ARTICLE I - Name

The name of this organization is the Nursing Faculty.

ARTICLE II - Organization

These bylaws shall govern the functioning of the Nursing faculty and are used in conjunction with the bylaws of the Faculty of the College of Nursing and Professional Disciplines.

ARTICLE III - Purpose

The purposes of this organization are to establish, implement, and evaluate Nursing’s tripartite mission: Education, Research/Scholarship, and Service.

ARTICLE IV - Membership

Section 4.1. Full members shall consist of all faculty at 60% or greater FTE appointments. All full members have voting privileges.

Section 4.2. Associate members shall consist of adjunct faculty, visiting faculty, part-time faculty below 60% FTE, and lecturers. Associate members shall have a voice, but no vote.

ARTICLE V - Procedures

Section 5.1. Attendance at all Nursing Faculty meetings is expected of all faculty as designated in Section 4.1.

Section 5.2. Nursing Faculty meetings shall be scheduled at least once a semester during the academic year for the purpose of conducting business.

Section 5.3. Special meetings may be called by the dean, chair of Nursing Faculty, or at the request of 25% of the members. A meeting requested by 25% of the members shall be held within ten working days of the request.

Section 5.4. A simple majority of the full membership shall constitute a quorum, one of whom shall be the dean or the dean’s designee. Faculty on developmental leave shall not be counted related to quorum and should refrain from participating in faculty governance and on committees while on developmental leave.

Section 5.5. The Nursing Faculty may form standing and ad hoc committees and delegate to such committees any powers or functions that are vested with the Nursing Faculty. Recommendations or actions of committees may be accepted or rejected by the Nursing Faculty. Recommendations may be forwarded to the College of Nursing and Professional Disciplines.

Section 5.6. If any nursing bylaw, policy, or procedure is in conflict with College of Nursing and Professional Disciplines bylaws, policies, or procedures or the UND Faculty Handbook, the higher level shall prevail.

Section 5.7. The Nursing Faculty will review the bylaws at least once every five years.
ARTICLE VI - Officers

Section 6.1. The election of officers of the Nursing Faculty will be held in spring semester in conjunction with the College Faculty elections. Newly elected officers shall assume office at the beginning of the academic year. Officers elected to fill vacancies shall begin serving immediately.

Section 6.2. The officers of the Nursing Faculty shall be: the chairperson and chairperson-elect. Secretarial staff support shall be appointed by the College Dean.

Section 6.3. The chair shall:

A. Prepare agendas with necessary attachments and distribute to all faculty at least one week prior to the scheduled Nursing Faculty meeting date.

B. Preside over meetings of the Nursing Faculty.

C. Prepare annual report for the Nursing Faculty.

D. This appointment would have a 1 year term limit.

Section 6.4. The chair-elect shall:

A. Coordinate the Nursing Faculty ballot.

B. Fulfill duties in the absence of the chair.

C. Term limit for this position would be 1 year.

Section 6.5. The appointed secretary shall:

A. Under the direction of the Nursing Faculty Chair, record and send minutes of the meetings to every member of the Nursing Faculty.

B. Maintain permanent files of Nursing Faculty proceedings, minutes and attachments, in a central repository at the College of Nursing and Professional Disciplines.

ARTICLE VII - Committee/Council Operations

Section 7.1. Elections to committees/councils shall occur in the spring and as vacancies occur. Newly elected committee/council members shall assume office at the beginning of the academic year. Committee/council members elected to fill vacancies shall begin serving immediately. Faculty shall provide nominations to fill vacancies.

Section 7.2. The length of term on all committees/councils, except where stipulated in these bylaws, will be three years with approximately one-third of the membership elected each year. Members may not serve for more than two consecutive terms on the same committee/council, but may seek election again after one year of not serving on the committee/council.

Section 7.3. Each committee/council shall elect a chair and other officers as necessary.

Section 7.4. Committees/councils shall carry out additional functions as designated by the Nursing Faculty.

Section 7.5. The dean or the dean’s designee shall serve as an ex officio member of all standing committees/councils.

Section 7.6. Committees/councils shall have the power to form subcommittees and ad hoc committees to
expedite the business of the committee/council. Each subcommittee and ad hoc committee shall have at least one member who is also a member of the parent committee/council.

Section 7.7. Each committee/council shall maintain a permanent record of the minutes and distribute minutes to members, the dean, and others as shall be determined by each individual committee/council. These records shall be maintained in a central repository at the College of Nursing and Professional Disciplines.

Section 7.8. Each standing committee/council chairperson shall submit an annual written report to the chair of the Nursing Faculty who in turn shall submit an annual written report to the dean.

Section 7.9. A quorum for conducting committee/council business shall consist of a majority of the committee/council membership.

ARTICLE VIII - Undergraduate Nursing Council

Section 8.1. Undergraduate Nursing Council

A. The Undergraduate Nursing Council shall be composed of:

1. Full Faculty members with undergraduate teaching responsibilities.
2. Two undergraduate nursing students elected by the Nursing Student Council who shall have a voice but no vote.
3. Chair of Undergraduate Nursing Department (ex officio).
4. RAIN representative (advisory).
5. Director of the Office of Student Services. Voting privileges are based on whether that director meets criteria for voting faculty.
6. Director of Clinical Resources & Simulation Center. Voting privileges are based on whether that director meets criteria for voting faculty.
7. Dean of the College or designee (ex officio).

