

**CHRISTINE E. LYNN COLLEGE OF NURSING  
FLORIDA ATLANTIC UNIVERSITY  
FACULTY BYLAWS**

**ARTICLE I GENERAL INFORMATION**

**1. Name**

The name of this body shall be called the Faculty Assembly of the Christine E. Lynn College of Nursing, Florida Atlantic University.

**1.2 Address**

The address of the College is:

Florida Atlantic University  
Christine E. Lynn College of Nursing  
777 Glades Rd.  
Boca Raton, FL 33431-0991

Florida Atlantic University  
Christine E. Lynn College of Nursing  
Harbor Branch Oceanographic Institute Site (HBOI)  
5600 US 1 North  
Fort Pierce, FL 34946

Florida Atlantic University  
Christine E. Lynn College of Nursing  
Davie Campus Site  
3200 College Avenue  
Davie, FL 33314

**1.3 Purpose**

The purpose of the Faculty Assembly of the Christine E. Lynn College of Nursing shall be to:

- 1) Advance the study and understanding of the discipline of nursing. The educational program prepares university-educated nurses who have acquired the essential elements of general education as defined by Florida Atlantic University and the initial and advanced professional education necessary for the practice of nursing, for the teaching of nursing and for nursing research.
- 2) Implement and contribute to the philosophy and policies of the Florida Atlantic University Community.

**1.4 Membership**

The Faculty Assembly of the Christine E. Lynn College of Nursing of Florida Atlantic University shall consist of the Dean of the College of Nursing, Associate Deans, Assistant Deans, Eminent Scholars and all full-time faculty.

## **1.5 Voting Privileges**

- 1) The voting body of the faculty shall consist of all members of the Faculty Assembly.
- 2) Voting related to recommendations for appointment to tenured and tenure-earning faculty lines is limited and will be held at specially convened meetings as needed.

## **1.6 Meetings**

### **1) The Schedule**

- A. The faculty shall hold regularly scheduled meetings throughout the academic year. Special meetings may be called as needed during the academic year by the Dean or members of the faculty.

### **2) The Quorum**

- A. Two-thirds of voting members of the faculty shall constitute a quorum at any meeting of the faculty. The points of view of all faculty directly affected by an issue are to be considered before voting on that issue.

### **3) Voting Policies**

- A. A consensus or Robert's Rules of Order (Newly Revised) method of decision making is desirable. Whenever a formal vote is taken, academic and/or faculty policies and curriculum changes shall be affirmed by a two-thirds vote of the faculty.
- B. Whenever possible faculty shall be notified of changes to be considered for voting at least one week before a decision is to be reached.

### **4) Faculty Assembly Agenda**

The agenda for Faculty Assembly is generated by the convener and includes College business that requires discussion or decisions which have been raised by Committees, Administration or individual faculty members. Faculty requesting items for placement on the agenda are encouraged to submit a written request to the convener at least 1 week prior to the meeting and will include proposed motions for consideration. The agenda with action items for the Faculty Assembly shall be distributed by the convener at least five (5) days prior to the meeting.

### **5) Convener:**

Faculty shall volunteer to convene the Faculty Assembly on a rotating basis.

**The Convener Shall:**

- A. Solicit agenda items and distribute the agenda and relevant items five (5) days prior to the faculty assembly meeting.
  - B. In collaboration with the faculty secretary or designee, arrange for distribution of the minutes from the prior faculty assembly meeting and recording of the current faculty assembly meeting.
  - C. Determine that a quorum of voting members is available at the beginning of the meeting.
  - D. Conduct the meeting, including official discussion and/or vote on relevant items on the agenda.
  - E. Review the minutes of the meeting in which she or he is convener and return to faculty secretary or designee for distribution to membership for review five (5) days prior to the next Faculty Assembly meeting in preparation for approval.
- 6) **Recorder**  
Recorder for the Faculty Assembly is an assigned staff member who works in collaboration with the convener.
- 7) **Student Representation**  
The Standing Committee student representatives may be present at meetings of the Faculty Assembly.
- 8) **Attendance at Meetings**  
Any guest who has an interest in the topics may request attendance during the meeting of the faculty and may provide input.
- 9) **Faculty-Staff Caring Fund**  
The Faculty-Staff Caring Fund Manager shall be elected at the first meeting of the Faculty Assembly each academic year and shall be responsible for the collection and dispersion of the Faculty-Staff Fund.

