

**Troy University
School of Nursing**

BYLAWS

Article I

Name

The name of the organization shall be the Troy University School of Nursing Faculty Organization. The School of Nursing Organization Chart depicts the relationship of the components of the Troy University School of Nursing. The School of Nursing Governance depicts the process of decision making within the School of Nursing.

Article II

A. Purpose:

The Troy University nursing faculty, as a part of the general faculty, function within the total University framework as outlined in the TROY Faculty Handbook. In addition, the faculty of Troy University School of Nursing is organized to promote the involvement of the faculty and administrators in accomplishing the purposes and objectives of the School of Nursing.

B. Functions:

The major functions of the School of Nursing Faculty Organization are to:

1. Plan, implement, and evaluate educational programs consistent with the philosophy of the School of Nursing and the mission of Troy University.
2. Participate in the University activities.
3. Foster research and scholarship among students and faculty.
4. Recommend and approve educational policies.

Article III

Members

Membership shall be at two levels: members and associate members.

- A. Full membership in this organization grants the privilege of being a voting member and shall be limited to the following:
 - 1. Dean of the College of Health and Human Services, Director of the School of Nursing, and Program Directors of the School of Nursing.
 - 2. Full-time faculty of the nursing programs.
 - 3. Coordinator(s) of Nursing Laboratories.
 - 4. Part-time faculty of the nursing programs who hold an annual contract for 50% or greater teaching load.
 - 5. One student representative from each nursing program.
- B. Associate membership in this organization grants the privilege of being heard, but precludes voting privileges. Associate membership shall include the following:
 - 1. Adjunct faculty who teach less than 50% time.
 - 2. Preceptors and Graduate teaching assistants.

Article IV

Officers and Duties

- A. The officers of this organization shall be chairperson and Vice-Chairperson.
 - 1. The Chairperson shall be the Director of the School of Nursing.
 - 2. The Vice-Chairperson shall be a Program Director. This position shall rotate among the program directors.

- B. Duties of the officers are as follows:
1. Chairperson:
 - a. preside at meetings of the organization.
 - b. call special meetings as the need arises.
 - c. serve as ex-officio member of committees.
 - d. prepare the agenda for faculty meetings and distribute to faculty at least 72 hours in advance.
 - e. prepare an annual report of this organization's activities and accomplishments.
 - f. assure that proper recording of minutes is accomplished and minutes are acted upon, distributed, and filed.
 2. Vice-Chairperson:
 - a. preside at meetings in the absence of the Chairperson.
 - b. chair the task force for biennial review of the Bylaws.

Article V

Meetings

- A. The School of Nursing Faculty Organization shall meet at least twice a year and other times as necessary.
- B. Meetings may be called by the Chairperson, by the Administrative Council, or by a simple majority of voting members.
- C. A majority of voting members shall constitute a quorum.
- D. Decisions shall be made by simple majority of those present.

Article VI

Committees of Nursing Faculty Organization

The Nursing Faculty Organization has seven standing committees. These committees respond to the concerns, needs, and/or problems of the School of Nursing as a unified system consisting of three programs. Three committees – 1)

Admission and Progression; 2) Curriculum and Educational Mobility; and 3) Learning Resources – may have sub-committees functioning in each program to respond to program needs.

Section 1: Titles and Duties

A. The titles and duties of the Standing Committees of the Faculty Organization shall be as follows:

1. Admission and Progression Committee

The admission and Progression Committee shall:

- a. recommend criteria for admission, retention, and progression of nursing students.
- b. review and recommend revision of forms for admission, retention, and progression.
- c. identify specific records, within the confines of University policy, which are to be kept in the student's permanent file for storage and retrieval.

2. Curriculum and Educational Mobility Committee

The Curriculum and Educational Mobility Committee shall:

- a. review the School of Nursing philosophy every three (3) years.
- b. evaluate curricula of each program for consistency with the philosophy of the School of Nursing.
- c. evaluate educational mobility plans for consistency with the School's philosophy and policies for progression of students.
- d. evaluate curricular matters submitted by programs, including their impact on other programs, and present recommendations to the School of Nursing Faculty Organization for discussion.