B. The responsibilities of the Undergraduate Nursing Council shall be to:

1. Establish academic policies and procedures as needed for undergraduate student admission, progression, and graduation in the undergraduate nursing program in accordance with UND policies and procedures.
2. Promote interface among tracks in the undergraduate nursing program.
3. Develop, implement, and evaluate the undergraduate nursing curriculum.
4. Review and make recommendations regarding course changes, new courses, or other undergraduate nursing curriculum revisions.
5. Use the results of ongoing undergraduate program assessment to make recommendations for changes in the nursing curriculum.
6. Review and act on undergraduate student concerns and policies.
7. Develop undergraduate student related policies.
8. Forward undergraduate nursing curriculum changes to the Nursing Faculty and
Article IX – Graduate Nursing Council

Section 9.1 Graduate Nursing Council

A. The Graduate Council membership shall be composed of:
   1. Full Faculty members with assistant, associate or full graduate faculty membership status.
   2. One master’s graduate student and one doctoral graduate student appointed by the Graduate Council. These members shall have a voice but no vote.
   3. Chair of Graduate Nursing Department (ex officio).
   4. Director of the Office of Student Services. Voting privileges are based on whether that director meets criteria for voting faculty
   5. RAIN representative (advisory).
   6. Director of Clinical Resources & Simulation Center. Voting privileges are based on whether that director meets criteria for voting faculty.
   7. Dean of the College or designee (ex officio).

B. The responsibilities of the Graduate Nursing Council shall be to:
   1. Establish academic policies and procedures as needed for graduate student admission, progression, and graduation in the graduate nursing program in accordance with UND Graduate School policies and procedures.
   2. Make recommendations regarding course changes, new courses, or other graduate program curriculum revisions.
   3. Bring major changes and new initiatives to the Nursing Faculty for approval.
   4. Evaluate the nursing graduate program to assure effectiveness in achieving the program objectives and congruence with current internal and external standards.
   5. Engage in strategic planning for program assessment, curriculum development, recruitment, and marketing in response to health care issues.
   6. Review and act on graduate student concerns.

C. The Graduate Nursing Council shall conduct its business consistent with the Graduate School Policies and Procedures. The Council may establish such subcommittees as it may deem necessary for the conduct of its business.

Article X – Nursing Assessment Committee

Section 10.1 Nursing Assessment Committee

A. The Nursing Assessment Committee will meet as needed to accomplish program goals.

B. The Nursing Assessment Committee membership shall be comprised of:
1. Chair of the Graduate Nursing Department.
2. Chair of the Undergraduate Nursing Department
3. One graduate nursing student.
4. One undergraduate nursing student
5. Three graduate nursing faculty, one of whom must be a track director.
6. Three undergraduate nursing faculty

C. Responsibilities of the Nursing Assessment Committee shall be to:
1. Evaluate the nursing program to assure effectiveness in achieving the program objectives and congruence with current internal and external standards.
2. Ensure collection of appropriate data in accordance with the Nursing Department Assessment Plans.
3. Develop, revise, evaluate and make recommendations to the Nursing Faculty regarding the effectiveness of assessment methods/processes.
4. Analyze collected data.
5. Disseminate assessment data to the appropriate committees/individuals for their review and usage.
6. Receive follow-up reports from appropriate committees/individuals on recommendations and/or actions taken for changes in nursing curricula.

**Article XI- Nursing Promotion, Tenure and Evaluation**

Section 11.1. The membership of the Clinical Promotion Committee and the Tenured/Tenure Seeking Promotion and Tenured Evaluation Committee will be voted on by the nursing faculty. The review process will follow University policy.

Section 11.2. Clinical Promotion Committee

A. The Clinical Promotion Membership shall consist of:

1. Three faculty at least one of whom is at the rank of clinical associate professor or higher. At least two committee members should be at the same or higher rank of the candidate seeking promotion.

B. Responsibilities of the Clinical Promotion Committee are:

1. To develop and oversee department policies and procedures related to promotion of clinical track faculty.
2. To consider promotion applications as presented by candidates.
3. To advise the Dean of the College on faculty clinical track promotion recommendations.

Section 11.3. Tenure Evaluation and Promotion Committee

A. The Tenure Evaluation and Promotion Committee membership shall consist of:
1. Three tenured faculty.

2. If three tenured nursing faculty are not available, a tenured faculty member will be sought from another department

B. Responsibilities of the tenure/tenure-seeking track committee are:

1. To develop and oversee department policies and procedures related to the evaluation of tenured and tenure-seeking faculty.

2. To consider tenure and promotion applications as presented by the candidates.

3. To advise the Dean of the College on faculty tenure, tenure-seeking promotion recommendations.

4. To conduct retention evaluations according to their respective department policies.

**ARTICLE XII- Amendments**

Amendments to the bylaws may be submitted at any regular or special meeting, but shall not be acted upon until the next regular meeting or a special meeting at least two weeks from introduction. An amendment requires a two-thirds majority of full membership of the Faculty.

**ARTICLE XIII- Parliamentary Procedure**

Items under discussion shall be governed by reference to the current Sturgis Standard Code of Parliamentary Procedure.