**FACULTY ORGANIZATION OF THE**

**COLLEGE OF NURSING**

**BYLAWS**

**ARTICLE I**

Name

This organization shall be known as the University of Florida College of Nursing Faculty Organization and shall be comprised of all faculty members within the College of Nursing. For the purposes of this document, the Faculty Organization will be called the Faculty.

**ARTICLE II**

Purposes

1. The purposes of the Faculty Organization are to promote mutual involvement of the Faculty and administration in planning, implementing, and evaluating all College programs. The Faculty, as a part of the total University, functions within the framework outlined in the rules of the University in the Florida Administrative Code and the University of Florida Constitution.
2. The Dean is responsible to the President for the administration of the college and is the faculty’s agent for the execution of educational policy ([UF Constitution, Article VI, Section 2, Item D](https://generalcounsel.ufl.edu/media/generalcounselufledu/documents/Constitution.pdf)). Through delegation of authority from the President of the University of Florida under resolution of the Board of Trustees, the Dean is responsible for all budgetary and administrative decision-making as necessary to achieve the goals and purposes of the college.
3. The Faculty, or appropriate committees thereof, shall exercise control over the academic affairs of the college subject to the approval of the Faculty Senate, the President, and the Board of Trustees. The Faculty shall establish requirements of the college for entrance and for graduation, and the form of degrees to be conferred. It shall determine the arrangement and content of the curricula.

**ARTICLE III**

Authority and Government

Section 1: Authority

The authority of the Faculty to participate in determination of policies, procedures and activities of the College of Nursing shall be within the limitations of the Constitution of the University of Florida. Collegiality in academic governance means taking an active and responsible role. This relationship is most effective when Faculty and administration work together to carry out duties and responsibilities in a professional manner.

Section 2: Representative Government

In keeping with the Constitution of the University of Florida, a representative form of shared governance in the College of Nursing shall act collaboratively to enact the roles of the dean and the faculty.

Section 3: Procedures of the Organization

Unless otherwise designated in these Bylaws, this Faculty Organization and its committees shall operate using *Robert’s Rules of Order, Newly Revised*.

**ARTICLE IV**

Membership of the Faculty Organization

Section 1: Voting Members

All members with Faculty appointments and having at least 0.5 FTE, 9 or 12 month appointments constitutes the Voting Members of the Nursing Faculty.

Section 2: Non-voting Members

Non-voting members of the Nursing Faculty are entitled to attend meetings of the Faculty and have

speaking privileges.

Section 3: Officers

1. Officers of the Faculty Organization are the President and President-elect. The President-elect is elected by the Faculty and after serving two years, becomes President of the Faculty Organization. Terms begin on July1.
2. Faculty with administrative appointments (i.e., Department Chair, Associate or Assistant Dean) shall not serve as Officers of the Faculty Organization.

Section 4: Parliamentarian

A parliamentarian shall be appointed by the President of the Faculty to assure *Robert's Rules of Order, Newly Revised* are followed.

Section 5: Duties of the Officers

The President and President-elect shall perform duties usually performed by such officers, together with duties as prescribed by the Faculty, Faculty Executive Committee (see Article V), and *Robert's Rules of Order, Newly Revised* when not in conflict with the Bylaws of this organization.

The duties of the officers are as follows:

1. The President of the Faculty Organization shall:
	* + 1. Convene and preside over the regular and special meetings of the Faculty.
			2. Establish ad hoc committees (task forces) to accomplish specific tasks as appropriate.
			3. Develop agenda for the general faculty meeting in conjunction with the Faculty Executive Committee and Dean of the College of Nursing.
			4. Work with the Dean to arrange for development and evaluation of the College’s strategic plan, ensuring input and involvement from the faculty (University of Florida Shared Governance Document [UFSGD]).
			5. Annually appoint a parliamentarian.
			6. Ensure that all recommended policies and approved reports are processed through the Dean’s office.
			7. Act as President of the Faculty Executive Committee:
2. Convene and preside over regular and special meetings of the Faculty Executive Committee.
3. Develop agenda for the Faculty Executive Committee.
	* + 1. General responsibilities:
4. Review background materials related to issues requiring discussion by the Faculty Executive Committee or the Faculty to identify needs for additional information.
5. Develop charges for Faculty Executive Committee, Standing Committees, and Special Committees in conjunction with the Dean of the College of Nursing.
6. Represent the Faculty at any administrative committee requesting faculty input.

