the ranks of assistant professor, associate professor, and full professor.

nursing staff. Appropriate titles are required at all faculty levels. & b. Special faculty positions at Metro must be appointed based on the nursing school's criteria for each level of faculty. The "clinical lecturer" title, appropriate for a master's prepared nurse at Metro, does not exist.

e. Research Faculty

- 2. Appointment as a research faculty member is contingent upon the availability of research funds to cover costs of the research and compensation. The appointment will terminate either prior to or at the end of the appointment period in the absence of sufficient funds to cover these costs.**

Change proposed by Ad Hoc Bylaws Committee. Rationale: To make the wording more succinct.

<p><u>ARTICLE IV</u> <u>SELECTION OF TRACK</u></p>	
<p>Tenure or non-tenure track must be identified at the time of appointment or promotion to assistant professor or higher. The pre-tenure period in the School of Nursing begins at the rank of assistant professor or higher in the tenure track and is nine (9) years in length.</p> <p>Tenured and tenure track faculty member obligations to the university include 1) teaching, 2) research, and 3) service to the university community. Non-tenure track faculty member obligations include two of the three.</p>	<p>Tenured and tenure track faculty member obligations to the University include 1) teaching, 2) research, and 3) service to the university community. Non-tenure track faculty member obligations include two of the following: 1) teaching, 2) research, and 3) service to the university community.</p> <p><i>Change proposed by Ad Hoc Bylaws Committee. Rationale: To improve clarity.</i></p>

<p><u>ARTICLE V</u> <u>OFFICERS</u></p>	
<p><u>Section 1.</u> <u>Chairperson</u> – The president of the university shall preside at faculty meetings.</p> <p>In the president’s absence, the chair of the Executive Committee shall chair the meeting; in the absence of the Executive Committee chair, the dean’s designee shall preside.</p> <p><u>Section 2.</u> <u>Secretary</u> – The secretary shall be appointed annually by the Executive Committee. The functions of the secretary are:</p> <ul style="list-style-type: none"> a. Monitoring the preparation of the minutes of the faculty meetings. Signing the official copy of the minutes. b. Being responsible for distribution of these minutes to the faculty. c. Serving on the Executive Committee. 	<p>No changes.</p>

ARTICLE VI MEETINGS	
<p><u>Section 1.</u> <u>Regular Meetings</u> – At least four (4) regular meetings shall be held between September 1 and May 31.</p> <p><u>Section 2.</u> <u>Special Meetings</u> – Special meetings may be called by the president, by the dean or upon request of three members of the voting faculty.</p> <p><u>Section 3.</u> <u>Executive Committee Meetings</u> – At least four (4) meetings shall be held between September 1 and May 31.</p> <p><u>Section 4.</u> <u>Quorum</u> – Twenty five percent of the voting members of the faculty shall constitute a quorum.</p> <p><u>Section 5.</u> <u>Voting Body</u> – See Article III, Sections 2 and 3 of these bylaws.</p> <p><u>Section 6.</u> <u>Notice</u> - The Chair, or, on the Chair's designation, the Secretary shall notify each member of the faculty at least one week before each regular and special meeting. Such notification shall be in writing and shall specify the time and place of the meeting.</p>	<p>New Section</p> <p><u>Section 7. Meeting by Authorized Communications Equipment- The faculty and Standing Committees may choose to allow participation in meetings by means of telephone, video conference, or similar communications equipment provided that all persons participating in the meeting can hear each other at the same time and can participate in all matters before the faculty or standing committee. Participation by such means shall constitute presence in person at a meeting.</u></p> <p><i>Change proposed by Executive Committee. Rationale: Provides the opportunity to allow faculty to participate in meetings even if they can't be physically present. May be needed more frequently as nursing school faculty will be located in two places starting May 2019, the Health Education Campus and on CWRU main campus.</i></p>

