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ARTICLE 1: Organization Name and Location

The name of this organization shall be the Faculty Organization of Radford University School of Nursing (henceforth referred to as RUSON), which operates at two primary locations:

- Radford University, 801 Main Street, PO Box 6964, Radford VA 24142
- Radford University Carilion, 101 Elm Ave, Roanoke VA 24013

ARTICLE 2: Purpose

These Bylaws provide for the governance structure for the faculty of the RUSON. The purpose of the RUSON Faculty Organization shall be to:

(a) Provide a democratic forum to affect the functions of the RUSON Faculty Organization within the governance procedures of Radford University.
(b) Promote faculty participation in shared governance of the RUSON, including chair selection of standing committees and acting on the committees’ report(s) and recommendation(s).
(c) Promote and facilitate communication among the members of the RUSON faculty, the elected faculty leadership, and the appointed faculty leadership.

ARTICLE 3: Faculty Organization Authority and Powers

3-1. Authority
The Faculty Organization shall establish School policies which will guide:
(a) All curricular programs of study and course offerings
(b) Scholarship and practice/engagement activities
(c) Recruitment, selection, admission, promotion, retention, and success of students
(d) Selection, appointment, promotion, and success of faculty
(e) Collaboration in the development and implementation of the Systematic Evaluation Plans (SEP)

3-2. Power
Within the Internal Governance Procedures of the University, as provided in the Radford University Teaching and Research Faculty Handbook, this Organization shall have the power to:
(a) Act on recommendations on all matters related to the curricula, program, and students
(b) Refer matters to the appropriate University committees and/or individuals
(c) Elect representatives to standing committees
(d) Implement University policies and procedures for appointments, retention, and promotion of faculty
(e) Evaluate its own responsibilities and procedures through annual review of the Bylaws and amend as needed

ARTICLE 4: Faculty Organization Membership, Expectations, Quorum, and Voting

4-1. Membership
(a) Voting Members
Faculty having full-time university employment with RUSON and who also teach at least one course each academic year and/or are faculty at the Clinical Simulation Centers. This includes Tenured, Tenure Track, Special Purpose, and AP Faculty.
(b) Ex-officio Membership
Ex-officio status may be extended to those who, by virtue of position or appointment, contribute to the RUSON Faculty Organization (e.g., AP faculty in other departments).

4-2. Faculty Member Expectations  
(a) All T&R faculty members of the RUSON Faculty Organization shall actively participate in university service to RUSON through major planning, implementation, and evaluation of current and future programming for the RUSON in addition to their teaching, scholarship, and other service activities.  
(b) The faculty have a major responsibility to formulate RUSON academic policies and procedures, including but not limited to:  
   (1) Curriculum development  
   (2) Requirements of admission, progression, and graduation  
   (3) Program evaluation  
   (4) Student requirements and conduct  
   (5) Academic performance  
   (6) Approval of candidates for undergraduate degrees  
   (7) Recommendation for graduate degrees  
   (8) Faculty rules of procedure  
(c) Members shall accept responsibility for performing those functions essential to the maintenance and conduct of RUSON degree programs and activities through required attendance at:  
   (1) All Faculty Organization meetings  
   (2) Meetings of the Standing Committees to which they are assigned  
(d) Members who are unable to attend Faculty Organization meetings must notify their Academic Unit Head/Chair prior to the scheduled meeting.

4-3. Quorum  
Fifty-one percent (51%) of the RUSON Faculty Organization voting membership shall constitute a quorum.

4-4. Voting  
(a) Policy proposals may be submitted to the Faculty Organization by any Member of the Faculty Organization, Standing Committees, or Administrative Committees.  
(b) If a quorum is not established, all motions shall be sent forward electronically to all voting members for an electronic vote.  
(c) Any vote shall be made by electronic vote or secret ballot if requested by any member.  
(d) A motion may be passed by a majority vote of the members present.  
(e) Policy and curricular decisions may be subject to approval by the committees or persons identified in the Radford University Academic Affairs approval pathways.

ARTICLE 5: Faculty Organization Officers and Duties

5-1. Chair  
(a) The Chair of the Faculty Organization shall be filled by the RUSON Dean or Interim Dean.  
(b) The chair will preside at meetings of the RUSON Faculty Organization and carry out all duties assigned by action of the organization as provided in Article 6.

5-2. Vice-Chair  
(a) The Vice-Chair of the Faculty Organization shall be filled by the RUSON Associate Dean or designee.
(b) The Vice-Chair will preside at meetings of the RUSON Faculty Organization in the absence of the Chair.

5-3. Secretary
(a) One of the RUSON Administrative Assistants shall serve as Secretary.
(b) The Secretary shall be responsible for maintaining the records of this Organization.
(c) Faculty Organization minutes will be made available to all members within one week following the meeting.
(d) These Bylaws will be reviewed annually, and the meeting minutes will reflect that this review has occurred.

ARTICLE 6: Faculty Organization Meetings

6-1. Meetings
6-1.1. Convening a meeting
RUSON Faculty Organization meetings shall be convened and chaired by the Dean in any of the following ways:
(a) As directed by the RUSON Faculty Organization in meeting
(b) Upon petition of ten percent of the organization members
(c) Upon request by the Dean
6-1.2. Meeting notification and motion submission
(a) Each member of the RUSON Faculty Organization shall receive written notification at least five days prior of the meeting time, date, place, and business to be considered.
(b) Items may be placed on the agenda under New Business at the written request of any member to the Secretary.
(c) Motions for full faculty vote shall be provided two weeks prior to Faculty Organization meetings.