B. The President-elect of the Faculty Organization shall:

* 1. Act as President of the Faculty and of the Faculty Executive Committee in the absence of the President.
	2. Lead the investigation of matters referred to the Faculty Executive Committee.
	3. Prepare and distribute background materials for issues to be discussed at the Faculty Executive Committee or general faculty meetings.
	4. Collaborate with the President in development of the general faculty meeting agenda.
	5. Oversee the taking, revision, distribution, and filing of minutes and reports of all official Faculty Organization bodies.
	6. Serve in other capacities as delegated by the President of the Faculty.
	7. Serve as President for two years after serving as President-elect of the Faculty Organization.

Section 6: Meetings and Reports

* + 1. At least one faculty meeting per month (except December and May) shall be scheduled. However, the President and Dean may agree to cancel any regular meeting.
		2. The Faculty shall hold at least two in-person meetings annually during each year to consider strategic planning and/or other relevant matters (UFSGD) unless there are unexpected events.
		3. Regularly scheduled meetings of the Faculty are to be on a Master Calendar distributed in advance of July 1 each year. In emergencies, as much prior notice of a faculty meeting shall be given as is feasible.
		4. Special meetings may be called by the Dean or the President when deemed necessary or upon petition of one-third of the voting members of the Faculty to the Dean or Faculty Executive Committee.
		5. The agenda for regular and special meetings shall be determined through collaborative agreement of the Dean of the College of Nursing, President of the Faculty, and members of Faculty Executive Committee. The agenda for meetings called upon petition of the Faculty shall be determined by collaborative agreement of two representatives of the petitioning group, the Dean of the College of Nursing, and President of the Faculty.
		6. The dates, times, and locations of all General Faculty and Committee meetings shall be posted on the Master Calendar and made available through the College web-site (public meeting process; UFSGD).
		7. At least annually, the Dean shall report to the faculty regarding the state of the College, including expenditures and budget, and seek faculty input (UFSGD).

Section 7: Legislative Procedure

Proposals may be generated by any faculty member, standing committee, subcommittee, ad-hoc committee, or the Faculty Executive Committee. The President of the Faculty Organization shall place the proposal on the agenda for a general faculty meeting or route the proposal to the appropriate committee.

**ARTICLE V**

The Faculty Executive Committee

Section 1: Authority

The Faculty Executive Committee shall act for the Faculty when the Faculty Organization is not in session. The President shall notify the faculty of any action(s) taken by Faculty Executive Committee. It shall also consider matters of policy relating to the constitutional authority of the faculty ([Constitution of the UF, Article III, The Faculty](https://generalcounsel.ufl.edu/media/generalcounselufledu/documents/Constitution.pdf)).

Two-thirds of voting faculty members shall have the power to veto any decision of the Faculty Executive Committee within 60 days of that decision. The veto must be presented to Faculty Executive Committee in writing.

Section 2: Duties of the Faculty Executive Committee

A. Assess the effectiveness of the College’s shared governance system and recommend modifications to the Dean and/or General Faculty as needed (UFSGD).

B. Monitor and evaluate timeliness of committee reports and responses to requests for information and consultation from administrators or faculty members (UFSGD).

C. Recommend policies and priorities for use of College resources (e.g., funds, space) to the Dean (UFSGD).

D. Consult with the Dean at least annually on budget matters. Serve as the College’s budget committee for the purpose of advising the Dean (UFSGD).

E. Receive, consider, refer, and approve matters submitted in writing to the Faculty Executive Committee, including recommendations from Standing Committees, Special Committees, or individual faculty members.

F. Refer matters to the Faculty as a whole as appropriate based on recommendations from Standing Committees, Special Committees, or individual faculty members.

G. Investigate and make recommendations on matters referred to the Faculty Executive Committee by the Faculty.

H. Annually, during spring, review the Master Evaluation Plan and make recommendations to the Dean for change or refinement.

