

**TEMPLE UNIVERSITY
COLLEGE OF HEALTH PROFESSIONS AND SOCIAL WORK
DEPARTMENT OF NURSING**

Faculty Organization and Bylaws

Article 1: Name

Section 1. Faculty Assembly of the Department of Nursing of the College of Health Professions and Social Work of Temple University.

Article II: Objectives

Section 1. The faculty of the Department of Nursing of the College of Health Professions and Social Work, as an integral component of Temple University, subscribes to the philosophy of the University and shares its functions of teaching, service, and research; therefore, the objectives are to prepare nursing professionals to meet the needs of a global community and to improve the quality of life for diverse and vulnerable populations through scholarship, education, practice, and service.

Article III: Membership

Section 1. The faculty of the Department of Nursing of the College of Health Professions and Social Work (CHPSW) of Temple University, referred to as the Faculty Assembly, shall consist of those members holding full-time faculty appointments to the Department of Nursing on either the tenure or non-tenure-tracks.

Section 2. Full-time faculty on either the tenure track or the non-tenure track shall constitute the voting, policy-making body of the Department of Nursing.

Article IV: Rights and Responsibilities

Section 1. The Faculty Assembly shall act as the representative body of the faculty of the Department of Nursing. Its concerns will include all matters of interest to the department, the College, and the University.

Section 2. Responsibilities:

Under the Chairperson, Department of Nursing, and the Dean, College of Health Professions and Social Work, the Faculty of the Department of Nursing shall have jurisdiction over academic matters, including:

- A. Establishment of requirements for admission and development of criteria and procedures for selection and progression of students;
- B. Design, approval, implementation, evaluation, and revision of the curricula;

- C. Formulation of policies and procedures for the instructional, research, and service programs of the Department;
- D. Establishment of standards for examination, grading, academic standing, honors in courses, attendance, and other related matters;
- E. Establishment of curricular requirements for awarding of degrees and certificates;
- F. Election of faculty to serve on standing committees;
- G. Recommendation through the Chairperson of the Department, through the Dean of the College of Health Professions and Social Work, and through the University President, to the Board of Trustees of those candidates who have fulfilled the requirements for those degrees and certificates which, by law, the University is qualified to confer;
- H. Establishment of regulations and procedures under which the faculty operates; and
- I. Recommendation to the Chair of the Department of amendments to the Department's bylaws.

Section 3. Faculty Governance:

- A. Regular meetings of the faculty shall be scheduled at least three times each fall and spring semester during the academic year.
- B. The Faculty President shall serve as Chair for faculty meetings. The Faculty President shall give written notice with an agenda for all regular meetings to all members of the faculty, at least one week in advance of the meeting.
- C. The Faculty President shall be the presiding officer of the faculty. The presiding officer may vote only in case of a tie.
- D. Fifty percent (50%) plus one (1) of the faculty shall constitute a quorum for the transaction of its business.
- E. Special meetings of the faculty may be called at any time upon the direction of the Faculty President, the Executive Council, or the Chair of the Department.

Section 4. Officers of the Faculty

- A. The faculty of the Department of Nursing shall elect a full-time faculty member as the Faculty President during the first Faculty Assembly meeting held after these bylaws are approved. The Faculty member elected shall serve one two-year term as President. Thereafter, the faculty shall elect a full-time faculty member as President-Elect in the May Faculty Assembly meeting of the spring semester of the President's first year of office. The faculty member elected shall

serve one non-consecutive three year term, the first (1) as President-Elect and the next two (2) years as President.

- B. The Secretary of the Faculty Assembly shall be a departmental staff member appointed by the Chair.

Article V: The Executive Council

Section 1. Membership:

- A. The membership of the Executive Council shall consist of: the Chair of the Department who shall serve as the presiding officer and who may vote only in case of a tie; the Associate Chair for Undergraduate Education; the Associate Chair for Graduate Education; the Director, Community-Based Practices; the Faculty President; and two (2) faculty members elected at large. All elected faculty members shall serve three-year terms except for the first time this Council is constituted. For the establishment of the first Council, one faculty member shall serve for three years and one shall serve for two years.

Section 2. Secretary:

- A. The Secretary of the Executive Council shall be a departmental staff member appointed by the Chair.

Section 3. Responsibilities:

- A. The executive body of the faculty shall be the Executive Council of the faculty, hereinafter referred to as the Executive Council.
- B. The Executive Council represents the faculty in all matters affecting the operation and policies of the department over which the faculty have jurisdiction as described in these bylaws.
- C. Policies and recommendations from committees will be reviewed by the Executive Council and then transmitted to the Faculty Assembly for review and approval within thirty (30) days or at the next scheduled meeting.
- D. The Executive Council shall develop and implement policies on behalf of the faculty as a whole. However, the right of the faculty to review and to accept or reject decisions of the Executive Council shall not be abridged.

Section 4. Vacancies:

- A. If an elected member of the Executive Council resigns or otherwise becomes unable to serve, the Nominating Sub-Committee of the Faculty Assembly shall initiate the nomination and election process as described in these bylaws.