3. Learning Resources Committee

The Learning Resources Committee shall:

- a. coordinate with the Curriculum Committee and Coordinator(s) of Nursing Laboratories on matters related to selecting resources needed to implement the current curriculum as well as new course proposals.
- b. evaluate library holdings and make recommendations for acquisitions and deletions.
- c. maintain a list of hardware and software available for use by nursing faculty and students on all campuses.
- d. promote and communicate interprogram use of hardware and software.

4. Evaluation Committee

The evaluation Committee shall:

- a. review the School of Nursing evaluation procedures and recommend changes as needed.
- b. coordinate with the Office of Institutional Research, Planning, and Effectiveness for follow-up of graduates.
- c. recommend, plan, conduct, and /or direct evaluation research studies as appropriate.
- d. direct implementation of School of Nursing evaluation plan.

5. Faculty and Students Affairs Committee

The Faculty and Student Affairs Committee shall:

- a. plan, develop, and implement an orientation program for new faculty.

- b. plan and implement faculty development opportunities.
- c. serve as liaison between Student Affairs Office and the School of Nursing.
- d. make provisions for meeting social and civic obligations of the School of Nursing.

6. Integrity and Recruitment Committee

The Integrity and Recruitment Committee shall:

- a. review information about the School of Nursing intended to inform the public, prospective students, and current students for currency, accuracy, clarity, and consistency.
- b. develop documents intended for advertisement, recruitment, and promotion of School of Nursing and its programs.
- c. request promotional items used in recruitment of students.
- d. arrange representation of the School of Nursing at various venues for recruitment of students or support of professional nursing organizations.

7. Policy and Risk Management Committee

The Policy and Risk Management Committee shall:

- a. recommend the development, revision and/or deletion of School of Nursing policies.
- b. decide on proper placement and assure appropriate publication of each policy.
- c. monitor and facilitate the progress of proposed policies from introduction to implementation/resolution.

- d. review and recommend standards for faculty health policies.
- e. monitor compliance with health policies.

B. Ad Hoc Committees

Ad Hoc Committees shall be formed upon:

1. Administrative decision of need.
2. Recommendation of Committees.
3. Request of Faculty Organization members by majority vote.

Section 2: Membership of Committees: Each standing committee shall:

- A. be comprised of a minimum of three (3) full-time Faculty members, one of whom shall be from each program.
- B. be appointed by the chairperson of the Faculty Organization from a recommendation list submitted by Program Director.
- C. have members appointed for two years. Members may be appointed for one additional two year term.
- D. have one student representative from each program who has been elected by the student body of that program.
- E. include ex-officio members, as needed, to meet the committee objectives. Requests for ex-officio members are to be submitted to the chairperson of the Faculty Organization.

Section 3: Meetings and Records

- A. Standing committees shall meet at least once each academic year or as necessary.
- B. Minutes of each meeting shall be maintained.
- C. An annual report shall be submitted by the Committee Chairperson at the end of the academic year.

Article VII

ASN, BSN, and GRADUATE NURSING Program Organizations

The School of Nursing is a unified system consisting of three subsystems: the ASN, BSN, and GRADUATE NURSING Programs. Each program has its own Faculty Organization.

Section 1: Purpose:

The individual program faculty organizations promote the involvement of the program faculty and program director in accomplishing the purposes and objectives of the program as well as the purposes and objectives of the School of Nursing.

Section 2: Membership shall be at levels:

- A. Full membership grants the privilege of being a voting member and shall be limited to the following:
 - 1. full-time and part-time faculty members who hold an annual contract for a 50% or greater teaching load and who are assigned to teach in that particular program.
 - 2. Director of the School of Nursing as an ex-officio member.
- B. Associate membership grants the privilege of being heard, but precludes voting privileges. Associate membership shall include:
 - 1. Preceptors and Graduate teaching assistants.
 - 2. Graduate student preceptees.
 - 3. Adjunct faculty who teach less than 50% time.
 - 4. Student representative(s) elected by the student body of that program.