**ARTICLE II FACULTY**

**2.1 Appointment of Faculty**

Faculty appointments shall be consistent with the policies set forth in the University Faculty Handbook, and the College policy on Appointment, Promotion, and Tenure, and the Board of Trustees/United Faculty of Florida (BOT/UFF) Agreement.

**2.2 Responsibilities of the Faculty**

The Faculty, subject to the UFF agreement with the Board of Trustees and the Florida Atlantic University, shall have a responsibility to:

- 1) Foster a Caring Community grounded in our Model of Relating: The Dance of Caring Persons.
- 2) Maintain the unity and integrity of the faculty governance structure of the College of Nursing. Due to the distributed nature of the University, faculty lines may be on various sites.
- 3) All full-time faculty will serve on at least one standing committee and one academic program committee.
- 4) Create, implement, and evaluate the philosophy, objectives, and organizing framework of the College of Nursing through the educational programs.
- 5) Assume academic responsibilities as set forth in the policies of the Florida Atlantic University and College Faculty handbooks.
- 6) All full time faculty members are expected to attend and participate in the meetings of the Faculty Assembly or notify the Dean if unable to attend.
- 7) Establish the curriculum for academic work, and create and define courses of study.
- 8) Determine degree requirements for educational programs.
- 9) Recommend, through the Office of the Associate Dean for Academic Programs to the Provost and Chief Academic Officer of Florida Atlantic University, the candidates who have fulfilled requirements for the degree.
- 10) Create and enact a system for guidance and supervision of the academic work of nursing students that promotes successful completion of the program.
- 11) Exercise jurisdiction over all educational matters in the College, including but not limited to:
  - A. Appraising the adequacies of learning facilities, select learning facilities, and develop new practicum areas as necessary.
  - B. Assisting in the development of and participating in faculty projects aimed toward furthering the quality of the instructional program.
  - C. Maintaining joint agency and faculty communication for effective improvement of student learning and patient care.

- D.** Participate in the formation, maintenance and evaluation of all aspects of the College's functioning.
- E.** Adopt policies governing the College's own procedures and programs.
- F.** Propose changes to policy as needed to be or amendments to University policy to be adopted by the Board of Trustees.
- G.** Create, implement and evaluate a system which recognizes and rewards faculty expertise, including but not limited to:
  - 1)** Participating in selection of new faculty.
  - 2)** Maintaining a process of student, peer, and administrative evaluation of faculty performance.
  - 3)** Create merit guidelines.
  - 4)** Establish market equity guidelines.
  - 5)** Participate in the evaluations of the Dean, Associate and Assistant Deans.
- H.** Create, implement, and evaluate processes which facilitate student participation in policy making decisions, including but not limited to:
  - 1)** Appointing students to College committees.
  - 2)** Fostering student awareness of appropriate channels for the presentation of student views and concerns.
- I.** Create, implement and evaluate systems aimed at admitting qualified student applicants from diverse backgrounds.
- J.** Foster student, alumni and community awareness of developments in nursing.
- K.** Provide a forum for the discussion of ideas, proposals, and concerns of the faculty and opportunities for experimentation with change.
- L.** Serve as representatives of the College and University to professional organizations, outside constituencies and University administration, on matters concerning the Programs of Nursing.

- M.** Foster communication within the College of Nursing, and among the Colleges and the University as a whole, concerning matters pertaining to the Programs of Nursing.
- N.** All tenure track and tenured faculty actively participate in research and scholarship as well as teaching and service.
- O.** All practice-teaching faculty actively participate in scholarship as well as teaching and service.
- P.** All faculty who have earned tenure at the University have additional responsibilities to:
  - 1) Mentor students in their research.
  - 2) Chair and participate in doctoral student committees.
  - 3) Provide mentoring to other faculty in areas of research, teaching, and service.
  - 4) Participate in evaluation of faculty for promotion and tenure.