6-1.3. Order of business
The order of business shall be determined by the Dean based on the needs of the organization and the faculty present. The following elements will be part of the written records, and reports may be submitted electronically. Thus, the discussion could be limited to one or more of the following areas:
(a) Call to Order
(b) Establishment of a quorum
(c) Minutes of the previous meeting
(d) Reports
(e) Unfinished Business and General Orders
(f) Special Orders
(g) New Business
(h) Announcements
(i) Adjournment

6-1.4. Parliamentary Code

6-2. Meeting Minutes
6-2.1. The Secretary will maintain Faculty Organization meeting minutes.
6.2.2. The Standing Committees Chairs will ensure that all committee minutes are submitted for maintenance by the Secretary.
6-2.3. Personnel Committee minutes will be kept in a secure file to be accessed only by the Personnel Committee.
ARTICLE 7: Amendment of Bylaws

7-1. Submission of amendments
   7-1.1. Proposed amendments to Bylaws must be presented in writing to the members one week in advance of the meeting at which the amendments will be voted upon.
   7-1.2. The written proposal for change must include the current statement, the proposed change, and the rationale for the proposed change.

7-2. Voting on amendments
   The Bylaws of the RUSON Faculty Organization may be amended by a 51% vote of the membership present at a duly convened meeting or via electronic balloting.

ARTICLE 8: Leadership Council

8-1. Authority
   (a) Consult with and advise the Dean in matters brought forward by the Standing Committees, ad hoc Committees, faculty members or other Faculty Leadership Council members.
   (b) Forward policy suggestions to Faculty Organization.
   (c) Oversees all school policy implementation

8-2. RUSON Leadership Team
   8-2.1. Executive Leadership: Searched and elected positions
           The Radford University Teaching and Research Faculty Handbook policies and procedures will be followed for the following positions:
           (a) Searched: Dean, Associate Dean
           (b) Elected: Academic Unit Head/Chairs
   8-2.2. Appointed positions
           The Dean may appoint a faculty member to each the following roles:
           (a) Traditional BSN Coordinator – Main campus
           (b) Traditional BSN Coordinator – RUC
           (c) Accelerated BSN Coordinator
           (d) RN to BSN Coordinator
           (e) MSN Nursing Administration Coordinator
           (f) Undergraduate Lab Coordinator – Main campus
           (g) Undergraduate Lab Coordinator – RUC
           (h) Graduate Program Track Coordinators
              a. Family Nurse Practitioner (DNP and MSN)
              b. Nurse Leadership (DNP)
              c. Psychiatric Mental Health Nurse Practitioner (DNP and certificate)
           (i) Dean’s Fellow
           (j) Others positions as needed by the School of Nursing

8-3. Leadership Council Membership
   (a) Dean
   (b) Associate Dean
   (c) Dean’s Fellow
   (d) Academic Unit Head/Chairs
   (e) Director Clinical Simulation Centers
   (f) Undergraduate and Graduate Program Coordinators
   (g) Ex-officio (non-voting) member: Assistant to the Dean
8-4. Duties
(a) Plan appropriate resource allocation for the Faculty Organization.
(b) Provide leadership and strategic direction for the School.
(c) Monitor the implementation of the Strategic Plan.
(d) Represent the faculty by facilitating mutual communication with University administration.
(e) Monitor the implementation of the Systematic Evaluation Plan (SEP) and provide recommendations to Standing Committees based on the annual SEP report.
(f) Review the Mission, Vision, Values, and Philosophy of the School and recommend revisions to the Faculty Organization.
(g) Serve as the authorizing body for “college curriculum committee” as stated in the Radford University Academic Affairs approval flowcharts to the entire School of Nursing (graduate, undergraduate, and fast track programs).

8-5. Meetings
Regular meetings shall be scheduled during the academic year.
(a) The Dean shall generate and circulate a meeting agenda and shall chair the meeting.
(b) Additional meetings may be called by the Dean or by petition of three members of the Leadership Council.
(c) Official minutes of each meeting shall be taken by the Assistant to the Dean and distributed to members. In his/her absence, the Dean shall appoint a substitute.
(d) Meetings may be held during the summer months with accommodations for participation by 9-month faculty members as deemed necessary for the RUSON to function without interruption.

ARTICLE 9: Standing Committees of the Faculty

9-1. Authority
The Standing Committees of the Faculty shall carry out duties prescribed by the Bylaws and charges assigned by the Dean.

9-2. Standing Committee Responsibilities
It shall be the responsibility of each Standing Committee to:
(a) Fulfill the functions assigned by Bylaws and the Faculty Organization
(b) Fulfill the implementation of the Systematic Evaluation Plan (SEP)
(c) Review the structure and functions of the committee and recommend Bylaws changes to the Faculty Organization.
(d) Form subcommittees from faculty members as necessary to fulfill the functions of the committee.
(e) Notify the Dean of unanticipated committee vacancies.
(f) Submit an annual report prior to the final annual meeting of the Faculty Organization.
(g) Elect Chair, Vice-Chair, and Secretary.

9-3. List of Standing Committees
The work of the faculty shall be carried out through the Standing Committees of the Faculty which are as follows:

9-3.1. Undergraduate
1. Undergraduate Council (all undergraduate faculty are automatically members)
2. Undergraduate Program Quality and Evaluation Committee
3. Traditional BSN Admission, Progression, and Graduation Committee
4. Traditional BSN Curriculum Committee
5. Accelerated BSN Admission, Progression, and Graduation Committee
6. Accelerated BSN Curriculum Committee
7. RN to BSN Committee (Curriculum, Admission, Progression, and Graduation)

9-3.2. Graduate
1. Graduate Council (all graduate faculty are automatically members)
2. Graduate Program Quality and Evaluation Committee
3. Graduate Admissions, Progression, and Graduation Committee
4. Graduate Curriculum Committee

9-3.3. Committees for the School
1. Personnel Committee
2. Faculty Development Committee
3. Diversity, Equity, and Inclusion Committee
4. Student Success Committee
5. Faculty Search Committee

9-4. Organization and Membership
9-4.1 Committee Appointments and terms of service
   (a) The members of the faculty shall volunteer or be appointed to any of the standing committees by the RUSON Dean, except for the Personnel Committee, Search Committee, and Undergraduate and Graduate Councils.
   (b) The Personnel Committee is solely comprised of RUSON tenured faculty.
   (c) Committee appointments will be decided no later than the first Faculty Organization meeting of the academic year.
   (d) Terms of office will be staggered based on years of service so that no more than half of the membership rotates off the committee annually and no more than half of the committee membership is comprised of new members.
   (e) Committee membership vacancies shall be filled by the RUSON Dean.