- B. If an elected member of the Executive Council is designated as a faculty administrator, that member must resign the position as an elected member of the Executive Council. The vacancy shall be filled in accordance with these bylaws.

Article VI. Division of Performance Improvement

Section 1. Membership:

- A. The Division of Performance Improvement is a unit of the Department of Nursing composed of five (5) faculty members appointed by the Chair of the Department to be representative of both the undergraduate and graduate programs, one of whom shall be appointed as Director of the Division. Additionally, two faculty members shall be elected at large for three-year terms at a Faculty Assembly meeting in spring semester. For the first election only, one faculty member shall be elected for a three-year term and the second shall be elected for a two-year term. The Chair of the Department , Associate Chair for Undergraduate Education, and the Associate Chair for Graduate Education shall serve as ex-officio members of this Division.
- B. The Director of the Division of Performance Improvement reports directly to the Chair of the Department and reports at each Faculty Assembly meeting.

Section 2. Responsibilities:

- A. Ensure that a comprehensive, systematic, outcomes-based, program evaluation plan is in place and consistently implemented.
- B. Facilitate and monitor the implementation of program evaluation activities by all units and individuals as designated in the plan.
- C. Review and report findings of the evaluation process to the Associate Chair for Undergraduate Education, the Associate Chair for Graduate Education, and Committees as well as the Chair of the Department.
- D. Assemble and maintain an evaluation database for accreditation and other purposes.
- E. Implement and monitor an annual peer review process for all faculty.
- F. Review course portfolios on an annual basis and recommend revisions as appropriate.
- G. Design, implement, and revise evaluation instruments for performance improvement.

Article VII. Standing Committees

Section 1. The standing committees of the faculty shall be:

- A. Faculty Affairs Committee
- B. Nursing Resource Center Committee
- C. Student Affairs Committee
- D. Curriculum Committee
- E. Continuing Education Committee
- F. Research Committee

Section 2. Membership on Standing Committees – General Guidelines:

- A. Faculty shall serve on at least one standing or ad hoc committee or, serve in the Division of Performance Improvement by appointment of the Chair.
- B. Membership on standing committees shall be by election of the faculty for a three-year term.
- C. Chairpersons of committees shall be elected by the committee members at the first business meeting of committees in fall.
- D. Student representation where applicable shall consist of students elected by the student body or class organization as specified in these bylaws.

Section 3. Chairpersons of Standing Committees shall:

- A. Notify all members of meetings and prepare and distribute agenda.
- B. Assume responsibility for committee minutes and reports except as otherwise determined by committee members.
- C. Report to the Faculty Assembly.
- D. Prepare annual committee reports.
- E. Convene the first meeting of the succeeding academic year.

Section 4. Faculty Affairs Committee

A. Membership:

The Faculty Affairs Committee shall be composed of at least two (2) tenured faculty members at the Associate Professor or Professor rank, two (2) tenure track faculty members at the Associate Professor or Professor rank, and two (2) non-tenure track faculty members at the Associate Professor or Professor rank. Until such time as the Department of Nursing has sufficient

number of tenured or tenure track faculty members in sufficient number to meet these membership requirements, additional faculty from the non-tenure track may be elected to this committee. The Department of Nursing Chair is not eligible to serve on this committee. Faculty shall be elected for three-year terms at the May Faculty Assembly meeting. Under special circumstances, the Committee may seek additional members to conduct its business.

B. Responsibilities:

1. Recommend promotion and tenure policies and procedures;
2. Distribute policies and procedures for promotion and tenure to faculty;
3. Serve as a resource to candidates for promotion and tenure;
4. Evaluate submitted documents and recommend candidates for promotion and/or tenure;
5. Develop and implement criteria and process for evaluating non-tenured faculty providing feedback on progress toward achievement of tenure;
6. Recommend faculty recruitment needs after consulting with the Associate Chair for Undergraduate Education and the Associate Chair for Graduate Education.
7. Participate in faculty searches; recommend new faculty appointments to Chair.
8. Develop criteria and conduct triennial evaluation of faculty administrators.
9. Facilitate professional development of faculty.
10. Recommend faculty for awards at the college and university levels.
11. Develop, evaluate, and revise criteria for annual merit review.
12. Recommend candidates to the Chair for annual merit.

Section 5. Nursing Resource Center Committee

A. Membership:

1. The Nursing Resources Center (NRC) Committee shall be composed of three (3) faculty members including one from the BSN Program, one from the accelerated BSN Program, and one from the Graduate Program; one (1) undergraduate student and one (1) graduate student. The Nursing Resource Center Director serves as an ex-officio member.

B. Responsibilities:

1. Evaluate appropriateness and relevance of learning resources held by the Department of Nursing, in consultation with representatives from sub-specialties.
2. Identify areas of needed resources based upon the curricula to assure the needs of all specialty areas are addressed.
3. Recommend purchases of learning resources based upon input from the entire faculty.
4. Recommend to the Chair materials to be purchased, including vendor names, addresses, and cost per item.
5. Seek sources of external funding to support the NRC.
6. Develop policies and procedures regarding student use of the lab.
7. Evaluate the utility and adequacy of the NRC in meeting the learning needs of students.