I. Review the Mission, Goals, and Policies of the College every four years, or as deemed necessary by Faculty Executive Committee, and recommend revisions to the Faculty.

J. Implement election procedures as defined by the Faculty.

K. Fill vacancies of committees other than those occurring on the Bylaws and Nominating Committee and Appointment, Promotion, and Tenure Committee.

L. Create, convene, and disband ad hoc committees.

M. Consult with the Dean and other college administrators on all matters relevant to faculty welfare.

N. Interpret Faculty academic freedom, Faculty rights, and Faculty responsibilities based on [Constitution of the UF, Article III, Section 2](https://generalcounsel.ufl.edu/media/generalcounselufledu/documents/Constitution.pdf).

O. Coordinate the selection and recognition process related to faculty member awards and honors.

Section 3: Membership

1. The following members of the Faculty Executive Committee shall be elected by the total Faculty:

President of the Faculty

President-elect of the Faculty

Standing committee chairpersons

At-large committee members:

One assistant and one associate/full professor in the tenure track

One assistant and one associate/full professor in the clinical track

1. The Executive Associate Dean shall serve as non-voting ex officio member to the Faculty Executive Committee.
2. All elected members of the Faculty Executive Committee shall have voice and vote.

Section 4: Terms

The President, President-elect, standing committee chairpersons, and at-large committee members shall serve a term of two years, except for Chair of APT, who shall serve a term of one year. Standing committee chairpersons and at-large committee members may be re-elected to one consecutive term. The President and President-elect may not succeed themselves.

Section 6: Meetings

1. At least ten Faculty Executive Committee meetings per year shall be scheduled. Meetings shall be scheduled on the Master Calendar.
2. The President may cancel any regular meeting due to lack of agenda items.
3. Additional meetings may be called by the President or by petition of three members of the Faculty Executive Committee. Notices of the meetings shall be the responsibility of the President of the Faculty Organization.

**ARTICLE VI**

Committees of the Faculty

Section 1: Authority

Committees of the Faculty shall carry out duties prescribed by the Bylaws and charges assigned by the President and Dean.

Section 2: General Rules

1. Standing and special committee meeting documents (agenda, minutes, and handouts) should be stored in the designated folder of the Share drive. Committee minutes on the Share drive will be maintained according to accreditation and university regulations.
2. Standing and special committees shall submit a written annual report (July 1-June 30), which includes recommendations for actions in the coming year, at the June Faculty Executive Committee meeting.
3. Chairs of standing and special committees should establish ad hoc committees to accomplish specific tasks as appropriate.
4. A quorum is a majority of the members attending the meeting in person or by electronic means.

Section 3: Ad Hoc Committees

1. Ad hoc committees may be established by the Dean, President of the Faculty Organization, or chairs of standing committees. The ad hoc committee shall report to and be accountable to the appointing individual. The manner in which members shall be selected must be designated when the ad hoc committee/task force is established.
2. The charge and date of completion of the task must be designated in writing by the appointing individual. A copy of the charge with the appointing individual shall be filed in the official College files.

Section 4: Membership

1. Committees of the Faculty consist of Standing and Special Committees.
2. All standing committee members and the Special Committee (i.e., Bylaws and Nominating Committee) members are elected by the Faculty.
3. Members of the Special Committee (i.e., PhD Program Committee) are all Faculty holding Graduate Faculty Status.
4. Committee Chairs of Standing and Special Committees shall be elected annually by the committee members at the first meeting of the academic year. The President of the Faculty Organization is responsible for assuring that committee members convene for their first meeting to elect a chair from the committee’s members.
5. Undergraduate and graduate student representatives will serve as members on the Academic Affairs and Research and Scholarship Committees for a one-year term and are eligible for reappointment as long as they are in good academic standing. Student representatives will be selected by their respective student governments. If the student government fails to select a student, the respective committee chairperson will select a student representative. Undergraduate junior students are identified in December and attend committee meetings beginning in January.
6. All committee members except student representatives and ex officio members are voting members.
7. The Dean and President shall serve as non-voting ex officio members of all committees.