9-4.2. Chair: Election and Responsibilities
   (a) Each Standing Committee shall elect a Chair who has at least one year of service on the committee, with the exception of Undergraduate Council and Graduate Council.
      (1) Chair elections shall be held by secret ballot, with a runoff required if no candidate receives a majority of the votes cast.
      (2) If the committee members cannot come to a consensus, the Dean will appoint the Chair and/or the Vice-Chair.
      (3) The Undergraduate Council will be chaired by the Undergraduate Academic Unit Head/Chair, and the Graduate Council will be chaired by the Graduate Academic Unit Head/Chair.
   (b) The Chair will serve for a two-year term, or longer upon committee request and election as per 9-4.2.(a).
   (c) The Chair shall regularly convene meetings to ensure the responsibilities of the committee are fulfilled and the prompt distribution of minutes occurs within one week of the committee meeting.
   (d) The Chair may also convene a subcommittee or task force to fulfill specific committee responsibilities; the subcommittee or task force will report to the Standing Committee and provide documentation of completed responsibilities to the membership.
9-4.3. Vice-Chair: Election and Responsibilities
(a) Each Standing Committee shall elect a Vice-Chair who will be considered chairperson elect.
(b) The Vice-Chair shall assume the position of chair at the completion of the Chair’s term.

9-4.4. Secretary: Election and Responsibilities
(a) Each Standing Committee shall select a Secretary, the method of which shall rest with the Committee.
(b) The Secretary will record the minutes and distribute those minutes to the committee members.
(c) The Secretary will provide a copy to the Assistant to the Dean as soon as the minutes are approved by the committee.
(d) Standing Committee minutes shall be made available to members of the Faculty Organization, except for the Personnel Committee minutes which are kept in a secure file accessible only to the Personnel Committee.

9-4.5. Ex-Officio Membership
(a) The Dean, Associate Dean, and Deans Fellow will serve as ex-officio members of each Standing Committee except Personnel Committee, Search Committee, and Undergraduate and Graduate Councils.
(b) The Undergraduate Academic Unit Head/Chair and the Fast Track Coordinator/Chair shall serve as an ex-officio voting member of the Undergraduate APG, UCC, and Undergraduate PQ&E committees.
(c) The Graduate Academic Unit Head/Chair and the Fast Track Coordinator/Chair shall serve as an ex-officio voting member of the Graduate APG, GCC, and Graduate PQ&E committees.

9-4.6. Student Membership
(a) Students who are members of a Standing Committee do not have voting privileges but serve to provide input about the program curriculum and/or committee matters.
(b) Student members shall serve as a representative of their student cohort and shall seek peer input when providing reports.
(c) Students will serve for one academic year or as their circumstances permit. If unable to serve for a full-term, the student will notify the Committee Chair as soon as possible.

9-4.7. Ad hoc Committees
(a) Ad hoc committees designed for specific purposes outside of those of the Standing Committees may be established by the RUSON Faculty Organization or by the Dean as deemed necessary.
(b) Ad Hoc Committee Chairs will be appointed by the Dean.
(c) The membership of ad hoc committees will consist of volunteers, elected members or members appointed by the Dean.

ARTICLE 10: Undergraduate Council

10-1. Authority
The Undergraduate Council is responsible for continuous program improvement of all BSN programs (Traditional BSN, Accelerated BSN, and RN to BSN) through the evaluation of the Systematic Evaluation Plan (SEP). This Council serves as the authorizing body for changes to the curricula, admission, progression, and graduation procedures for the BSN programs.
10-2. Undergraduate Council Membership
   (a) Committee Chair: Undergraduate Academic Unit Head/Chair – serves as the Program Director for RUC/Roanoke location
   (b) Fast-Track Academic Unit Head/Chair
   (c) Undergraduate Program Coordinators
   (d) All nursing faculty with >50% annual teaching workload in undergraduate BSN programs
   (e) Director Clinical Simulation Centers
   (f) Dean – serves as the Program Director for Main Campus/Radford location
   (g) Associate Dean
   (h) Dean’s Fellow

10-3. Duties
   (a) Authorize undergraduate program curricular changes as submitted by the Undergraduate Curriculum Committee.
   (b) Authorize changes to undergraduate admission, progression, and graduation (APG) procedures as submitted by the Undergraduate APG Committee.
   (c) Review all annual SEP reports provided by the Undergraduate Program Quality and Evaluation Committee and provide direction to undergraduate standing committees for continuous improvement.
   (d) Submit policy revisions and new proposals relevant to the undergraduate nursing programs to the RUSON Dean for authorization from the Faculty Organization.
   (e) Collaborate with the Graduate Council regarding any changes in the RUSON mission, vision, and values.

10-4. Meetings
   Regular meetings shall be scheduled during each semester of the academic year.
   (a) The Undergraduate Academic Unit Head/Chair shall generate and circulate a meeting agenda and shall chair the meeting.
   (b) Additional meetings may be called by the Undergraduate Academic Unit Head/Chair or by petition of three members of the Undergraduate Council.
   (c) Official minutes of each meeting shall be taken by the Assistant to the Dean and distributed to members. In his/her absence, the Undergraduate Academic Unit Head/Chair shall appoint a substitute.
   (d) Meetings may be held during the summer months with accommodations for participation by 9-month faculty members as deemed necessary for the RUSON to function without interruption.