ARTICLE VII STANDING COMMITTEES	
<p><u>Section 1</u> <u>Membership and Voting Privileges</u></p> <p>a. The president of the university and the dean of the School of Nursing shall serve as members ex-officio of all faculty committees. Ex-officio status here and in subsequent sections of the bylaws carries with it voting privileges.</p> <p>b. Persons holding appointments as special faculty may serve on committees and may vote in committees unless otherwise indicated in these bylaws.</p> <p>c. Students serving on standing committees of this faculty may vote in committees unless otherwise indicated by these bylaws.</p> <p>d. A faculty member may serve in no more than two (2) elected positions per year on standing committees of these bylaws.</p> <p>e. An elected member shall be eligible for no more than two (2) consecutive terms on the same committee. An appointment to fill a vacancy on a committee does not constitute a term.</p>	<p>New sub-section</p> <p><u>h. In lieu of an in-person meeting, e-mail voting is permitted for standing committees on certain issues. E-mail voting should be used for issues that do not require extensive discussion (i.e. nonsubstantive matters), or in extraordinary circumstances requiring a time-critical vote. Any member of a standing committee may move to submit a matter for e-mail voting by emailing all members of the committee and the Secretary of the Faculty of the School of Nursing. The motion for e-mail voting requires the unanimous consent of all standing committee members. Any member wishing to veto the e-mail voting motion must do so within seven calendar days from the date of the motion. The issue under consideration is approved only if a majority of the total members of the standing committee vote in favor of the issue within fourteen calendar days of the original motion for e-mail voting. If the issue does not receive a majority vote within fourteen days, the motion expires.</u></p> <p><i>Change recommended by the Executive Committee. Rationale: To ensure bylaws are up to date with current governance norms. This language was adapted from the University By-laws.</i></p>

