

## **BYLAWS OF THE FACULTY ORGANIZATION OF RADFORD UNIVERSITY SCHOOL OF**

### **NURSING ARTICLE I: Name**

The name of this organization shall be the Faculty Organization of Radford University School of Nursing (Henceforth referred to as the SON Faculty Organization).

### **ARTICLE II: Purposes and Powers**

Section 1. The purposes of the SON Faculty Organization shall be to:

- (a) Provide a democratic forum to effect the functions of the SON Faculty Organization within the governance procedures of Radford University.
- (b) Foster personal and professional growth of the faculty.
- (c) Provide leadership among faculty to advance practice and policy regionally and nationally

Section 2. Within the Internal Governance Procedures of the University, as provided in the Faculty Handbook, this organization shall have the power to:

- (a) Act on recommendations on all matters related to the curriculum, program, and students.
- (b) Refer matters to the appropriate university committees and/or individuals.
- (c) Elect representatives to committees.
- (d) Implement university policies and procedures for appointments, retention, and promotion of faculty.
- (e) Evaluate its own responsibilities and procedures.
- (f) Each Committee reviews these bylaws at the first meeting of each academic year. Committee meeting minutes reflect that this review occurred.

### **ARTICLE III: Membership**

Section 1. Membership shall be limited to those faculty having full-time university employment in the SON and who also teach at least one course each academic year.

Section 2. Membership, ex-officio, may be extended to those who by virtue of position or appointment contribute to the SON Faculty Organization.

### **ARTICLE IV: Officers and Elections**

- Section 1. The officers of this organization shall be a Chair and a Vice-Chair. The office of Chair shall be filled by the Director of the School of Nursing. The office of the Vice-Chair shall be filled by the SON Associate Director (s). An Administrative Assistant from the School of Nursing shall serve as Secretary for the SON Faculty Organization.
- Section 2. The Chair shall preside at meetings of the SON Faculty Organization and carry out all duties assigned by action of the organization, except when the Dean presides, as provided in Article VI.
- Section 3. The Vice-Chair shall preside at meetings of the SON Faculty Organization in the absence of the Chair.
- Section 4. The appointed Secretary of the SON Faculty Organization shall be responsible for maintaining the records of this organization. Specialty Coordinators, Program Coordinators, and Committee Chairs shall post the following on the Desire to Learn platform one week prior to Faculty Organization meetings: committee meeting minutes, reports, and motions for full faculty vote. The secretary shall post Faculty Organization minutes to the Desire to Learn Platform within one week following the meeting. Each standing committee with the exception of the Personnel Committee will send the Secretary Committee minutes and reports when completed. The Secretary will print and bind the minutes and reports upon receipt. Personnel Committee minutes will be kept in a binder in the office of the Personnel Committee Chair.

### **ARTICLE V: Standing Committees**

- Section 1. This organization shall have **seven** standing committees.
- (a) Undergraduate Admission, Progression, and Graduation
  - (b) Undergraduate Curriculum
  - (c) Graduate Admissions, Progression, and Graduation
  - (d) Graduate Curriculum
  - (e) Personnel
  - (f) Program Quality and Evaluation
  - (g) RN-BSN Committee
- Section 2. The members of the faculty shall volunteer or be appointed to any of the standing committees by the Director of the School of Nursing, except for the Personnel Committee (the membership of the Personnel Committee which is comprised of tenured faculty in the SON) at the first SON Faculty Organization meeting of the academic year.