ARTICLE 11: Undergraduate Program Quality and Evaluation (PQ&E) Committee

11-1. Membership
   (a) Five or more undergraduate faculty members for a minimum of two-year terms
   (b) Undergraduate Academic Unit Head/Chair
   (c) Fast-Track Academic Unit Head/Chair
   (d) Undergraduate Program Coordinators
   (e) Ex-officio (voting members): Dean, Associate Dean, Dean’s Fellow

11-2. Responsibilities
   (a) Oversee the implementation of the Systematic Evaluation Plan (SEP) related to undergraduate programs.
   (b) Implement graduating student exit, alumni, employer, and similar surveys per the SEP timeline.
   (c) Ensure the implementation of the Radford University Quality Enhancement Plan (QEP).
(d) Evaluate and revise the SEP as needed to align with the School of Nursing Strategic Plan.
(e) Provide annual SEP report to the Leadership Council.
(f) Provide additional program evaluation reports as needed for accreditation (self-study, progress reports, site visits, and University academic program review).
(g) Collaborate with other undergraduate standing committees and stakeholders to develop and implement surveys to obtain data required for continuous quality improvement.
(h) Monitor changes from the American Association of Colleges of Nursing (AACN), Commission on Collegiate Nursing Education (CCNE) the Virginia State Board of Nursing (BON), the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and other guiding organizations and ensure changes are incorporated into the BSN programs.

11-3. Procedures
(a) Review the SEP annually at the beginning of the academic year.
(b) Notify the undergraduate Standing Committees of when the annual reports are due to PQ&E.
(c) Initiate graduating student exit surveys twice annually (Dec, May).
(d) Initiate employer surveys annually (May).
(e) Submit revisions to graduating student exit, alumni, employer, and similar surveys to Leadership Council for approval.
(f) Review graduating student exit, alumni, employer, and similar survey data for the annual report and provide feedback to appropriate Standing Committees of results.
(g) Provide an annual undergraduate SEP report to the Leadership Council using the annual report data gathered from the undergraduate Standing Committees.
(h) Notify the Leadership Council of changes related to regulatory and accreditation evaluation.

11-4. Meetings
Regular meetings shall be scheduled during each semester of the academic year.
(a) The elected Committee chair shall generate and circulate a meeting agenda and shall facilitate the meeting.
(b) Additional meetings may be called by the Undergraduate Academic Unit Head/Chair.
(c) Official minutes of each meeting shall be taken by the elected Secretary. In the absence of the Secretary, the Committee Chair shall appoint a substitute. Meeting minutes shall be distributed within one week of the meeting to members and the Assistant to the Dean.
(d) Meetings may be held during the summer months with accommodations for participation by 9-month faculty members as deemed necessary.

ARTICLE 12: Traditional BSN Admission, Progression, and Graduation (APG) Committee

12-1. Membership
(a) Five or more faculty members for a minimum of two-year terms
(b) Ex-officio, voting member: Undergraduate Coordinators, Undergraduate Academic Unit Head/Chair
(c) Ex-officio, non-voting members: Associate Dean, Dean’s Fellow

12-2. Responsibilities
(a) Develop and revise TBSN admission, progression, and graduation policies.
(b) Develop and revise TBSN withdrawal and readmission polices.
(c) Review exceptions to written APG policies.
(d) Conduct ongoing Systematic Evaluation Plan (SEP) evaluation responsibilities.
12-3. Procedures  
(a) Review and approve Traditional BSN admission applications for Level 1 entry and provide a list of approved applicants to the Undergraduate AUH/Chair to send acceptance and/or denial letters to students.  
(b) Forward approved TBSN APG policy recommendations to the Undergraduate Council.  
(c) Forward recommendations concerning requests for exceptions to APG policies to the Undergraduate Academic Unit Head/Chair and Dean.  
(d) Provide an annual evaluation report for the Undergraduate PQ&E Committee for responsibilities outlined in the SEP.

12-4. Meetings  
Regular meetings shall be scheduled during each semester of the academic year.  
(a) The elected Committee chair shall generate and circulate a meeting agenda and shall facilitate the meeting.  
(b) Additional meetings may be called by the Undergraduate Academic Unit Head/Chair.  
(c) Official minutes of each meeting shall be taken by the elected Secretary. In the absence of the Secretary, the Committee Chair shall appoint a substitute. Meeting minutes shall be distributed within one week of the meeting to members and the Assistant to the Dean  
(d) Meetings may be held during the summer months with accommodations for participation by 9-month faculty members as deemed necessary.

ARTICLE 13: Traditional BSN Curriculum Committee

13-1. Membership  
(a) Five or more faculty members for a minimum of two-year terms  
(b) Four undergraduate TBSN student representatives: two student representatives (one junior and one senior) from each location (RU Main and RUC)  
(c) Ex-officio, voting members: Undergraduate Coordinators, Undergraduate Academic Unit Head/Chair  
(d) Ex-officio, non-voting members: Dean, Associate Dean, Dean’s Fellow

13-2. Responsibilities  
(a) Evaluate each course in the TBSN program at least every two years on a rotating schedule and the semester following the start of a new lead course instructor  
(b) Review proposals for new or revised TBSN nursing courses  
(c) Review proposals for additions to or revisions of the TBSN curriculum  
(d) Develop, evaluate, and revise policy related to the TBSN curriculum  
(e) Evaluate requests for acceptance of alternative methods of meeting TBSN course requirements  
(f) Review and analyze clinical and agency evaluations each semester  
(g) Conduct ongoing TBSN evaluation responsibilities as outlined in the School of Nursing Systematic Evaluation Plan (SEP)

13-3. Procedures  
(a) Establish and notify undergraduate faculty of the rotating schedule for course evaluations  
(b) Perform course evaluations, provide an evaluation report with recommendations for revision to each course lead faculty, and evaluate the implementation of changes the following semester  
(c) Submit all approved curricular change proposals into Curriculog and notify the Undergraduate Academic Unit Head/Chair for review by the Undergraduate Council  
(d) Forward approved policy proposals to the Undergraduate Council
(e) For all alternative course requirement requests, the Committee Chair will notify the requesting student of alternative course requirements decisions and notify the Registrar’s office as needed.

(f) Provide an annual evaluation report for the Undergraduate PQ&E Committee for responsibilities outlined in the SEP.

(g) The Committee Chair will facilitate the nomination or selection of student representatives through vote by student peers.