<p>f. An administrative person serving as an ex-officio member of a standing committee shall convene the first meeting of the year, assist with administrative functions of the committee and provide continuity in the committee activities.</p> <p>g. A quorum of any standing committee shall be one half the voting members unless specifically stated in the by-laws.</p>	
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<p><u>Section 2</u> <u>Election and Appointment</u> – The members of all standing committees shall be elected by the voting faculty or appointed as specifically stated. Faculty nominate themselves for positions on the ballot prepared by the Executive Committee. Committee vacancies will be filled by Executive Committee appointment. Elections will be held spring semester with newly elected and appointed members assuming duties beginning fall semester.</p>	<p><u>Section 2</u> <u>Election and Appointment</u> –</p> <p>a. The members of all standing committees shall be elected by the voting faculty or appointed as specifically stated. Faculty nominate themselves or can be nominated by colleagues for positions on the ballot prepared by the Executive Committee. Committee vacancies will be filled by Executive Committee appointment. Elections will be held in spring semester.</p> <p>b. <u>Outgoing and incoming committee members will create a transition plan and identify a committee chair before Commencement each year with newly elected and appointed members assuming duties beginning fall semester.</u></p> <p><i>Change to add “or can be nominated by colleagues” recommended by Ad Hoc Bylaws Committee. Rationale: To reflect current practice and consistency throughout bylaws</i></p> <p><i>Change to add language about transition plan recommended by multiple standing committees. Rationale: To ensure smooth transition between outgoing and incoming committee members as the fall semester begins.</i></p>
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<p><u>Section 3</u> <u>Term of Office</u> – The members shall serve for a specified term on each appointed or elected committee as designated in Article VII, Sections 6-15 of these bylaws.</p>	<p>No changes.</p>
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<p><u>Section 4</u> <u>Chairperson</u> – When the chairperson of a standing committee is not designated, and an ex-officio member is not regularly a member of the committee, a faculty member selected by the Executive Committee shall convene the first meeting of the academic year. The chairperson of each standing committee shall be elected annually in the fall by committee members, unless otherwise specified.</p>	<p>No changes.</p>
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<p><u>Section 5</u> <u>Reporting</u> – Each standing committee shall submit a written report at least one time per semester and following each regularly scheduled meeting if they occur more often.</p>	<p>No changes.</p>
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<p><u>Section 6</u> <u>Executive Committee of the Faculty</u></p> <p>a. Membership – The committee shall be composed of:</p> <ol style="list-style-type: none"> 1. Seven (7) faculty members: six (6) members shall be voting faculty; one (1) shall be special faculty. 2. The dean of the School of Nursing – ex-officio. 3. The Associate Dean for Academic Affairs or an administrative officer who has academic status, appointed by the dean – ex-officio. 4. The associate dean for research – ex-officio. 5. The secretary of the faculty – ex-officio. 6. School representative to Faculty Senate Executive Committee – ex-officio <p>b. Term - Faculty shall be elected for a term of two (2) years. Four (4) faculty members shall be elected in even years and four (4) faculty members elected in odd years.</p> <p>c. Functions</p> <ol style="list-style-type: none"> 1. Identify immediate and long-range issues needing faculty study and action. 	<p><u>Section 6</u> <u>Executive Committee of the Faculty</u></p> <p>a. Membership-The committee shall be composed of:</p> <ol style="list-style-type: none"> 1. <u>Eight (8) elected</u> faculty members: <u>seven (7) shall be voting faculty; one (1) shall be special faculty.</u> 2. <u>At least one elected voting faculty from each rank: instructor, assistant professor, associate professor, and professor.</u> 3. <u>The dean of the School of Nursing-ex-officio</u> 4. <u>The associate dean for academic affairs-ex-officio</u> 5. <u>The associate dean for research-ex-officio</u> 6. <u>The secretary of the faculty-ex-officio</u> 7. <u>School representative to the Faculty Senate Executive Committee-ex-officio</u> <p><i>Changes to 1-7 recommended by the Executive Committee. Rationale:</i> #1 increase participation opportunities for Executive Committee and make the number of members of the committee consistent with number of faculty elected each year in part B of Section 6. #2 promote better representation by rank on the Executive Committee. #3 no change in wording just changed the item number from 2 to 3. #4 to make consistent with language for other ex-officio members to Executive Committee. Change item number from 3 to 4. #5-7 no change in wording, changing item number (4 to 5, 5 to 6, 6 to 7)</p> <p>b. Faculty shall be elected for a term of two (2) years. Four (4) faculty members shall be elected in even years and four (4) faculty members elected in odd years. <u>At least one instructor, associate professor, and special faculty are elected in even years and at least one assistant professor and professor are elected in odd years.</u></p> <p><i>Changes recommended by the Executive Committee. Rationale: To provide guidance on how to meet the expectation of requiring representation from all voting faculty ranks.</i></p> <p>c. Functions</p>
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<p>2. Provide all faculty the opportunity for discussion of proposals for faculty action.</p> <p>3. Prepare the agenda for each faculty meeting.</p> <p>4. Prepare and submit proposed changes in the bylaws to all faculty.</p> <p>5. Prepare a ballot and conduct an election for all elected positions within the school and university. Electronic ballots are permissible.</p> <p>6. Appoint ad hoc committees of the faculty. The Executive Committee shall provide each such ad hoc committee with a specific charge stated in writing and the ad hoc committee shall confine itself to the fulfillment of this charge unless otherwise authorized in writing by the Executive Committee. The maximum term of any such ad hoc committee shall be twelve months, subject to extension at the discretion of the Executive Committee.</p> <p>7. Act on behalf of the faculty between regular meetings of the faculty. Such action shall be reported by the chairperson of the Executive Committee at the next regular meeting of the faculty.</p> <p>8. Make appointments to fill vacancies on standing and ad hoc committees unless otherwise stated in these bylaws.</p> <p>9. Make recommendations to the dean on faculty-requested academic leaves of absence.</p> <p>10. Evaluate specific cases of student progression/retention as requested by program directors, students, or academic integrity board.</p>	<p>4. Prepare and submit proposed changes in the bylaws to all faculty. <u>Review the bylaws at a minimum of every five years or as needed.</u></p> <p>5. Prepare a ballot and conduct an election <u>for elected positions</u> within the school and university. Electronic ballots are permissible.</p> <p><i>Changes to 4 recommended by the Executive Committee. Rationale: To align with University By-laws and Faculty Handbook.</i></p> <p><i>Changes to 5 recommended by the Executive Committee. Rationale: To improve clarity.</i></p> <p>9. Make recommendations to the dean on faculty-requested <u>sabbaticals.</u></p> <p><i>Changes to 9 recommended by the Executive Committee. Rationale: To match language and guidelines in University Bylaws and Faculty Handbook.</i></p> <p>11. <u>Review evaluation data in agreement with School of Nursing Systematic Evaluation plan.</u></p> <p>12. <u>Review the Strategic Plan annually.</u></p> <p><i>Adding 11 and 12 recommended by the Executive Committee. Rationale: These were activities identified as important to ensure consistency and accountability for the Executive Committee on these issues.</i></p>
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<p><u>Section 7</u> <u>Budget Committee</u></p> <p>a. <u>Membership</u>— The committee shall be composed of:</p> <p>1. Six (6) voting faculty members three (3) of whom are elected and three (3) of whom are appointed. Appointments are made by the Executive Committee.</p> <p>2. The Dean of the School of Nursing – <i>ex-officio</i></p>	<p><u>No changes.</u></p>
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<p>b. <u>Term</u> – Voting faculty are elected or appointed for a three (3) year term with one (1) faculty elected and one (1) faculty appointed each year.</p> <p>c. <u>Functions</u></p> <ol style="list-style-type: none"> 1. Review proposed budgets for consistency with strategic plan priorities. 2. Review fiscal reports biannually and as needed. 3. Advise the Dean on fiscal matters. 4. Advise the Dean on the number and type of faculty and staff positions. 5. Recommend to the Dean allocation of resources to faculty. 	
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<p><u>Section 8</u> <u>Committee on Curricula</u></p> <p>a. <u>Membership</u> – The committee shall be composed of:</p> <ol style="list-style-type: none"> 1. Four (4) voting faculty members and one (1) special faculty member. 2. No more than four (4) and a minimum of one (1) student from any of the following programs: BSN, MSN, GENP, or DNP. 3. Program directors for the BSN, GENP, MSN and DNP programs – <i>ex-officio</i>. 4. The Associate Dean for Academic Affairs – <i>ex-officio</i>. 5. The Registrar for the School of Nursing will serve in an advisory (non-voting) capacity. <p>b. <u>Term</u> – Voting faculty shall be elected for a term of two (2) years. Two (2) voting faculty members shall be elected in even years and two (2) voting and one (1) special faculty member shall be elected in odd years. Students are selected by the appropriate student association and serve for one (1) year. The Associate Dean for Academic Affairs will work with the USNA and GSNA student associations and Program Directors to recruit students.</p> <p>c. <u>Functions</u></p> <ol style="list-style-type: none"> 1. Evaluate the curricula and courses in the BSN, GENP, MSN, and DNP programs, and other approved academic programs. 2. Recommend to faculty changes to existing programs or courses, creation of new programs, specialties, majors or 	<p><u>No Changes</u></p>
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courses, and deletion of current programs, specialties, majors or courses.