Section 3: Duties of the Chairperson:

- A. The Chairperson shall be the director of the program. A Departmental Secretary or faculty member assigned by the program director shall be the recorder of minutes.

- B. The duties of the Chairperson are as follows:
 - 1. preside at meetings of the organization.
 - 2. call special meetings as the need arises.
 - 3. prepare the agenda for meetings and distribute to members at least 48 hours in advance.
 - 4. prepare an annual report of the program's activities and accomplishments.
 - 5. assure proper recording of minutes and that minutes are acted upon, distributed, and filed.

Section 4: Meetings:

- A. The Program Faculty Organization shall meet at least once per semester and other times as necessary.
- B. Meetings may be called by the Chairperson or by simple majority.
- C. A majority of voting members shall constitute a quorum.
- D. Decisions shall be made by simple majority of those present.

Article VIII

Sub-Committees of Standing Committees

Three Standing Committees of the Faculty Organization may have sub-committees which function within the ASN, BSN, and GRADUATE NURSING programs to respond to program needs.

Section 1: Titles and Duties

A. The titles and duties of the ASN, BSN, and GRADUATE NURSING sub-committees shall be as follows:

- 1. Admission and Progression

The Admission and Progression sub-committee shall:

- a. review program criteria for admission and progression of nursing students and recommend changes as necessary.
- b. review and act on applications for admission to the nursing program.
- c. identify and monitor specific program concerns, needs or problems related to admission and progression.
- d. provide representation on the Admission and Progression Standing Committee.
- e. submit program needs, concerns, and recommendations to Admission and Progression Standing Committee.
- f. maintain admission, progression, and graduation records to track annual graduation rates for entering students.

2. Curriculum and Educational Mobility

The Curriculum and Educational Mobility sub-committee shall:

- a. analyze and evaluate the program of studies, and provide leadership for needed revisions.
- b. evaluate and update the plan and procedure for educational mobility of students in each program in compliance with University, school and external review criteria.
- c. provide representation on the Curriculum and Educational Mobility Standing Committee.
- d. submit program needs, concerns, and recommendations to the Curriculum and Educational Mobility Standing Committee.

3. Learning Resources

The Learning Resources sub-committee shall:

- a. identify resources needed to implement the curriculum and make recommendations for acquisitions and deletions.
- b. provide representation on the Learning Resources Standing Committee.
- c. submit program needs, concerns and recommendations to the Learning Resources Standing Committee.

Section 2: Membership of sub-committees shall be at two levels:

- A. Full membership grants the privilege of being a voting member and shall be limited to the following
 1. a chair and a minimum of two (2) full-time faculty members of the particular program, ASN, BSN, and GRADUATE NURSING who are appointed by the director of the program and one shall be the program representative who serves on the Faculty Organization Committee of the same name.
 2. ex-officio members as needed to meet the committee objectives.
- B. Associate membership grants the privilege of being heard, but precludes voting privileges. Associate membership shall include:
 1. student representative(s) who have been elected by the student body of that program.

Section 3: Meetings and Records

- A. Sub-committees shall meet at least once each semester of the academic year.
- B. Minutes of each meeting shall be maintained.
- C. An annual report shall be submitted by the Chairperson to the Program Director at the end of the academic year.

Article IX

Amendments and Procedures

The business of Troy University System School of Nursing Faculty Organization shall be conducted according to Roberts Rules of Order, latest edition.

Amendments to the Bylaws must be approved by a two-thirds vote of the membership.

Adopted 9/8/86

Revised, 5/30/90

Revised Draft, 12/11/92

Revised Draft, 1/12/96

Approved by Joint Faculty, 5/24/96

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