Section 5: Standing Committees

Standing Committees of the Faculty include the following:

1. Academic Affairs Committee (AAC)
2. Appointment, Promotion, and Tenure (APT) Committee
3. Research and Scholarship Committee (RSC)

Section 6: Special Committee

Special Committees of the Faculty include the following:

1. Bylaws and Nominating Committee
2. PhD Program Committee

Section 7: Terms of Office for Committees

1. Terms of service for committee chairpersons and committee members shall begin July 1 of each year.
2. The time between the election/appointment and assuming new positions will be a transition period of orientation for new committee members.
3. Unless otherwise indicated in the Bylaws, a faculty committee member shall serve a term of two years and terms of appointment shall be staggered. A student committee member shall serve a term of one year.
4. A faculty or student committee member may serve a maximum of two consecutive terms (regardless of role on the committee), not including any partial term served.

Section 8: Vacancies

The Faculty Executive Committee shall appoint committee members to fill the term of the vacancies that arise between annual elections, except that vacancies of elected members of the Appointment, Promotion, and Tenure and Nominating and Bylaws Committees shall be filled by special election. Vacancies in the President or President-elect of the Faculty Organization must be elected by the faculty through a special election process.

Section 9: Duties of the Chairs of the Committees

A. Chairs of Standing Committees perform the usual functions of committee chairs according to *Robert’s Rules of Order, Newly Revised.*

B. Standing Committee Reports will be submitted to the President of the Faculty Organization by June 30 each year.

C. The Committee Chair or designee will attend and participate in external professional meetings as appropriate to their committee’s role.

**ARTICLE VII**

Standing Committee: Academic Affairs Committee

Section 1: Authority

The Academic Affairs Committee shall review and make recommendations to the college to fulfill the Constitutional authority of the faculty ([Constitution of the UF, Article III, The Faculty](https://generalcounsel.ufl.edu/media/generalcounselufledu/documents/Constitution.pdf)) regarding all the College of Nursing (CON) Degree Programs. It shall study curricular proposals with respect to their relationship to the Mission and Goals of the College and University. It shall be concerned with admission, progression, and graduation policies.

Section 2: Duties

1. Establish requirements of the college for entrance and for graduation, and the form of degrees to be conferred.
2. Determine the arrangement and content of the curricula.
3. Monitor, formulate, and recommend policies governing the curriculum, including admission policies and student academic policies of the CON.
4. Evaluate maintenance of curricular integrity.
5. Advise the Assistant Dean for Student Services (ADSS) regarding student admission, progression, and graduation policy/procedures for CON academic programs.
6. The chair of AAC in consultation with the ADSS, Associate Dean for Academic Affairs: Undergraduate Education (ADAAUE), and Associate Dean for Academic Affairs: Graduate Clinical Education (ADAAGCE) will appoint:
	1. A DNP Admissions Committee which shall consist of the Associate Dean for Academic Affairs: Graduate Clinical Education (ADAAGCE), all Track Coordinators and faculty as needed.
	2. An Undergraduate Admissions Committee which shall consist of the Associate Dean for Academic Affairs: Undergraduate Education (ADAAUE) and at least three faculty.

The duties of the admission committees will include:

* + 1. Review prospective student files and evaluate eligibility for admission, and prioritize those meeting the criteria as needed.
		2. Make recommendations to the Dean regarding admission decisions.
		3. Review petitions submitted by students denied admission.
		4. Make recommendations to the Dean for admission based upon review of petition.
1. Recommend curriculum revisions to the Faculty for the CON academic programs.
2. The chair or delegate shall serve as a College representative to appropriate Commission on Collegiate Nursing Education (CCNE), American Association of Colleges of Nursing (AACN), or other national nursing educational meetings.

 I. In conjunction with the ADUE and ADGCE, oversee systematic program reviews for the CON academic program curricula in keeping with the Master Evaluation Plan and report results and recommendations to faculty.

 J. In conjunction with the ADUE and ADGCE, conduct systematic evaluations of the CON

academic program courses and make necessary recommendations to the faculty.

Section 3: Membership

The Academic Affairs Committee (AAC) shall consist of five (5) elected faculty members. Members include two faculty members (one from each College department), three at-large faculty (familiar with CON academic programs), the ADAAUE, ADAAGCE, the ADSS, one undergraduate and one DNP student member. The ADAAUE, ADAAGCE, and ADSS will be non-voting ex officio members serving as resources to the AAC.