<p><u>Section 9 (GENP).</u></p> <p><u>Committee on Admission to the Graduate Entry Nursing Program</u></p> <p>a. <u>Membership</u> – The Committee shall be composed of:</p> <ol style="list-style-type: none">1. Five (5) elected and up to three (3) appointed faculty members all of whom must be voting faculty.2. Director of the GENP Program who shall serve as chair. <p>b. <u>Term</u> – Faculty shall be elected for a term of two (2) years; three (3) members shall be elected in even years and two (2) members elected in odd years. Up to three (3) faculty shall be appointed annually by the director of the GENP program.</p> <p>c. <u>Functions</u></p> <ol style="list-style-type: none">1. Evaluate GENP program admission policies and criteria and recommend changes to the faculty.2. Interview non-nurse, post-baccalaureate applicants to the GENP program.3. Admit applicants to the GENP program.	<p><u>Section 9 (MN).*</u></p> <p><u>Committee on Admission to the Master of Nursing Program</u></p> <p>a. <u>Membership</u> – The Committee shall be composed of:</p> <ol style="list-style-type: none">1. Five (5) elected and three (3) appointed faculty members all of whom must be voting faculty. If needed additional faculty may be appointed, including special faculty.2. Director of the MN Program, who shall serve as chair. <p>b. <u>Term</u> – Faculty shall be elected for a term of two (2) years; three (3) members shall be elected in even years and two (2) members elected in odd years. Appointed faculty members shall be appointed for a term of one (1) year annually by the director of the MN program.</p> <p>c. <u>Functions</u></p> <ol style="list-style-type: none">1. Evaluate MN program admission policies and criteria and recommend changes to the faculty.2. Interview non-nurse, post-baccalaureate applicants to the MN program.3. Recommend admission of applicants to the director of the MN program. <p><i>Change proposed by MN Program Director. Rationale: Name change to match degree name and program name recognized by CCNE. Membership change to allow for more flexibility in committee size. FPB is getting more applications for the program and the committee needs more members to handle the volume. Including special faculty provides the opportunity for faculty with a different perspective on holistic admissions to participate in the committee.</i></p> <p><i>Change in Section 9 part b reflects the additional appointments in membership.</i></p> <p><u>*Include vote to change GENP to MN throughout the bylaws</u></p>
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<p><u>Section 10</u> <u>Program (DNP)</u></p> <p><u>Committee on Admission to the Doctor of Nursing Practice</u></p> <p>a. <u>Membership</u> – The committee shall be composed of: 1. Three (3) elected and two (2) appointed faculty members all of whom must be voting faculty. 2. Director of the DNP program who shall serve as chair.</p> <p>b. <u>Term</u> – Faculty shall be elected for a term of two (2) years; two (2) members shall be elected in even years and one (1) member elected in odd years. Two (2) faculty shall be appointed annually for one (1) year terms by the Director of Post-Master’s DNP Program .</p> <p>c. <u>Functions</u></p> <ol style="list-style-type: none"> 1. Evaluate DNP program admission criteria and policies and recommend changes to the faculty. 2. Interview applicants for admission to the DNP program. 3. Admit qualified applicants to the DNP program. 	<p><u>Section 10</u> <u>Program (DNP)</u></p> <p><u>Committee on Admission to the Doctor of Nursing Practice</u></p> <p>a. <u>Membership</u> – The committee shall be composed of: 1. Three (3) elected and two (2) appointed faculty members all of whom must be voting faculty. 2. Director of the DNP program, who shall serve as chair.</p> <p>b. <u>Term</u> – Faculty shall be elected for a term of two (2) years; two (2) members shall be elected in even years and one (1) member elected in odd years. Two (2) faculty shall be appointed for a term of one (1) year annually by the Director of the DNP Program .</p> <p>c. <u>Functions</u></p> <ol style="list-style-type: none"> 1. Evaluate DNP program admission criteria and policies and recommend changes to the faculty. 2. Interview applicants for admission to the DNP program. 3. <u>Recommend admission of applicants to the Director of the DNP program</u> <p><i>Recommended by the Executive Committee and DNP program director. Rationale: Changes to improve clarity and continuity of language throughout the bylaws and to reflect current practice.</i></p>
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Section 11 Committee on Admission to the Master of Science in Nursing
(MSN) Program