Section 6. Student Affairs Committee

A. Membership:

1. The Student Affairs Committee shall be composed of six (6) elected faculty members, including one from the BSN Program, one from the RN-BSN Program, one from the accelerated BSN Program, two from the Graduate Program, including at least one advanced practice nurse, and one elected from the faculty at large; one undergraduate student and one graduate student shall also be on this committee. Ex-officio members on this committee include the Director of Nursing Student Services, the Associate Chair for Undergraduate Education, and the Associate Chair for Graduate Education.

B. Responsibilities:

1. Develop and implement marketing efforts to increase enrollment in academic programs.
2. Coordinate recruitment activities with the, College of Health Professions and Social Work, the University and community.
3. Advise the Student Nursing Association.
4. Recommend students for departmental, college and university honors and scholarships, when appropriate.
5. Recommend students for graduation awards and honors.

6. Develop, evaluate, and revise policies for student admission, progression, and/or eligibility for continuance in, completion of, or dismissal from, an academic program.
7. Develop, evaluate, and revise policies and procedures within the Student Handbook on an annual basis.

Section 7. Curriculum Committee

A. Membership:

1. The Curriculum Committee shall be composed of seven (7) elected faculty members, including one from the BSN Program, one from the accelerated BSN Program, one from the RN-BSN Program, and two from the Graduate Program, one from master's program and one from the doctoral program, and two elected at large. Until the doctoral program is established and implemented, the two members from the Graduate Program will be elected from among the faculty involved in the master's program. One undergraduate student and one graduate student shall also be included by election of the study body. Ex-officio members are the Associate Chair for Undergraduate Education, the Associate Chair for Graduate Education, Director of the Division on Performance Improvement, Director of Community-Based Practice, and the Director of the Nursing Resource Center.

B. Responsibilities:

1. Review and evaluate proposed revisions to existing undergraduate and graduate curricula and make recommendations to the full faculty and the appropriate councils and/or committees of the College of Health Professions and Social Work and the University;
2. Review reports and recommendations of the Division of Performance Improvement and recommend curricular revisions accordingly;
3. Develop, evaluate, and revise the philosophy, objectives and organizing framework for the Department of Nursing;
4. Review criteria for advanced placement of students within academic programs and across academic programs; and
5. Review and approve all new course offerings and academic programs.

Section 8. Continuing Education Committee

A. Membership:

The Continuing Education Committee shall be composed of three (3) faculty members elected at large from the faculty.

B. Responsibilities:

1. The Continuing Education Committee shall serve as the planning committee to review and approve all new programs submitted for award of continuing education contact hours, per requirements of the Pennsylvania State Nurses Association.
2. Serve in the planning and implementation of continuing education programs.
3. Evaluate and revise policies and procedures related to the implementation of continuing education programs offered by the College of Health Professions and Social Work , Department of Nursing.

Section 9. Research Committee

A. Membership:

1. The Research Committee shall be composed of four (4) doctorally prepared faculty members elected at large. This committee shall also include one master's level student and one doctoral level student, when a doctoral program is established. The Associate Chair for Undergraduate Education, the Associate Chair for Graduate Education, and the Director of Community-Based Practice shall be ex-officio members of this committee.

B. Responsibilities:

1. Promotion of research efforts, research proposals, and grant applications within the Department of Nursing, including collaborative efforts among nursing faculty and between nursing faculty and members of other disciplines.
2. Recommend resources to support faculty scholarship and research.
3. Review research proposals prior to submission to the Institutional Review Board to facilitate faculty efforts.
4. Propose faculty development efforts to enhance research and scholarly efforts.

Article VIII: Meetings

- Section 1. Faculty Assembly shall be governed by Robert's Rules of Order Revised in all cases to which they are applicable, except when they are in conflict with the Bylaws or special rules of order of this Assembly.
- Section 2. A special meeting of the Faculty Assembly shall restrict its deliberating to those matters for which it has been specifically called.
- Section 3. Committees shall determine the schedules of their meetings.

Article IX: Amendments

- Section 1. Bylaws may be amended at any meeting of the Faculty Assembly.
- Section 2. A written notice of the proposed amendments shall be submitted to the faculty one week prior to the meeting of the Faculty Assembly.
- Section 3. A two-thirds vote of the voting body of the Faculty Assembly shall be required for adoption of proposed amendments.

Article X: Order of Business

- Section 1. Order of business shall be as follows:
 - A. Call to order.
 - B. Approval of minutes.
 - C. Committee reports.
 - D. Old business.
 - E. New business.
 - F. Announcements.
 - G. Adjournment.

Revised:

7/77, 5/78, 5/82, 11/83, 2/84, 5/86, 5/89, 5/93, 9/94, 5/95, 10/95, 5/96, 9/97, 5/98, 4/99, 12/15/08, 10-5-09