**ARTICLE VIII**

Standing Committee: Appointment, Promotion, and Tenure Committee

Section 1: Authority

The Appointment, Promotion, and Tenure Committee shall review candidate packets for appointment to rank upon hire, Mid-Career (3rd year) Review (UFSGD), promotion and tenure, and other special reviews as required by the College or University. The Appointment, Promotion, and Tenure Committee serves to review and evaluate the candidate’s packet as the fact-finding College Committee for the purpose of advising the Dean on promotion and tenure decisions.

Section 2: Duties

1. Review College policies for promotion and tenure and Mid-career review every three years.
2. Ensure that candidates have access to the resources for meeting the College timeline and appointment, promotion, and tenure procedures
3. Provide an annual overview of the College promotion and tenure procedures.
4. Conduct a comprehensive evaluation of candidates’ applications for promotion and/or tenure.
5. Conduct comprehensive evaluations for third year review and special review, including tenure and rank on hire to associate or full professor for all tracks.

F. The chair or delegate shall serve as a College representative to appropriate national, state, and/

or local meetings.

Section 3: Membership

The Appointment, Promotion, and Tenure Committee shall consist of five faculty members elected by the faculty. Committee members must hold the rank of Associate Professor or Professor (UFSGD). In all cases, the Committee shall have at least one member at the rank of Professor and at least one Clinical Associate Professor or Professor. Reviews for promotion to the rank of Professor shall be conducted exclusively by those holding that rank. Reviews for tenure shall be conducted exclusively by those holding tenure. Additional members may be added to the committee as special appointments to ensure adequate academic balance (e.g., clinical or tenured) and/or specialty of the candidate, if applicable. These special appointments will be made by the Dean, in consultation with the APT Committee Chair. At all times, elected members must comprise the majority of the committee. No member of the Committee may attend sessions regarding her/his own review. The chairperson shall be selected by the five elected faculty members and may serve as Chair for two consecutive one-year terms, if she/he remains on the Committee. Because of the timing of duties related to appointment of new members by the Dean, the APT Chair is elected prior to those appointments.

Section 4: Term

Term of office for elected faculty shall be three years. Terms shall be staggered and elections shall be held annually for 1-2 members. No faculty member shall serve for more than two consecutive terms.

Section 5: Vacancy

Vacancy of an elected member position shall be filled by special election to complete the unexpired term.

**ARTICLE IX**

Standing Committee: Research and Scholarship Committee

Section 1: Authority

In collaboration with the Associate Dean for Research, the Research and Scholarship Committee shall facilitate faculty work in pursuit of the University of Florida College of Nursing (UFCON), Health Science Center (HSC), and UF research and scholarship missions.

Section 2: Duties

A. Provide consultation on faculty needs to facilitate their activities in support of the CON, HSC, and UF research and scholarship missions.

1. Allocation of internal funds (funds from philanthropic and other sources available at the Dean’s discretion) and resources (e.g., editing, grant preparation, information technology support).

2. Processes for review and evaluation of internally funded research.

3. Recurring CON-level dissemination activities (e.g., Research Day, Kobb Lectureship).

4. Faculty development in research and scholarship.

5. Composition of mock review panels.

B. Innovate and implement ideas that enhance meaningful participation and collaboration of faculty and clinical partners in conducting research, scholarship, and dissemination (e.g., ensure all new internally funded research studies include at least one clinical faculty member; institute regular brown bag research/scholarship enhancement sessions).

C. Facilitate student understanding and integration of research, scholarly activity, and dissemination.

D. Collaborate with the ADR to maintain a process for continuous quality improvement of processes and services provided.

E. The chair or delegate shall serve as a College representative to appropriate national, state, and/ or local meetings.

Section 3: Membership

The Research and Scholarship Committee shall consist of five voting members (including the chair): two tenure track faculty, two clinical track faculty, and one endowed chair. The chair may be a clinical, research, or tenure track faculty member. The Associate Dean for Research, one research representative from UFH-Shands Hospital and one research representative from the VA will be non-voting ex-officio members, as will one student each from the PhD, DNP, and BSN programs.