### **ARTICLE III COLLEGE ADMINISTRATION**

#### **3.1 The Dean of the College of Nursing**

The Dean of the College of Nursing shall be the administrative officer of the faculty.

##### **1) Appointment of the Dean**

The Dean shall be appointed by the University Provost and Chief Academic Officer, as recommended by the Faculty of the College of Nursing.

##### **2) Responsibilities of the Dean**

In accordance with the University Bylaws (section 1.12a), the position of Dean shall be primarily that of the executive officer who administers the affairs of the College under policies determined by the Faculty of the College, consistent with University-wide academic policies. The Dean has a responsibility to:

- A.** Provide overall administration of the College and be responsible to the University Provost and Chief Academic Officer.
- B.** Assure personnel, budget and support services requisite for the functioning of the College and in accordance with faculty governance. The Dean also has the responsibility for the maintenance of such personnel and fiscal records as are necessary for carrying out the administrative responsibilities.

- C. Represent the College and the University to professional organizations, outside constituencies and to University administration.
- D. Provide leadership for faculty and staff in creating and implementing effective programs of instruction, research, and service.
- E. Serve as an ex-officio member of all committees.
- F. Forward nominations to the appropriate Vice President and the Provost and Chief Academic Officer for the employment of all academic personnel upon recommendation of the Faculty.
- G. Recommend for appointment, such administrative assistants as are required, to the appropriate Vice President and the Provost and Chief Academic Officer.
- H. Make recommendations to the University Provost and Chief Academic Officer for faculty promotion and tenure within the College, after consulting with the College Promotion and Tenure Committee.
- I. Create and foster external relationships in order to secure resources to support the mission and goals of the College.
- J. Provide oversight for all fundraising activities of the College.
- K. Foster inter and intra-college communications among students, faculty, and administration.

### **3.2 The Associate Deans**

#### **1) Appointment of the Associate Deans**

The Associate Deans shall be appointed by the Dean of the College of Nursing with consultation from the tenured and tenure-earning faculty of the College and the Executive Committee.

#### **2) Accountability of the Associate Deans**

The Associate Deans have specific accountability to the Dean. Additionally, they are accountable to each other, the Assistant Deans or Directors and the faculty. The Associate Dean for Academic Programs shall be accountable for facilitating academic excellence. The Associate Dean for Nursing Research and Scholarship shall be accountable for facilitating research excellence. The Associate Dean for Practice and Community Engagement shall be responsible for promoting opportunities for faculty and students and integration of teaching and research within the college, campus and community.

**3) Responsibilities of the Associate Deans**

The Associate Deans have all of the rights and responsibilities of the faculty and serve as ex-officio members of all Standing and Program Committees.

The Associate Dean for Academic Programs shall have additional responsibility to:

- A.** Provide oversight of academic programs of the College.
- B.** Provide oversight of academic program development across sites.
- C.** Provide oversight for scheduling courses across sites.
- D.** Appoint ad-hoc committees and committee chairpersons as needed, relating to academic programs not otherwise provided for in the Bylaws, and oversee the work of these committees.
- E.** Create opportunities and foster the development of program grants and create and maintain resource information on such grants.
- F.** Provide oversight of the general orientation of new faculty.
- G.** Provide guidance and oversight to the Assistant Deans, Directors, and Coordinators regarding program and student issues.
- H.** Participate with the Dean and Assistant Deans on budget planning and development of academic programs.
- I.** Provide oversight on the implementation of the Strategic Plan of the College and evaluate progress annually.
- J.** Collaborate with the Associate Dean for Nursing Research and Scholarship in the evaluation, mentorship, and goal-setting of tenured, tenure track, visiting and practice-teaching faculty.
- K.** Establish a process for selection of faculty for special awards/honors, such as the distinguished teacher and advisor award.