ARTICLE 14: Accelerated BSN Admission, Progression, and Graduation Committee

14-1. Membership
(a) Five or more faculty members for a minimum of two-year terms
(b) Ex-officio, voting member: Undergraduate Academic Unit Head/Chair
(c) Ex-officio, non-voting members: Associate Dean, Dean’s Fellow

14-2. Responsibilities
(a) Develop and revise ABSN admission, progression, and graduation policies.
(b) Develop and revise ABSN withdrawal and readmission policies.
(c) Review exceptions to written APG policies.
(d) Conduct ongoing ABSN evaluation responsibilities as outlined in the School of Nursing Systematic Evaluation Plan (SEP)

14-3. Procedures
(a) Forward ABSN policy recommendations to the Undergraduate Council
(b) Submit new or revised ABSN curricular proposals into Curriculog and notify the Undergraduate Academic Unit Head/Chair
(c) Provide course evaluation report and recommendations for revision to course lead faculty and evaluate implementation of changes
(d) Provide an annual evaluation report for the Undergraduate PQ&E Committee for responsibilities outlined in the SEP

14-4. Meetings
Regular meetings shall be scheduled during each semester of the academic year.
(a) The elected Committee chair shall generate and circulate a meeting agenda and shall facilitate the meeting.
(b) Additional meetings may be called by the Undergraduate Academic Unit Head/Chair.
(c) Official minutes of each meeting shall be taken by the elected Secretary. In the absence of the Secretary, the Committee Chair shall appoint a substitute. Meeting minutes shall be distributed within one week of the meeting to members and the Assistant to the Dean.
(d) Meetings may be held during the summer months with accommodations for participation by 9-month faculty members as deemed necessary.
ARTICLE 15: Accelerated BSN Curriculum Committee

15-1. Membership
   (a) Five or more faculty members for a minimum of two-year terms
   (b) Two undergraduate ABSN student representatives: one junior and one senior
   (c) Ex-officio, voting member: Undergraduate Academic Unit Head/Chair
   (d) Ex-officio, non-voting members: Dean, Associate Dean, Dean’s Fellow

15-2. Responsibilities
   (a) Evaluate each course in the ABSN program at least every two years on a rotating schedule and
       the semester following the start of a new lead course instructor
   (b) Review proposals for new or revised ABSN nursing courses following procedures outlined by
       the University Undergraduate Curriculum and Catalog Review Committee
   (c) Review proposals for additions to or revisions of the ABSN curriculum
   (d) Develop, evaluate, and revise policy related to the undergraduate curriculum
   (e) Collaborate with the School of Nursing Graduate Committee regarding any changes in the
       philosophy or conceptual framework
   (f) Evaluate requests for acceptance of alternative methods of meeting School of Nursing course
       requirements
   (g) Review and analyze clinical and agency evaluations each semester
   (h) Conduct ongoing evaluation responsibilities as outlined in the School of Nursing SEP
   (i) The Committee Chair will facilitate the nomination or selection of student representatives
       through vote by student peers.

15-3. Procedures
   (a) Establish and notify undergraduate faculty of the rotating schedule for course evaluations
   (b) Perform course evaluations and provide an evaluation report with recommendations for revision
       to each course lead faculty and evaluate the implementation of changes the following semester.
   (c) Submit all approved curricular change proposals into the Curriculog platform and notify the
       Undergraduate Academic Unit Head/Chair for review by the Undergraduate Council.
   (d) Forward approved policy proposals to the Undergraduate Council
   (e) For all alternative course requirement requests, the Committee Chair will notify the requesting
       student of alternative course requirements decisions and notify the Registrar’s office as needed.
   (f) After course evaluation, provide an evaluation report with recommendations for revision to each
       course lead faculty and evaluate the implementation of changes
   (g) Provide an annual evaluation report for the Undergraduate PQ&E Committee for responsibilities
       outlined in the SEP
   (h) The Committee Chair will facilitate the nomination or selection of student representatives
       through vote by student peers.

15-4. Meetings
   Regular meetings shall be scheduled during each semester of the academic year.
   (a) The elected Committee chair shall generate and circulate a meeting agenda and shall facilitate
       the meeting.
   (b) Additional meetings may be called by the Undergraduate Academic Unit Head/Chair.
   (c) Official minutes of each meeting shall be taken by the elected Secretary. In the absence of the
       Secretary, the Committee Chair shall appoint a substitute. Meeting minutes shall be distributed
       within one week of the meeting to members and the Assistant to the Dean
   (d) Meetings may be held during the summer months with accommodations for participation by 9-
       month faculty members as deemed necessary.
ARTICLE 16: RN to BSN Curriculum, Admission, Progression, and Graduation Committee

16-1. Membership
(a) Five or more faculty members for a minimum of two-year terms
(b) Curriculum component only: two undergraduate RN to BSN student representatives
(c) Ex-officio, voting member: Fast Track Academic Unit Head/Chair
(d) Ex-officio, non-voting members: Associate Dean, Dean’s Fellow

16-2. Responsibilities
(a) Develop and revise RN to BSN admission, progression, and graduation policies.
(b) Develop and revise RN to BSN withdrawal and readmission policies.
(c) Review exceptions to written APG policies.
(d) Evaluate each course in the RN to BSN program at least every two years on a rotating schedule and the semester following the start of a new lead course instructor.
(e) Review proposals for new or revised RN to BSN nursing courses following procedures outlined by the University Undergraduate Curriculum and Catalog Review Committee.
(f) Review proposals for additions to or revisions of the RN to BSN curriculum.
(g) Develop, evaluate, and revise policy related to the undergraduate curriculum.
(h) Evaluate requests for acceptance of alternative methods of meeting School of Nursing course requirements.
(i) Conduct ongoing RN to BSN evaluation responsibilities as outlined in the School of Nursing Systematic Evaluation Plan (SEP).
(j) Provide an annual evaluation report for the Undergraduate PQ&E Committee for responsibilities outlined in the SEP.
(k) Collaborate with the School of Nursing Graduate Committee regarding any changes in the philosophy or conceptual framework.
(l) The Committee Chair will facilitate the nomination or selection of student representatives through vote by student peers.