- Section 3. Membership vacancies of Standing Committees shall be filled by the Director of the SON. Members of standing committees will serve a minimum of three years per term. Terms of office will be staggered based on years of service so that no more than half of the membership rotates off of the committee annually and no more than half of the committee membership is comprised of new members.
- Section 4. Each Standing Committee shall elect a chair with at least one year of service on the committee. The chairperson serves for a two year term. The committee will elect a vice chairperson who will be considered chairperson elect. The vice chairperson shall assume the position of chairperson at the completion of the chairpersons two year term. If the committee members cannot come to a consensus, the director will appoint the chairperson and/or the vice chairperson. The chairperson shall convene the meetings regularly to ensure that the responsibilities of the committee are fulfilled.
- Section 5. Each Standing Committee shall select a Secretary. The method of selection shall rest with the Committee. The Committee Secretary will record the minutes and distribute those minutes to the committee, place the minutes on Desire to Learn, and provide a copy to the Secretary of the Faculty Organization Committee as soon as the minutes are approved by the committee. The Personnel Committee minutes will be kept in a binder in the office of the Personnel Committee Chair. The chair of each committee is responsible for ensuring the prompt distribution of the minutes as described above.
- Section 6. The Director and Associate Director (s), School of Nursing, shall serve as an ex-officio voting member of each Standing Committee except Personnel Committee. The Associate Director for Undergraduate Programs shall serve as an ex-officio voting member of the Undergraduate Admission, Progression, Graduation, the Undergraduate Curriculum, the RN-BSN Committee, and the Program Quality & Evaluation Committees. The Associate Director for Graduate Programs shall serve as a voting member of the Graduate Curriculum Committee, The Graduate Admissions Committee and as an ex-officio voting member of the Program Quality and Evaluation Committee. The RN-BSN coordinator shall serve as an ex-officio voting member of the Undergraduate Curriculum and the Program Quality & Evaluation Committee.
- Section 7. Ad hoc committees may be established by the SON Faculty Organization or by the Director as deemed necessary. The Director may appoint Ad Hoc Committee Chairs. The membership of ad hoc committees will consist of volunteers, elected members or members appointed by the Director.
- Section 8. The Standing Committee on **Undergraduate Admission, Progression, and Graduation**
- (a) Responsibilities:
- (1) Develop and evaluate admission policies.
  - (2) Develop and evaluate student progression policies.
  - (3) Develop and evaluate withdrawal and readmission polices.
  - (4) Develop and evaluate graduation policies.
  - (5) Make recommendations concerning policies of admission, progression, and graduation.
  - (6) Review exceptions to written policies as requested by the Director, School of Nursing.

- (7) Review items submitted to committee for consideration and refer as appropriate to other committees.
  - (8) Review the areas of the School of Nursing evaluation plan for appropriateness of reporting times and areas to be reported.
  - (9) Report areas for change to the SON Faculty Organization.
- (b) Procedures:
- (1) Forward policy recommendations to the Faculty Organization.
  - (2) Forward recommendations concerning requests for exceptions to policy to the Director, School of Nursing.
  - (3) Conduct ongoing evaluation responsibilities as outlined in the School of Nursing evaluation plan.
  - (4) Analyze the outcomes of evaluative procedures and make recommendations for needed changes to the appropriate body.
- (c) Membership:
- (1) Five or more faculty members for unlimited terms.
  - (2) The Associate Director for Undergraduate Programs, Ex-officio
  - (3) Director, Ex-officio

#### Section 9. The Standing Committee on **Undergraduate Curriculum**:

- (a) Responsibilities:
- (1) Review proposals for new or revised nursing courses following procedures outlined by the University Undergraduate Curriculum and Catalog Review Committee.
  - (2) Review proposals for additions to or revisions of the undergraduate curriculum.
  - (3) Develop, evaluate, and revise policy related to the undergraduate curriculum.
  - (4) Collaborate with the School of Nursing Graduate Committee regarding any changes in the philosophy or conceptual framework.
  - (5) Evaluate requests for acceptance of alternative methods of meeting School of Nursing course requirements.
  - (6) Review and analyze faculty and student course evaluations and agency evaluations each semester as scheduled, following School of Nursing Course Evaluation procedures.
  - (7) Conduct ongoing evaluation responsibilities as outlined in the School of Nursing evaluation plan.
- (b) Procedures:
- (1) The Chair of the School of Nursing Undergraduate Curriculum Committee shall serve as representative to the Waldron College of Health and Human Services Undergraduate Curriculum Committee.
  - (2) Forward recommendations to the SON Faculty Organization.
  - (3) Forward recommendations to the Director, School of Nursing.
  - (4) Forward approved course proposals to the College Curriculum Committee.
  - (5) Facilitate course evaluation process
  - (6) Follow evaluation plan for committee responsibilities.
  - (7)

- c) Membership:
  - (1) Five or more faculty members for unlimited terms.
  - (2) Coordinator, RN-BSN Track, Ex-officio
  - (3) The Associate Director for Undergraduate Programs, Ex-officio
  - (4) Director, Ex-officio
  - (5) Four undergraduate students, one each from Levels I, II, III and IV will serve as class representatives to provide student input through Desire to Learn discussion boards.

Section 10. The Standing Committee on **Graduate Admissions, Progression, and Graduation**