**4) The Associate Dean for Nursing Research and Scholarship shall have additional responsibility to:**

- A.** Provide coordination and oversight of research / scholarly activities of the College.



- B.** Provide oversight of the interface between College and University-wide research activities, including the College's candidate for University research awards.
  - C.** Appoint ad-hoc committees and committee chairpersons as needed related to research not otherwise provided for in the Bylaws and oversee the work of these committees.
  - D.** Create opportunities and foster the development of research grants for faculty and create and maintain resource information on such grants.
  - E.** Provide oversight of the orientation of new faculty to research activities and resources within the College.
  - F.** Participate with the Dean, Associate Dean for Academic Programs, and Assistant Deans on budget planning and development.
  - G.** Collaborate with the Associate Dean for Academic Programs in the evaluation, mentorship and goal-setting of tenured, tenure track, visiting and practice-teaching faculty.
  - H.** Oversee, in collaboration with the PhD Program Director, the PhD program.
  - I.** Initiate activities which support and foster faculty scholarship.
  - J.** Provide oversight on the implementation of the Strategic Plan to the College and evaluate progress annually.
- 5)** The Associate Dean for Practice and Community Engagement shall have additional responsibility to:
- A.** Oversee the CON practice enterprise.
  - B.** Develop a Faculty Practice Plan in collaboration with faculty.
  - C.** Assess community needs and calls for nursing in the CON service area.
  - D.** Engage with the community and healthcare organizations to respond to calls for nursing through co-creation of innovative practices.
  - E.** Expand opportunities for caring-based, revenue-generating faculty practices in a variety of areas (primary care, specialty care, consultation, care management, etc.).

- F.** Seek external funding for practice initiatives.
- G.** Develop opportunities for interprofessional practice.
- H.** Partner with centers and practices employing advanced practice nurses to promote greater visibility and public awareness of the role.
- I.** Partner with healthcare organizations to develop nursing theory-guided demonstration projects.
- J.** Partner with health care organizations to develop innovative models of clinical teaching.
- K.** Collaborate with the Center Directors and faculty in practice to advance their missions and to evaluate the impact of the Centers and faculty practices.
- L.** Collaborate with the Associate Deans for Academic Programs and Research and Scholarship to integrate the missions of teaching and research within our Centers and practice initiatives.
- M.** Increase opportunities for local, regional and global service for faculty and students.

### **3.3 Assistant Deans for Undergraduate and Graduate Practice Programs**

#### **1) Appointment of Assistant Deans**

Assistant Deans shall be appointed by the Dean of the College of Nursing in consultation with the Associate Deans and faculty.

#### **2) Accountability of the Assistant Deans**

The Assistant Deans shall be accountable to the Associate Dean of Academic Programs for facilitating and maintaining academic excellence in the Academic Programs.

#### **3) Responsibilities of the Assistant Deans**

The Assistant Deans have all of the rights and responsibilities of the faculty, serve as ex-officio members of all standing committees and serve as a voting member of the Executive Committee.

The Assistant Deans shall have the added responsibility for oversight of the designated program(s) and its faculty and will:

- A.** Chair the appropriate Academic Program Committees.

- B.** Facilitate the planning, development, implementation, and evaluation of assigned programs in collaboration with the appropriate academic program committees.
- C.** Collaborate with Associate Dean for Academic Programs to schedule academic offerings ensuring quality and consistency across programs, compliance with university policies, and requirements of external agencies.
- D.** Administer university/program policies and procedures.
- E.** Provide input to the Associate Deans and Dean on essential program matters.
- F.** Represent the College on appropriate University Committees.
- G.** Provide oversight of the admission process of students to programs.
- H.** Provide oversight of student placement processes in nursing practice courses.
- I.** Provide oversight of the routine day-to-day activities of the program.
- J.** Recommend students who have fulfilled the requirements for graduation to the Dean.
- K.** Provide for adequate staffing of programs in consultation with the Associate Dean for Academic Programs.
- L.** Provide leadership for mentoring and evaluation of instructors, adjunct faculty and Student Services Staff.
- M.** Provide oversight of student advisement processes to ensure quality and consistence of advising provided.
- N.** Provide oversight of the processes used in the organization and maintenance of program records.
- O.** Serve as liaison with the community.