16-3. Procedures
(a) Establish and notify RN to BSN faculty of the rotating schedule for course evaluations
(b) Perform course evaluations, provide an evaluation report with recommendations for revision to each course lead faculty, and evaluate the implementation of changes the following semester.
(c) Submit all approved curricular change proposals into Curriculog and notify the Fast Track Unit Head/Chair for review by the Undergraduate Council.
(d) Forward approved policy proposals to the Undergraduate Council.
(e) For all alternative course requirement requests, the Committee Chair will notify the requesting student of alternative course requirements decisions and notify the Registrar’s office as needed.
(f) Provide an annual evaluation report for the Undergraduate PQ&E Committee for responsibilities outlined in the SEP.
(g) The Committee Chair will facilitate the nomination or selection of student representatives through vote by student peers.

16-4. Meetings
Regular meetings shall be scheduled during each semester of the academic year.
(a) The elected Committee chair shall generate and circulate a meeting agenda and shall facilitate the meeting.
(b) Additional meetings may be called by the Fast Track Academic Unit Head/Chair.
(c) Official minutes of each meeting shall be taken by the elected Secretary. In the absence of the Secretary, the Committee Chair shall appoint a substitute. Meeting minutes shall be distributed within one week of the meeting to members and the Assistant to the Dean
(d) Meetings may be held during the summer months with accommodations for participation by 9-month faculty members as deemed necessary.

ARTICLE 17: Graduate Council

17-1. Authority
The Graduate Council is responsible for continuous program improvement of the MSN, DNP, and Post Master’s Certificate programs through the evaluation of the Systematic Evaluation Plan (SEP). This Council serves as the authorizing body for changes to the graduate curriculum and admission, progression, and graduation procedures.

17-2. Graduate Council Membership
(a) Chair: Graduate Academic Unit Head/Chair
(b) Fast-Track Academic Unit Head/Chair
(c) Graduate Program Track Coordinators
(d) All nursing faculty with >50% annual teaching workload in graduate programs
(e) Dean
(f) Associate Dean

17-3. Duties
(a) Authorize graduate program curricular changes as submitted by the Graduate Curriculum Committee.
(b) Authorize changes to graduate admission, progression, and graduation (APG) procedures as submitted by the Graduate APG Committee.
(c) Review annual SEP reports provided by the Graduate Program Quality and Evaluation Committee and provide direction to graduate standing committees for continuous improvement.
(d) Submit policy revisions and new proposals relevant to the graduate nursing programs to the RUSON Dean for authorization from the Faculty Organization.
(e) Collaborate with the Undergraduate Council regarding any changes in the RUSON mission, vision, and values.

17-4. Meetings
Regular meetings shall be scheduled during each semester of the academic year.
(a) The Graduate Academic Unit Head/Chair shall generate and circulate a meeting agenda and shall chair the meeting.
(b) Additional meetings may be called by the Graduate Academic Unit Head/Chair or by petition of three members of the Graduate Council.
(c) Official minutes of each meeting shall be taken by the Assistant to the Dean and distributed to members. In his/her absence, the Graduate Academic Unit Head/Chair shall appoint a substitute.
(d) Meetings may be held during the summer months with accommodations for participation by 9-month faculty members as deemed necessary for the RUSON to function without interruption.
ARTICLE 18: Graduate Program Quality and Evaluation Committee

18-1. Membership
   (a) Three or more graduate faculty members for a minimum of two-year terms
   (b) Graduate Academic Unit Head/Chair
   (c) Fast-Track Academic Unit Head/Chair
   (d) Ex-officio (voting members): Dean, Associate Dean, Graduate Program Track Coordinators

18-2. Responsibilities
   (a) Oversee the implementation of the Systematic Evaluation Plan (SEP) related to graduate programs
   (b) Implement graduating student exit, alumni, employer, and similar surveys per the SEP timeline
   (c) Ensure the implementation of the Radford University Quality Enhancement Plan (QEP)
   (d) Provide annual SEP report to the Leadership Council
   (e) Provide additional program evaluation reports as needed for accreditation (self-study, progress reports, site visits, and University academic program review)
   (f) Collaborate with other graduate standing committees and stakeholders to develop and implement surveys to obtain data required for continuous quality improvement
   (g) Monitor changes from the American Association of Colleges of Nursing (AACN), the Commission on Collegiate Nursing Education (CCNE), the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), the National Organization of Nurse Practitioner Faculties (NONPF), and other guiding organizations, such as the American Organization for Nursing Leadership (AONL) and translate as necessary into the School of Nursing programs.
   (h) Suggest revisions to the Leadership Council when needed to align with the School of Nursing Strategic Plan.

18-3. Procedures
   (a) Review the SEP annually at the beginning of the academic year.
   (b) Notify the graduate Standing Committees of when their annual reports are due to Graduate PQ&E
   (c) Initiate graduating student exit surveys twice annually (Dec, May)
   (d) Initiate employer surveys annually (May)
   (e) Submit revisions to graduating student exit, alumni, employer, and similar surveys to Leadership Council for approval
   (f) Review graduating student exit, alumni, employer, and similar survey data for the annual report and provide feedback to appropriate Standing Committees of results.
   (g) Provide an annual graduate SEP report to the Leadership Council using the annual report data gathered from the graduate Standing Committees.
   (h) Notify the Leadership Council of changes related to regulatory and accreditation evaluation.