- a. Membership – The Committee shall be composed of:
 - 1. Four (4) members; all must be voting faculty.
 - 2. Director of the MSN Program, who shall serve as chair.
- b. Term – Faculty shall be elected for a term of two (2) years; two (2) members shall be elected in even years and two (2) members elected in odd years.
- c. Functions
 - 1. Evaluate admission policies and criteria, for the MSN Program and recommend changes to the faculty.
 - 2. Admit qualified applicants for admission to the MSN program.
 - 3. Interview applicants, if appropriate.

Section 11 Committee on Admission to the Master of Science in Nursing
(MSN) Program

- a. Membership – The Committee shall be composed of:
 - 1. **Four (4) elected members and one (1) appointed member all must be voting faculty.**
 - 2. Director of the MSN Program, who shall serve as chair.
 - 3. **All elected and appointed committee members must teach in the MSN program.**
- b. Term – Elected Faculty shall be elected for a term of two (2) years; two (2) members shall be elected in even years and two (2) members elected in odd years. **One (1) faculty shall be appointed for a term of one (1) year annually by the director of the MSN program.**
- c. Functions
 - 1. Evaluate admission policies and criteria, for the MSN Program and recommend changes to the faculty.
 - 2. **Interview applicants, if appropriate.**
 - 3. Admit qualified applicants for admission to the MSN program.

Recommended MSN Admissions Committee and Executive Committee: Rationale for a.1: With the new MSN admission process we have 2 member review teams, the lead faculty for each MSN program and an elected member. However, if one of the two team reviewers are out for whatever reason we have void in our process. This situation has happened 3 times this academic year. Also, during the summer if the elected member is 9-month faculty, they are may choose not to review applications over the summer, again leaving a void in the review process.

Rationale a.3: Committee members must be aware of the education and practice role of MSN students, especially APRNs. Limiting membership to just APRN's however is too narrow, especially if the MSN degree expands to non APRN majors.

Rationale b and c.2: Changes to improve clarity and continuity of language throughout the bylaws and to reflect current practice.

<p><u>Section 12 Bachelor of Science in Nursing (BSN) Program Admission and Progression Committee</u></p> <p>a. <u>Membership</u> – The committee shall be composed of:</p> <ol style="list-style-type: none"> 1. Two (2) elected and two (2) appointed faculty members all of whom must be voting faculty. Faculty shall be appointed by the director of the BSN program. 2. Director of the BSN Program, who shall serve as chair. <p>b. <u>Term</u> – One (1) faculty shall be elected and one (1) shall be appointed in even years; one (1) faculty shall be elected and one (1) faculty shall be appointed in odd years; elected and appointed faculty shall serve two (2) year terms. Faculty shall be appointed by the director of the BSN program.</p> <p>c. <u>Functions</u></p> <ol style="list-style-type: none"> 1. Evaluate Bachelor of Science in Nursing admission policies and criteria and recommend changes to the Office of Undergraduate Admission. 2. Evaluate applications as requested by the Office of Undergraduate Admission. 3. Advise the director of the BSN program on issues of admission and progression of individual undergraduate nursing students.

<p><u>Section 12 Bachelor of Science in Nursing (BSN) Progression Committee</u></p> <p>a. <u>Membership</u> – The committee shall be composed of:</p> <ol style="list-style-type: none"> 1. Two (2) elected and two (2) appointed faculty members all of whom must be voting faculty. 2. Director of the BSN Program, who shall serve as chair. <p>b. <u>Term</u> – Faculty shall be elected and appointed for a term of two (2) years; one (1) faculty shall be elected and one (1) shall be appointed in even years; one (1) faculty shall be elected and one (1) faculty shall be appointed in odd years. Faculty shall be appointed by the director of the BSN program.</p> <p>c. <u>Functions</u></p> <ol style="list-style-type: none"> 1. Advise the director of the BSN program on issues of progression of individual undergraduate nursing students. 2. <u>Make recommendation to the director of the BSN program regarding separation of undergraduate students from the school of nursing.</u> <p><i>Changes recommended by Executive Committee and Director of the BSN Program. Rationale: Changes to improve clarity and continuity of language throughout the bylaws and to reflect current practice. There is not change to the make-up of the membership or the terms.</i></p>
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<p><u>Section 13 Grievance Board</u></p> <p>The Grievance Board will hear matters related to School of Nursing-related grievances which may include, but are not necessarily limited to; (1) All aspects of the educational process, involving student performance, evaluation, grading, status, and/or progression; (2) Data pertaining to student records, grades, etc., which are not covered by the Federal Family Educational Rights and Privacy Act regulations and procedures; (3) Questions of professional conduct by or toward students; and (4) Actions perceived by students as unfair, discriminatory, or intimidating.</p> <p>a. <u>Membership</u></p> <ol style="list-style-type: none"> 1. Three (3) voting members of the faculty shall be elected. Two (2) student representatives shall be appointed as needed by the student group affiliated with the student