### **3.4 Academic Program Directors**

#### **1) Appointment of Academic Program Directors**

Academic Program Directors for the DNP and PhD programs shall be appointed by the Dean of the College of Nursing in consultation with the faculty.

**2) Accountability of the Academic Program Directors**

The Academic Program Directors shall be accountable to the Assistant Dean or Associate Dean, for facilitating and maintaining academic excellence in the Academic Programs.

**3) Responsibilities of the Academic Program Directors** The Academic Program Directors have all of the rights and responsibilities of the faculty. The Academic Program Directors shall have the added responsibility for management of designated programs in collaboration with the appropriate Assistant or Associate Dean and will:

- A. Chair the Academic Program Committees for designated program.
- B. Participate in scheduling designated program courses.
- C. Manage admission processes of students to designated programs.
- D. Manage the organization and maintenance of program records for designated program.
- E. Manage student placements in nursing practice courses as appropriate.
- F. Provide student advisement for designated program.
- G. Implement the routine day-to-day activities of the designated programs.
- H. Provide input to the Assistant or Associate Deans on essential designated program matters.

### **3.5 Graduate Coordinators**

**1) Appointment of Graduate Coordinators**

Graduate Coordinators shall be appointed by the Dean of the College of Nursing in consultation with the faculty.

**2) Accountability of the Graduate Coordinators**

The Graduate Coordinators shall be accountable to the Assistant Dean for Graduate Practice Programs for facilitating and maintaining academic excellence in designated program concentrations.

**3) Responsibilities of the Graduate Coordinators**

The Graduate Coordinators have all of the rights and responsibilities of the faculty. The Graduate Coordinators shall have the added responsibility for a

designated program concentration and/or site of service in collaboration with the Assistant Deans and will:

- A. Organize processes for admission of students to appropriate program concentrations.
- B. Participate in student orientation for designated program concentrations.
- C. Participate in scheduling designated program concentration courses.
- D. Organize and maintain program concentration records.
- E. Participate in placing students in nursing practice courses if appropriate.
- F. Provide student advisement for designated program concentrations.
- G. Participate in the routine day-to-day activities of designated program concentrations.
- H. Serve as experts in curricular standards related to their concentrations.
- I. Provide input to the Assistant Deans/Academic Directors on essential program concentration matters.

### **3.6 Clinical Coordinators**

#### **1) Appointment of Clinical Coordinators**

Clinical Coordinators shall be appointed by the Dean of the College of Nursing in consultation with the faculty.

#### **2) Accountability of the Clinical Coordinators**

The Clinical Coordinators shall be accountable to the Assistant Deans for facilitating and maintaining academic excellence in the Academic Programs.

#### **3) Responsibilities of the Clinical Coordinators**

- A. Act as an advocate for the program and present a positive image of the College of Nursing.
- B. Assist with development and assessment of clinical education with the faculty and Assistant Dean as appropriate.
- C. Coordinate development, communication, scheduling, and problem solving related to the clinical education component of

the curriculum.

- D.** Assist with clinical faculty recruitment.
- E.** Identify, develop and evaluate appropriate sites for clinical educational experiences.
- F.** Provide evidence of program, student and faculty compliance with College and clinical agency requirements.
- G.** Ensure quality clinical experiences by coordinating the evaluation of clinical sites and preceptors.
- H.** Coordinate program information and student recruitment efforts.

#### **ARTICLE IV EXECUTIVE COUNCIL**

##### **4.1 Executive Council Membership**

The membership of this council shall be comprised of the Dean, Associate Deans, Assistant Deans, Directors, Chairpersons of the Standing College Committees, the Promotion and Tenure Committee, and an at-large faculty member. The at-large member shall be elected by a vote of the total faculty at the last faculty meeting of the academic year. The Dean is Chair of the Executive Council.