18-4. Meetings
   Regular meetings shall be scheduled during each semester of the academic year.
   (a) The elected Committee chair shall generate and circulate a meeting agenda and shall facilitate the meeting.
   (b) Additional meetings may be called by the Graduate Academic Unit Head/Chair.
   (c) Official minutes of each meeting shall be taken by the elected Secretary. In the absence of the Secretary, the Committee Chair shall appoint a substitute. Meeting minutes shall be distributed within one week of the meeting to members and the Assistant to the Dean
   (d) Meetings may be held during the summer months with accommodations for participation by 9-month faculty members as deemed necessary.
ARTICLE 19: Graduate Admissions, Progression, and Graduation Committee

19-1. Membership
   (a) Five or more graduate nursing faculty members for a minimum of two-year terms
   (b) Ex-officio (voting members): Graduate Academic Unit Head/Chair, Fast-Track Academic Unit Head/Chair, Graduate Program Track Leads
   (c) Excluded: all faculty who are students in a RUSON graduate or certificate program

19-2. Responsibilities
   (a) Develop and evaluate RUSON graduate admission, progression, and graduate policies ensuring that these policies are congruent with policies in the Radford University Graduate College.
   (b) Admit graduate student applicants who meet criteria as established by policy.
   (c) Establish grievance subcommittee as needed.
   (d) Review exceptions to written policies related to graduate admission, progression, and graduation, as requested by the Academic Unit Head/Chairs and/or Dean.
   (e) Review items submitted to the committee for consideration and refer as appropriate to other committees.
   (f) Review the relevant areas and reporting times of the School of Nursing Systematic Evaluation Plan (SEP) to be reported by Graduate APG committee.
   (g) Provide the required documents and annual reports designated in the SEP to the Graduate PQ&E Committee.
   (h) Refer and collaborate with other committees as appropriate.
   (i) Report Bylaws change recommendations to the RUSON Faculty Organization.

19-3. Procedures
   (a) Provide policy recommendations to the RUSON Graduate Council for submission to the Faculty Organization for discussion and approval.
   (b) Provide recommendations concerning requests for exceptions to policy to the Academic Unit Head/Chairs and/or RUSON Dean.
   (c) Conduct ongoing evaluation responsibilities as outlined in the School of Nursing Systematic Evaluation Plan (SEP).
   (d) Analyze the outcomes of graduate evaluative procedures and make recommendations for needed changes to the Faculty Organization.
   (e) Consult with the Academic Unit Head/Chairs, RUSON Dean, and/or Graduate College Dean about issues related to graduate academic policy.
   (f) Provide the annual report to the Graduate Program Quality & Evaluation Committee for the evaluation and recommendation for the committee decision process and function.

19-4. Meetings
   Regular meetings shall be scheduled during each semester of the academic year.
   (a) The elected Committee chair shall generate and circulate a meeting agenda and shall facilitate the meeting.
   (b) Additional meetings may be called by the Graduate Academic Unit Head/Chair.
   (c) Official minutes of each meeting shall be taken by the elected Secretary. In the absence of the Secretary, the Committee Chair shall appoint a substitute. Meeting minutes shall be distributed within one week of the meeting to members and the Assistant to the Dean.
   (d) Meetings may be held during the summer months with accommodations for participation by 9-month faculty members as deemed necessary.
ARTICLE 20: Graduate Curriculum Committee

20-1. Membership
   (a) Five or more graduate faculty for a minimum of two-year terms
   (b) Three graduate students: one MSN, one BSN-DNP, and one Post MSN-DNP
   (c) Ex-officio (voting members): Graduate Academic Unit Head/Chair, Fast-Track Academic Unit Head/Chair, Graduate Program Track Coordinators
   (d) Ex-officio (non-voting members): Dean, Associate Dean
   (e) Excluded: all faculty who are students in a RUSON graduate or certificate program

20-2. Responsibilities
   (a) Evaluate each course in the MSN and DNP degree programs at least every two years on a rotating schedule and the semester following the start of a new lead course instructor
   (b) Review proposals for new or revised graduate nursing courses
   (c) Review proposals for additions to or revisions to the MSN or DNP curricula
   (d) Develop and evaluate curricula and syllabi for the MSN or DNP programs
   (e) Evaluate requests for acceptance of alternative methods of meeting MSN or DNP course requirements
   (f) Review and analyze preceptor and agency evaluations each semester.
   (g) Conduct ongoing graduate evaluation responsibilities as outlined in the School of Nursing Systematic Evaluation Plan (SEP).

20-3. Procedures
   (a) Establish and notify graduate faculty of the rotating schedule for course evaluations
   (b) Perform course evaluations and provide an evaluation report with recommendations for revision to each course lead faculty and evaluate the implementation of changes the following semester.
   (c) Recommend curriculum changes to the RUSON Faculty Organization.
   (d) Provide consultation to the Graduate Coordinator when assessing curriculum Guidelines and competencies
   (e) Distribute minutes to all graduate nursing faculty.
   (f) Forward recommendations to the RUSON Faculty Organization, Graduate Affairs Council, and/or Academic Program Review & Evaluation Committee (APRE) as appropriate.
   (g) Follow the evaluation plan addressing committee responsibilities.

20-4. Meetings
   Regular meetings shall be scheduled during each semester of the academic year.
   (a) The elected Committee chair shall generate and circulate a meeting agenda and shall facilitate the meeting.
   (b) Additional meetings may be called by the Graduate Academic Unit Head/Chair.
   (c) Official minutes of each meeting shall be taken by the elected Secretary. In the absence of the Secretary, the Committee Chair shall appoint a substitute. Meeting minutes shall be distributed within one week of the meeting to members and the Assistant to the Dean
   (d) Meetings may be held during the summer months with accommodations for participation by 9-month faculty members as deemed necessary.
ARTICLE 21: Personnel Committee

21-1. Membership
Members of the Personnel Committee consist of all tenured faculty.

21-2. Responsibilities
(a) Provide recommendations concerning faculty staffing and workload needs
(b) Recommend appointment, release, and retention of tenure track and special purpose faculty
(c) Recommend appointment of full-time temporary faculty
(d) Conduct student evaluation of faculty
(e) Recommend granting promotion
(f) Recommend granting tenure to faculty
(g) Conduct AUH/Chair annual evaluations
(h) Conduct hearings for student grade appeals
(i) Conduct ongoing evaluation responsibilities as outlined in the RUSON evaluation plan
(j) Develop and monitor RUSON policy related to Faculty Evaluation, Tenure, and Promotion, aligned with Radford University T & R Handbook
(k) Develop and monitor RUSON mentorship guidelines and support the faculty mentorship process.