**ARTICLE X**

Special Committee: Bylaws and Nominating Committee

Section 1: Authority

The Bylaws and Nominating Committee shall systematically review the Bylaws and prepare a slate of candidates for the offices and committee members to be elected.

Section 2: Duties

1. Review Bylaws annually for consistency and congruity, and solicit recommended changes from faculty members.
2. Make recommendations to the Faculty Executive Committee for change in the Bylaws.
3. Following Faculty Executive Committee review, present Bylaws changes to the Faculty for action.
4. This committee also serves as the Nominating Committee for the College of Nursing Faculty Practice Association, Inc. and forwards a slate each year to the Association Secretary to ensure election of a faculty representative to the Board of Directors.

Section 3: Membership

The Bylaws and Nominating Committee shall consist of three faculty members, of whom at least one must have graduate faculty status and one from each department, all elected.

Section 4: Procedures for Election of Officers and Chairs

* 1. Officers and Chairs shall be determined by a simple majority of the voting faculty members during the specified time period using the specified mechanism.

In the event of a tie vote, the run-off shall be among the tied candidates. The run-off vote shall be determined by simple majority within two weeks of the original election.

**ARTICLE XI**

Special Committee: PhD Program Committee

Section 1: Authority

The University of Florida Graduate School delegates the responsibility for detailed operation of the Doctor of Philosophy in Nursing Science degree to the College of Nursing Graduate Faculty. The PhD Program Committee shall review and approve all course and curricular materials for the PhD program. The committee shall be concerned with admission, progression, and graduation policies for the PhD program in keeping with the mission of the CON.

Section 2: Duties

1. Establish requirements of the college for entrance and for graduation, and the form of degrees to be conferred.
2. Determine the arrangement and content of the curricula, and approval of curriculum revisions for the PhD program.
3. Monitor, formulate, review and approve policies governing the curriculum, including admission policies and student academic policies of the PhD Program.
4. Advise the Associate Dean for Student Affairs (ADSS) regarding student admission, progression, and graduation policy/procedures for the PhD Program.
5. Collaborate with the PhD Program Director relative to student award (scholarships / fellowships) policies.
6. In collaboration with the PhD Program Director, oversee systematic program reviews for the PhD curriculum in keeping with the Master Evaluation Plan and report results to Faculty.
7. In conjunction with the PhD Program Director, conduct systematic evaluations of all PhD courses and make revisions as needed to maintain congruency between the PhD program and the UF/CON mission and values.
8. The chair or delegate shall serve as a College representative to appropriate national, state, and/or local meetings.

Section 3: Membership

The PhD Program Committee shall consist of the PhD Program Director, Committee Chair, one PhD student representative, and all faculty holding GFS.

**ARTICLE XII**

Meeting Procedures

All meetings and voting shall be held according to the most recent edition of *Robert’s Rules of Order* unless otherwise noted in the Bylaws.

Faculty shall be considered present at an in-person meeting if attending in person or by electronic means.

A notice (written or electronic) shall be given to the membership at least seven working days prior to any meeting during which a significant issue as determined by the Dean or President shall come for vote.

Quorum

A quorum is defined as those present. For an in-person meeting, a quorum will consist of those attending the meeting in person or by electronic means. In the case of an electronic meeting (e.g., University voting system or its equivalent), those casting votes will be considered to be present and will constitute a quorum. A simple majority of those voting shall carry a motion (see eligibility criteria in Art. IV, section 1). Votes will be recorded as for, against, and present.

**ARTICLE XIII**

Amendments

Section 1: Amendments with Notice

These Bylaws may be amended at any scheduled faculty meeting by a 2/3 vote of those present at the meeting (physically or by electronic means) and voting, provided faculty members receive written notification at least ten working days before the meeting.

Section 2: Amendments without Notice

If no or inadequate previous notice had been given, these Bylaws may be amended by a 99 percent vote of Faculty present at the meeting (physically or by electronic means) and voting at any scheduled faculty meeting.

**\*UFSGD = required by UF Shared Governance Document of 2006**