##### **4.2 Responsibilities**

The members of the Executive Council shall have a responsibility to:

- 1) Serve as the advisory body on administrative matters.
- 2) Review issues and make recommendations as needed to administration and faculty.
- 3) Provide for representation in situations requiring College administrative presence.
- 4) Provide agenda items to the Dean as needed.

##### **4.3 Meetings**

- 1) The Dean, or the designee of the Dean, shall set the agenda, convene the Committee, and serve as facilitator at meetings.
- 2) An assigned staff member shall record and maintain a complete and public record of the minutes of Executive meetings.

- 3) The Council shall meet, as required, for timely conduct of the affairs of the Faculty and the College.

## **ARTICLE V STANDING COMMITTEES**

### **5.1 Standing Committees**

- 1) Committee on Programs
- 2) Committee on Faculty
- 3) Committee on Students

### **5.2 Committee Membership:**

- 1) All full-time faculty members shall serve on at least one of the College of Nursing Standing Committees.
- 2) New tenure-track faculty will rotate to all Standing Committees during their first year of appointment.
- 3) Tenure-track faculty may self-nominate or be nominated for appointment to committees at the last faculty meeting of the academic year for the next academic year.
- 4) The chairperson for each Committee shall be elected by the faculty at the last faculty meeting of the academic year. The Committee on Programs will have both a Chairperson and a Co-Chairperson. Other Committees may have a Chair and Co-Chair, as well. Chairpersons and Co-Chairpersons may serve two consecutive terms of office, or longer if voted by faculty. It is recommended that the chairperson be tenured.
- 5) Vacancies on committees and additional faculty assignments to committees shall be acted upon as necessary throughout the academic year.
- 6) All Committees shall have at least three faculty members who are representative of the Faculty Assembly.
- 7) The Dean, Associate Deans and Assistant Deans shall be ex-officio members of all Standing Committees unless otherwise stipulated in the Bylaws.
- 8) One student will serve as a voting member for the Committee on Students and Committee on Programs. Student members are responsible to communicate issues, solicit input, and represent

colleagues at committee meetings. Student membership is not required on the Committee on Faculty.

- 9) Faculty appointed for one academic year may be re-appointed. Students may self-nominate for one academic year.

### **5.3 Sub-committees**

Sub-committees may be appointed or elected by committees or by the faculty as a whole when needed.

### **5.4 Committee Chairpersons have a responsibility to:**

- 1) Establish a roster of voting members at the first meeting of the academic year
- 2) Maintain minutes, records, reports, and recommendations from the committees.
- 3) Present recommendations requiring action to the Dean, faculty, and Executive Council.
- 4) Submit an annual written report to the Dean and faculty by the last faculty meeting of the academic year.
- 5) Serve as a member of Executive Council.

### **5.5 Committee on Programs Responsibilities**

- 1) Analyzes and compares the existing mission, vision, philosophy, and organizing framework with that of the university, professional standards, and community needs and presents this analysis and recommendations to Faculty Assembly.
- 2) Represents the College of Nursing at Faculty Senate through its Chair or Co-Chair. Reviews resources and makes recommendations for purchase or updating.
- 3) Establishes procedures and guidelines for developing new courses.
- 4) Reviews and approves all new courses, changes to existing courses, and continuing education offerings as recommended by Program Committees.
- 5) Reviews course descriptions, course offerings and course objectives for consistency with mission, philosophy, organizing framework, and program outcomes.
- 6) Reviews recommendations from Program Committees and makes recommendations to Faculty Assembly for approval prior to submission of the proposal to the University Curriculum Committee.



- 7) Analyzes/addresses course or curriculum changes made by Faculty.
- 8) Assess and evaluate adequacy, currency and accessibility of learning and instructional resources. Reviews library holdings and makes recommendations for purchase. Invites FAU library liaison to meetings to discuss faculty/student library resources.
- 9) Collaborates with course-responsible faculty to assure congruency.
- 10) Serves as a resource for faculty development relative to curriculum concerns.
- 11) The chair or co-chair of the Committee on Programs will meet with the Dean's Dialogue with Colleagues.