<p><u>Section 13 Grievance Board</u></p> <p>a. <u>Membership</u></p> <p><u>Four (4) voting members shall be elected. A representative group of students will be appointed to equal the number of faculty serving on each hearing panel by 1) the student governing body, or 2) if unavailable, the associate dean of academic affairs.</u></p> <p><i>Change recommended by the Grievance Board and Executive Committee. Rationale: More faculty members on the board will help it function better. The small number makes it difficult to reach quorum and the having 4 total committee members would provide flexibility in having appropriate faculty selected and available for the hearing. Allowing for more flexibility in identifying student members will also improve the process. Statement from Grievance Board Chair: “When cases are heard in summer there are few students around that are able to</i></p>

<p>who initiated the grievance.</p> <ol style="list-style-type: none"> 2. One (1) of the elected faculty members will be designated as chairperson by the dean. 3. A Chair, two faculty members and two students will constitute a quorum for the committee meeting. 4. If for any reason there are not at least two (2) faculty and two (2) student members of the Grievance Board available to hear the grievance, the Executive Committee of the faculty shall designate faculty member(s) as replacements and the Executive Committees of the Student Associations designate student member(s) as replacements. <p>b. <u>Term</u> – Faculty shall be elected for a term of two (2) years. Two (2) shall be elected in odd-numbered years and one (1) in even-numbered years.</p> <p>c. <u>Functions</u></p> <ol style="list-style-type: none"> 1. Schedule and conduct hearings according to policy and procedure after notification of an official notice of a grievance. 2. Submit recommendations to the dean upon adequate deliberations following the hearing. 	<p><i>hear the case, and also related – when it is a small program like the MN all of the students know each other, also limiting finding an unbiased student rep – so this would enable using students from outside the program the grieving student is in when necessary – which isn’t often but when it happens it currently becomes problematic to hold the hearing within 45 days of the initial filling.”</i></p> <p>b. Term- Faculty shall be elected for a term of two (2) years. Two (2) shall be elected in odd-numbered years and two (2) in even-numbered years.</p> <p><i>Rationale: Revised to be congruent with increasing membership to 4 faculty.</i></p>
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<p><u>Section 14</u> <u>Academic Integrity Board</u></p> <p>The Academic Integrity Board will hear matters related to any activity that compromises the academic integrity of the University, or subverts the educational process; as described in the student handbook. To the extent that the matter relates to student standing or promotion, it shall be considered by the Executive Committee instead.</p> <p>a. <u>Membership</u></p> <ol style="list-style-type: none"> 1. Three (3) voting members of the faculty shall be elected. An equal number of students and faculty will be selected to serve on the Academic Integrity Board. Student representatives shall be appointed as needed from the Graduate Student Nurses Association. All will serve as voting members. 2. One (1) of the elected faculty members will be designated as Chairperson by the Dean or designee. 3. Two faculty members and two students will constitute a quorum for the committee meeting. 4. If for any reason there are not at least two (2) faculty and 	<p><u>Section 14</u> <u>Academic Integrity Board</u></p>
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<p>two (2) student members of the Academic Integrity Board available to serve, the Executive Committee of the faculty shall designate faculty member(s) as replacements and the Executive Committee of the Graduate Student Nurses Association designate student member(s) as replacements.</p> <p>5. Associate Dean for Academic Affairs – <i>ex officio (non-voting)</i>.</p> <p>6. Administrator from Student Services – <i>ex officio (non-voting)</i>.</p> <p>b. <u>Term</u></p> <p>Faculty shall be elected for a term of two (2) years. Two (2) faculty shall be elected in odd-numbered years and one (1) in even-numbered years.</p> <p>c. <u>Functions</u></p> <ol style="list-style-type: none"> 1. Undergo training regarding Academic Integrity policies and processes. 2. Schedule and conduct hearing according to policy and procedure after official notification of a potential violation of academic integrity for which the School of Nursing has jurisdiction. 3. Submit recommendations to the Associate Dean for Academic Affairs upon adequate deliberations following the hearing. 	<p style="text-align: center;"><u>New subsection</u></p> <p>c. <u>Training</u></p> <ol style="list-style-type: none"> 1. Undergo training regarding Academic Integrity policies and processes <u>prior to serving on the committee.</u> <p>d. <u>Functions</u></p> <ol style="list-style-type: none"> 1. Schedule and conduct hearing according to policy and procedure after official notification of a potential violation of academic integrity for which the School of Nursing has jurisdiction. 2. Submit recommendations to the Associate Dean for Academic Affairs upon adequate deliberations following the hearing. <p><i>Change recommended by Ad Hoc Bylaws Committee. Rationale: To ensure timely training of committee members. Other two functions do not change, but are numbered differently.</i></p>
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<p><u>Section 15 and Tenure</u></p> <p>a. <u>Membership</u></p> <ol style="list-style-type: none"> 1. The Dean of the school who serves as chairperson. 2. All voting members of the faculty holding rank of professor with tenure. 3. Additional members may be appointed from among the tenured faculty at the discretion of the Dean so long as the number does not exceed the number of professors with tenure. <p>b. <u>Functions</u></p> <ol style="list-style-type: none"> 1. Recommend to the faculty revisions or changes in the 	<p><u>No changes.</u></p>
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definitions of faculty appointments to the School of Nursing.
(see attachment A)