- (a) Responsibilities:
  - (1) Develop and evaluate SON graduate admission policies.
  - (2) Develop and evaluate SON graduate student progression policies.
  - (3) Make recommendations concerning policies of admission, progression, and graduation.
  - (4) Review SON graduate policies related to graduate admission, progression, and graduation for congruence with Graduate College Policies.
  - (5) Establish a grievance subcommittee as needed.
  - (6) Review exceptions to written policies related to admission, progression, and graduation, as requested by the Director, School of Nursing.
  - (7) Review items submitted to the committee for consideration and refer as appropriate to other committees.
  - (8) Review the relevant areas and reporting times of the School of Nursing Systematic Evaluation Plan (SEP) to be reported by Graduate APG committee.
  - (9) Provide the required documents and annual reports designated in the SEP to the PQ&E Committee.
  - (10) Report recommendations and areas of changes to the SON Faculty Organization.
- (b) Procedures:
  - (1) Forward policy recommendations to the SON Faculty Organization for discussion and approval.
  - (2) Forward recommendations concerning requests for exceptions to policy to the Director, School of Nursing.
  - (3) Conduct ongoing evaluation responsibilities as outlined in the School of Nursing Systematic Evaluation Plan (SEP).
  - (4) Analyze the outcomes of evaluative procedures and make recommendations for needed changes to the appropriate body.
  - (5) Consult with the Director, School of Nursing about issues related to graduate academic policy.
  - (6) Provide the annual report to SON Program Quality Evaluation Committee for the evaluation and recommendation for the committee decision process and function.
- (c) Membership:
  - (1) Five or more graduate nursing faculty members for one year terms.
  - (2) Associate Director for Graduate Programs
  - (3) Director, Ex-officio

Section 11. Standing Committee on **Graduate Curriculum**

- (a) Responsibilities
  - (1) Develop, evaluate, and revise curriculum and syllabi to meet accreditation standards.
  - (2) Ensure that the purpose, philosophy, and program objectives for graduate education are achieved.
  - (3) Conduct ongoing evaluation responsibilities as outlined in the School of Nursing evaluation plan.
- (b) Procedures
  - (1) Recommend curriculum changes to the SON Faculty Organization.
  - (2) Provide consultation to the Graduate Coordinator when assessing curriculum Guidelines and competencies
  - (3) Distribute minutes to all graduate nursing faculty.
  - (4) Forward recommendations to the SON Faculty Organization and/or the Graduate Affairs Curriculum and Academic Program Review Committee (APRC) as appropriate.
  - (5) Follow the evaluation plan addressing committee responsibilities.
- (c) Membership
  - (1) Five Graduate faculty and all concentration coordinators
  - (2) Two graduate students: one BSN-DNP and one Post MS-DNP
  - (3) Associate Director for Graduate Programs
  - (4) Director, Ex-officio
  - (5) P Q and E Chair, Ex-officio.

Section 12. The Standing Committee on **Personnel**:

- (a) Responsibilities:
  - (1) Initiate recommendations concerning faculty staffing needs.
  - (2) Recommend appointment, release, and retention of tenure track and special purpose faculty.
  - (3) Recommend appointment of full time temporary faculty.
  - (4) Conduct student evaluation of faculty.
  - (5) Recommend granting tenure to faculty.
  - (6) Conduct Director's annual evaluation.
  - (7) Conduct hearing for grade appeals.
  - (8) Conduct hearing of student grievances regarding faculty members.
  - (9) Conduct ongoing evaluation responsibilities as outlined in the School of Nursing evaluation plan.
  - (10) Creates search committees when needed, interviews candidates, receives the search committee's recommendations, and makes faculty hiring recommendations to the Director.
- (b) Procedures:
  - (1) Report to and make recommendations to the Director, School of Nursing.
  - (2) Make recommendations to the Dean of the Waldron College of Health and Human Services regarding Director's annual evaluation
  - (3) Follow evaluation plan for committee responsibilities.
  - (4) Report areas for change to the Faculty Organization.

- (c) Membership:
  - (1) All tenured faculty.

Section 13. The Standing Committee on **Program Quality and Evaluation:**

- (a) Responsibilities:
  - (1) To ensure the operation of the Systematic Evaluation Plan
  - (2) To update the Systematic Evaluation Plan as necessary
  - (3) To implement graduating student exit, alumni, employer, and similar surveys according to the time schedules in the Systematic Evaluation Plan”
  - (4) To coordinate the submission of annual Systematic Evaluation Plan reports and make sure that they are on file
  - (5) To monitor changes from the American Association of Colleges of Nursing (AACN), Commission on Collegiate Nursing Education (CCNE) the Virginia State Board of Nursing (VSBON), and other guiding organizations and translate as necessary into the School of Nursing programs
  - (6) To ensure the implementation of the Radford University Quality Enhancement Plan (QEP)
  - (7) To prepare the programs for program review
  - (8) To write reports as necessary with cooperative input from all members of the faculty organization (self-study, progress reports, site visits, and program review)
- (b) Membership:
  - (1) Five or more faculty members for unlimited terms
  - (2) Associate Directors, Ex-officio
  - (3) Director, School of Nursing, Ex-officio
  - (4) Coordinator, RN to BSN track, Ex-officio
  - (5) Coordinator, FNP track, Ex-officio
  - (6) Coordinator, NEL track, Ex-officio
  - (7) Coordinator, PMHNP track, Ex-officio