### **5.6 Committee on Faculty Responsibilities**

- 1) Develops and recommends adoption by the faculty of policies and procedures that promote and facilitate faculty rights in the missions of teaching, research/scholarship, service, and practice to the Faculty Assembly.
- 2) Develops, recommends and evaluates guidelines for evaluation of faculty at all levels and makes recommendations to the Faculty Assembly.
- 3) Provides mechanism for receiving and responding to faculty views regarding faculty personnel policies and faculty governance.
- 4) Promotes informal channels for solving faculty grievances which complement formal University grievance procedures.
- 5) Reviews and recommends Bylaw revisions.
- 6) Reviews and updates Faculty Handbook.
- 7) Establishes ad-hoc Search and Screen Committees for all faculty positions, including administrative, with a goal of promoting faculty diversity.
- 8) Assesses adequacy of research support for faculty in collaboration with the Associate Dean for Nursing Research and Scholarship.
- 9) Serves as consultant to administration regarding resource allocation for faculty development in teaching, research, and practice.
- 10) Assesses adequacy of teaching and distance education and makes recommendations to the Associate Dean for Academic Programs.

- 11) Assesses the number and expertise of faculty needed and develops a recruitment plan in collaboration with the Dean.
- 12) Assesses adequacy of practice support for faculty and makes recommendations to the Associate Dean for Academic Programs.
- 13) Evaluates the adequacy of the number and quality of support staff for faculty, Dean, Associate Deans and Assistant Deans.
- 14) Ensures adequacy and integrity of the process of annual faculty evaluation in collaboration with the Promotion and Tenure Committee.
- 15) Fosters ways to create an environment supportive of faculty.
- 16) Participates in the orientation of new faculty.
- 17) Participates in review of aggregate faculty outcomes in collaboration with Promotion and Tenure Committee.
- 18) Assures evaluation processes of faculty are fair and equitable.
- 19) Develops review criteria, convenes selection task forces and makes recommendations to the Dean of the College for faculty awards to include but not be limited to Master Teacher, Distinguished Professor and the Daisy Award.
- 20) Reviews university merit pay guidelines and makes recommendations to the Dean of the College for distribution of merit pay to faculty.

### **5.7 Committee on Students Responsibilities**

- 1) Ensures students have the opportunity to participate on committees.
- 2) Works closely with Student Council to actively encourage participation.
- 3) Reviews and updates student handbooks.
- 4) Provides a forum/mechanism to receive and appropriately incorporate Student Council recommendations and views on student issues.
- 5) Communicates student feedback and input to person(s) and/or committee.
- 6) Participates in recruitment activities to support recruitment of qualified students from diverse student backgrounds.
- 7) Assesses adequacy of student admission processes, student advisement and student support, and makes recommendations to the Assistant Deans.
- 8) Develops and participates in activities to assist at-risk students in successfully completing their nursing education.

- 9) Communicates the availability of scholarships and awards to students and faculty.
- 10) Assesses the teaching/learning environment in collaboration with the Program Level Committees.
- 11) Communicates with faculty regarding student concerns not addressed elsewhere.
- 12) Works closely with Student Council to analyze and make recommendations to enhance the learning environment.
- 13) Participates in orientation of new students in collaboration with Assistant Deans.
- 14) Assists students in finding resources that help them prepare for National Council Licensure Examination (NCLEX) testing and certification exams through individual recommendations and announcements.
- 15) Arranges for NCLEX preparation courses offered through the College of Nursing.
- 16) Recommends students for scholarships and awards.
- 17) Encourages student professional development through participation in University Committees, Student Nurses Association and Iota Xi chapter of Sigma Theta Tau.
- 18) Recognizes student achievements and plans student recognition events.