2. Make recommendations for emeritus status.

3. Review university and school policies relevant to faculty appointments, reappointments, promotion and tenure and to make recommendations for needed change through appropriate channels to the faculty of nursing and to the Faculty Senate.

4. Review procedures relevant to faculty appointments, reappointments, promotion and tenure and make recommendations for needed change through appropriate channels to the faculty of nursing and to the Faculty Senate.

5. Recommend appointments, reappointments, promotions and tenure for the voting faculty.

6. Review the resources and time (taking into account rank and type of faculty appointment) needed for scholarly growth, academic achievement and professional development including the commitment of resources that accompanies an award of tenure, and recommend changes to the faculty of nursing and administration.

- ii. Eligible to chair PhD dissertations as defined by the School of Graduate Studies (SGS) (i.e. tenured, tenure-track, or special approval from the SGS)
Or
- iii. Currently teaching a course in the PhD nursing program

b. Composition:

- i. Full professors = 3
- ii. Associate professors = 4
- iii. Assistant professors = 4

2. Ex officio members (with voting privileges) will include:

- 1. Dean of the School of Nursing
- 2. Director of PhD program in nursing program
- 3. Associate Dean for Academic Affairs
- 4. Associate Dean for Research.
- 5. Chairperson of the PhD admissions committee (if not already serving as an elected member of PhD Council)

3. One PhD student representative (non-voting)

b. Elections

- 1. Faculty members will nominate themselves or be nominated by colleagues. Members will be elected from the pool of nursing faculty members who meet the eligibility criteria defined above.
- 2. Eligibility for placement on the ballot will be verified by a two (2) to three (3) member subcommittee of the PhD Council.

c. Terms of office

- 1. Terms of office will be staggered with elections held in the Spring semester each year with the following rotating schedule:
 - a. Year A: election of 1 full professor, 1 associate professor, and 2 assistant professors.
 - b. Year B: election of 1 full professor, 2 associate professors, and 1 assistant professor.
 - c. Year C: election of 1 full professor, 1 associate professor, and 1 assistant professor.
- 2. Members may serve for not more than two (2) consecutive terms (unless otherwise deemed necessary by the PhD council).
- 3. If a Council member is unable to fulfill his or her term for any reason, the remaining members of the PhD Council will appoint another eligible faculty member to fulfill the term.