Section 14. The Standing Committee on the **RN-BSN Concentration:**

- (a) Responsibilities:
  - (1) Review proposals for new or revised nursing courses in the RN to BSN track, following procedures outlined by the University Undergraduate Curriculum and Catalog Review Committee.
  - (2) Review proposals for additions to or revisions of the RN to BSN curriculum.
  - (3) Develop, evaluate, and revise policy related to the RN to BSN curriculum.
  - (4) Collaborate with the School of Nursing Curriculum Committee, APG Committee, Evaluation and Accreditation Committee, and the Graduate Committee regarding any changes in the philosophy or conceptual framework of the overall program.
  - (5) Evaluate requests for acceptance of alternative methods of meeting School of Nursing course requirements.
  - (6) Review and analyze faculty and student course evaluations and agency evaluations each semester as scheduled, following School of Nursing Course Evaluation procedures.
  - (7) Conduct ongoing evaluation responsibilities as outlined in the School of Nursing evaluation plan.

- (b) Procedures:
  - (1) Forward recommendations to the SON Faculty Organization.
  - (2) Forward recommendations to the Director, School of Nursing.
  - (3) Forward approved course proposals to the College Curriculum Committee.
  - (4) Facilitate course evaluation process
  - (5) Follow evaluation plan for committee responsibilities.
- (c) Membership:
  - (1) Five or more faculty members plus RN-to-BSN Coordinator.
  - (2) Ex-Officio Members: Associate Director for Undergraduate Programs and Director of the School of Nursing

Section 15. The Director, School of Nursing, shall appoint individuals to the following roles:

- (a) Associate Director for Undergraduate Programs and Associate Director for Graduate programs.
- (b) Coordinator of the Roanoke Campus.
- (c) Coordinators of School of Nursing specialty tracks: RN-BSN, FNP, NEL, PMHNP.
- (d) Library Liaison between faculty and McConnell Library
- (e) Others as needed by the School of Nursing.

#### **ARTICLE VI: Meetings**

Section 1. SON Faculty Organization meetings shall be convened by the Director in any of the following ways:

- (a) Upon the initiative of the Director.
- (b) As directed by the SON Faculty Organization in meeting.
- (c) Upon petition of ten percent of the organization members.
- (d) Upon request of the Dean.

Section 2. SON Faculty Organization meetings shall be convened and chaired by the Dean:

- (a) Upon initiative of the Dean.
- (b) Upon petition of twenty percent of the SON Faculty Organization.

Section 3. Each member of the SON Faculty Organization shall receive a written notice of the meeting time, date, place, and business to be considered at least five working days prior to the meeting. Items may be placed on the agenda at the written request of any member. New business may be presented from the floor.

Section 4. The order of business shall be determined by the Director based on the needs of the organization and the faculty present. All of the following elements will be part of the written records, but the discussion could be limited to one or more of the following areas:

- (a) Call to Order of Faculty Organization.
- (b) Establishment of a quorum
- (b) Minutes of the previous meeting
- (c) Report of the Director



- (d) Report of the Associate Directors
- (e) Reports of Standing Committees
- (f) Reports of Program Coordinators and Special Committees
- (g) Report from Faculty Senate
- (h) Special Orders
- (i) Unfinished Business and General Orders.
- (j) New Business.
- (k) Announcements.
- (l) Adjournment.

Section 5. Fifty-one percent of the membership of the SON Faculty Organization shall constitute a quorum.

Section 6. The Parliamentary Code for this organization shall be Robert, H. et al.(2000). Robert's Rules Of Order Newly Revised. 10<sup>th</sup> ed., Perseus Publishers.

### **ARTICLE VII: Voting**

Section 1. Elections shall be by secret ballot, with a runoff required if no candidate receives a majority of the votes cast.

Section 2. Any vote shall be by secret ballot if requested by any member.

Section 3. A motion may be passed by a majority vote of the members present.

### **ARTICLE VIII: By-Laws Amendment**

Section 1. Proposed amendments to By-Laws must be presented in writing to the members one week in advance of the meeting at which the amendments will be voted upon.

Section 2. The written proposal for change must include the current statement, the proposed change, and the rationale for the proposed change.

Section 3. The By-Laws of the SON Faculty Organization may be amended by a 51% vote of the membership present at a duly convened meeting or via electronic balloting.

- APPROVED: April 27, 1990**
- REVISED: February 1991**
- REVISED: October 1991**
- REVISED: April 1992**
- REVISED: March 1995**
- REVISED: August 1995**
- REVISED: April 1998**
- REVISED: January 2003**
- REVISED: February 2005**
- REVISED: September 2006**
- REVISED: October 2007**
- REVISED: April 2009**
- REVISED: May 2010**
- REVISED: September 2011**

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