21-3. Procedures
(a) Interview faculty candidates, review the Search Committee’s recommendations, and provide faculty hiring recommendations to the AUH/Chair and Dean.
(b) Notify faculty of Personnel timelines related to annual review, promotion, tenure, Chair and Dean evaluations
(c) Provide recommendations for appointment, release, retention, promotion, and tenure of faculty to Graduate and Undergraduate AUH/Chairs and Dean according to University Personnel timelines.
(d) Make recommendations to the Dean regarding the Undergraduate and Graduate AUH/Chair annual evaluations
(e) Provide written notification to Program Coordinator and AUH/Chair of hearing outcomes.
(f) Follow SEP for committee evaluation responsibilities.

21-4. Meetings
Regular meetings shall be scheduled during each semester of the academic year.
(a) The elected Committee chair shall generate and circulate a meeting agenda and shall facilitate the meeting.
(b) Official minutes of each meeting shall be taken by the elected Secretary. In the absence of the Secretary, the Committee Chair shall appoint a substitute. Personnel meeting minutes are deemed confidential and shall be stored in a secure location.
(c) Meetings may be held during the summer months with accommodations for participation by 9-month faculty members as deemed necessary.

ARTICLE 22: Faculty Development Committee

22-1. Membership
(a) Five or more faculty members for unlimited terms
(b) Ex-officio (voting members): Dean, Associate Dean, Undergraduate, Graduate, Fast-Track AUH/Chairs, Program Coordinators
22-2. Responsibilities
   (a) Develop, coordinate, and evaluate faculty development activities and education
   (b) Collaborate with RUSON Nurse Planners (VNA) to provide continuing education for faculty development activities.
   (c) Review and revise the School of Nursing Faculty Handbook annually
   (d) Develop and maintain process for new faculty on-boarding

22-3. Procedures
   (a) Conduct an annual faculty education and needs survey to guide educational activities and faculty development
   (b) Provide an annual plan for faculty development activities to Leadership Council based on the needs survey and
   (c) Request input from Program Coordinators and Chairs to revise the School of Nursing Faculty Handbook annually as needed
   (d) Review and revise all new faculty orientation materials
   (e) Provide annual report of committee activities to Leadership Council

22-4. Meetings
   Regular meetings shall be scheduled during each semester of the academic year.
   (a) The elected Committee chair shall generate and circulate a meeting agenda and shall facilitate the meeting.
   (b) Official minutes of each meeting shall be taken by the elected Secretary. In the absence of the Secretary, the Committee Chair shall appoint a substitute. Meeting minutes shall be distributed within one week of the meeting to members and the Assistant to the Dean

ARTICLE 23: Diversity, Equity, and Inclusion Committee

23-1. Membership
   (a) Five or more faculty members for unlimited terms
   (b) Ex-officio (voting members): Dean, Associate Dean, Undergraduate and Graduate AUH/Chairs, Program Coordinators

23-2. Responsibilities
   (a) Provide an annual plan to develop DEI programming and initiatives for the RUSON
   (b) Recommend DEI strategic initiatives to Leadership Council

23-3. Procedures
   (a) Conduct evaluations of students, faculty, and external stakeholders related to DEI initiatives as needed
   (b) Collaborate with Faculty Development Committee to provide educational opportunities for faculty, staff, and students on DEI topics
   (c) Follow SEP for committee responsibilities for program evaluation.

23-4. Meetings
   Regular meetings shall be scheduled during each semester of the academic year.
   (a) The elected Committee chair shall generate and circulate a meeting agenda and shall facilitate the meeting.
   (b) Additional meetings may be called by the Graduate or Undergraduate Academic Unit Head/Chair.
(c) Official minutes of each meeting shall be taken by the elected Secretary. In the absence of the Secretary, the Committee Chair shall appoint a substitute. Meeting minutes shall be distributed within one week of the meeting to members and the Assistant to the Dean

ARTICLE 24: Student Success Committee

24-1. Membership
   (a) Five or more faculty members for unlimited terms
   (b) Ex-officio (voting members): Dean, Associate Dean, Undergraduate, Fast Track, Graduate AUH/Chairs, Program Coordinators

24-2. Responsibilities
   (a) Provide an annual plan to develop student recruitment and retention programming and initiatives for the RUSON
   (b) Recommend student recruitment and retention strategic initiatives to Leadership Council

24-3. Procedures
   (a) Conduct evaluations of students, faculty, and external stakeholders related to retention initiatives as needed
   (b) Provide programming activities that focus on nursing and pre-nursing student engagement, retention, and success throughout the academic year
   (c) Collaborate with Faculty Development Committee to provide educational opportunities for students related to nursing program success
   (d) Follow SEP for committee responsibilities for program evaluation.

24-4. Meetings
   Regular meetings shall be scheduled during each semester of the academic year.
   (a) The elected Committee chair shall generate and circulate a meeting agenda and shall facilitate the meeting.
   (b) Additional meetings may be called by the Graduate or Undergraduate Academic Unit Head/Chair.
   (c) Official minutes of each meeting shall be taken by the elected Secretary. In the absence of the Secretary, the Committee Chair shall appoint a substitute. Meeting minutes shall be distributed within one week of the meeting to members and the Assistant to the Dean

ARTICLE 25: Faculty Search Committee

25-1. Membership
   Members of the Search Committee are selected annually by the Dean and are trained by a representative from Human Resources on search policies and procedures

25-2. Responsibilities
   (a) Follow the Teaching & Research Faculty Recruitment Guide for the hiring process for all RUSON T&R faculty openings
   (b) Monitor faculty applications to posted positions
   (c) Interview all RUSON faculty candidates and arrange for on-site / remote interviewing by Faculty Organization
   (d) Provide hiring recommendations to the Personnel Committee and Dean
   (e) Adhere to all University, Commonwealth, and Federal hiring policies
25-3. **Procedures**
(a) Report to and make recommendations to the Dean, School of Nursing.
(b) Follow evaluation plan for committee responsibilities.
(c) Maintains records of each faculty search per HR guidelines.
(d) Submits screening matrix to HR at the completion of each search.
(e) Report areas for change to the Faculty Organization.

25-4. **Meetings**
(a) The Search Committee convenes during the academic year when faculty positions are posted for hire.
(b) Meetings are held during the summer term when necessary to interview for open faculty positions.