<p>d. <u>Functions</u></p> <ol style="list-style-type: none"> 1. Establish and maintain criteria for appointment of PhD Council. 2. Establish and maintain all policies for admission, progression, candidacy, and graduation of students in accordance with the policies governing requirements for the PhD in Nursing and the School of Graduate Studies. 3. Develop, evaluate, and change the curricular requirements of the PhD in nursing program. .4.. Provide advice to the program director on issues related to admission, progression, and evaluation of courses and PhD program. 5. Collaborate with the Office of Student Services at the School of Nursing in PhD student recruitment. 6. Communicate with and obtain feedback from the pool of nursing faculty members who hold research doctorates (e.g., PhD, DNSc, EdD). 7. Monitor the progress of the PhD program in meeting quality indicators. <p>e. <u>Meetings</u></p> <ol style="list-style-type: none"> 1. Monthly meetings will be held during the academic year and as needed during the summer months. 2. Meetings will be open to all nursing faculty members with research doctorates (e.g., PhD, DNSc, EdD) 	<p>d. <u>Functions</u></p> <p><u>5. Collaborate with the Offices of Student Services and Recruitment at the School of Nursing in PhD student recruitment.</u></p> <p><i>Changes recommended by PhD Council. Rationale: To make wording align more closely with current office names and language.</i></p> <p><u>8. Recommend to the Dean qualified applicants for the initial and continuing award of scholarships or fellowships.</u></p> <p><i>Rationale: To more accurately reflect the order of the Ph.D. scholarship and fellowship process, including Legacy Fellowships.</i></p> <p>e. Meetings</p> <p><u>3. A quorum will be defined as 6 voting members of the PhD Council.</u></p> <p><i>Rationale: A quorum had not yet been established for conducting meetings. We arrived at this number based on the formula of 50% plus one member from the number of elected members.</i></p>
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Section 18 Committee on Admission to the PhD Program

a. Membership

1. Six (6) members; all voting faculty members with research doctorates (e.g., PhD, DNSc, EdD).
 - a. Eligibility for election:
 - i. Research doctorate (e.g., PhD, DNSc, EdD).
And
 - ii. Eligible to chair PhD dissertations as defined by the School of Graduate Studies (SGS) (i.e. tenured, tenure-track, or special approval from the SGS)
Or
 - iii. Currently teaching a course in the PhD nursing program
 2. Chairperson elected from the PhD admissions committee (will serve as Ex-officio member of PhD Council if not already serving as an elected member).
 3. Director of the PhD program is a member Ex-officio.
 4. Ad hoc members – in the event of increased workload or unavailability of elected members, members of the PhD Council may serve as interviewers and cast a ballot.

b. Election

Faculty members will nominate themselves or be nominated by colleagues; members will be elected by the pool of nursing faculty members who meet the eligibility criteria to serve on the PhD Council as defined above.

c. Terms of office

1. Faculty shall be elected in the Spring semester of each academic year for a term of two (2) years; three (2) members shall be elected in even years and three (3) members elected in odd years.
2. If a committee member is unable to fulfill his or her term for any reason, the remaining members of the PhD Council will appoint another eligible faculty member to fulfill the term.

d. Function

Recommend to the Director of PhD Program and School of Graduate Studies qualified applicants for admission to the PhD in nursing program and for scholarships or fellowship

Section 18 - Committee on Admission to the PhD Program

1. Six (6) members; all voting faculty members with research doctorates (e.g., PhD, DNSc, EdD). A minimum of 50% of committee members will be nurses with research doctorates.

Rationale: To provide a balance of committee members with a Ph.D. in nursing with those who have a non-nursing Ph.D.

d. Function

Recommend to the Director of PhD Program and School of Graduate Studies qualified applicants for admission to the PhD in nursing program.

Rationale: To more accurately reflect the function of the committee. While many applicants also apply for scholarship funding, the Admission Committee does not make decisions on admission based on this criterion.

<u>ARTICLE VIII</u> <u>SPECIAL COMMITTEES</u>	
Special committees may be designated to carry on faculty business not otherwise specified in these bylaws. Members shall be appointed by the dean. Special committees shall submit regular reports to the faculty.	No changes.

<u>ARTICLE IX</u> <u>UNIVERSITY FACULTY SENATE</u>	
<u>Section 1</u> <u>Representation</u> a. The faculty of nursing shall elect senators to the Faculty Senate. The number of senators shall be in accordance with the Constitution of the University Faculty. b. The student body of the School of Nursing may have elected members on the Faculty Senate in accordance with the Constitution of the University Faculty.	No changes.
<u>Section 2</u> <u>Election</u> a. The senatorial elections shall be held in the spring term. b. Faculty Senators from the School of Nursing shall be voting members of the faculty. These senators shall be elected to serve three (3) year terms; one-third of them shall complete their term of office on commencement day each year. A Senator shall not be seated unless at least 40% of the voting members have returned ballots in the election.	No changes.

<u>ARTICLE X</u> <u>REVISION OF BYLAWS</u>	
These bylaws may be amended by a two-thirds affirmative vote of the voting members present at any meeting, provided copies of proposed changes have been distributed to all members, both voting and nonvoting, at least two (2) weeks before the meetings at which the vote is taken. If changes have not been distributed at least two (2) weeks in advance, these bylaws may be amended by a 95% affirmative vote by the voting members of the faculty present at any meeting.	No changes.

<u>ARTICLE XI</u> <u>PARLIAMENTARY AUTHORITY</u>	
Robert's Rules of Order Newly Revised (most recent revision)	No changes.