## **ARTICLE VI**

### **BACCALAUREATE, MASTER'S & DOCTORAL COMMITTEES**

#### **6.1 Program Committees: Baccalaureate, Master's and Doctoral Studies**

- 1) **Membership of Each Committee**
  - A. Faculty members teaching at the level of the academic program are members.
  - B. At least one faculty member of the Masters and Doctor of Nursing Practice Committees must be a nurse practitioner.
  - C. Convener: Assistant Dean or Director of the respective Academic Program.
  - D. One student will serve as a voting member for each of the program committees.

**2) Responsibilities:**

- A.** Submits recommendations on instructional and learning Resources and databases to Committee on Programs.
- B.** Submits recommendations on mission, vision, philosophy and organizing framework to the Committee on Programs.
- C.** Assesses, evaluates and implements systems for faculty, staff and student involvement in the selection, acquisition, organization and maintenance of educational equipment and materials to fulfill the program's purposes.
- D.** Analyzes course objectives in light of College and Program outcomes. Performs leveling of concepts and content mapping.
- E.** Updates course and clinical evaluation tools.
- F.** Develops admission and progression criteria.
- G.** Oversees student admission and progression
  - Evaluates potential students for admission; recommends admission to Assistant Deans.
  - Evaluates student progression status; recommends progression to Assistant Deans.
  - Make recommendations regarding graduation to Assistant Deans.
- H.** Proposes changes to existing courses; creates new courses and submits to Committee on Programs.
- I.** Fosters the effective application of instructional technologies to facilitate excellence in teaching and quality student learning.
- J.** Conducts ongoing evaluation of program (EBI; clinical evaluation of students, preceptors, Caring Ability Inventory; etc).
- K.** Conducts ongoing evaluation of preceptors and makes recommendations to Assistant Deans.

**ARTICLE VII**  
**PROMOTION AND TENURE/GRADUATE FACULTY COMMITTEES**

## **7.1 Promotion and Tenure Committee**

### **1) Membership**

All tenured faculty are members except the Dean.

### **2) Election of Chairperson**

- A.** The election slate is comprised of all tenured faculty, who are members of the Committee.
- B.** All tenured faculty vote from this slate in a written ballot.
- C.** In the event of a tie vote, additional written balloting is conducted.
- D.** If a tie persists, the two members will determine between themselves, which one will serve for that academic year.
- E.** The chairperson is elected for one academic year and may be re-elected no more than two additional consecutive terms. The chairperson represents the College of Nursing on the University Promotion and Tenure Committee.

### **3) Responsibilities**

- A.** Develop and recommend criteria, process and policy for faculty promotion and tenure within the College of Nursing consistent with policies set forth in the Florida Atlantic University Faculty Handbook and procedures followed by the University.
- B.** Offer recommendations regarding promotion and tenure that are consistent with the UFF/BOT contract, University guidelines, and Christine E. Lynn College of Nursing guidelines.
- C.** Establish schedules and procedures that best expedite the work of the group.
- D.** Make recommendations for changes in process and procedure, as necessary, to Committee on the Faculty (for possible Bylaw revisions).
- E.** Receive from College of Nursing faculty any recommendations regarding process and procedure.
- F.** Serve as resource persons for matters related to College of Nursing promotion and tenure issues.

- G. Coordinate and review process for appointment, third year review, promotion and tenure including reviewing portfolios and providing summary reports to the Dean.

## **7.2 Graduate Faculty Committee**

### **1) Membership**

- A. Faculty members who have been granted Graduate Faculty status.
- B. The Graduate Faculty Committee will be chaired by the Assistant Dean of Graduate Practice Programs or designee.

### **2) Responsibilities**

- A. Evaluate and recommend persons for appointment and removal of graduate faculty status based on the Graduate College Governance document.
- B. Develop policies to guide graduate faculty appointments.

## **ARTICLE VIII STAFF COUNCIL**

### **8.1 Membership**

The membership of this Council shall consist of one representative from each of the following areas of the College: Dean's office, Academic Programs, Student Services, Nursing Research, Scholarship and PhD Studies, Information Technology, the Faculty Secretary, and a staff representative from the campus sites as appropriate.

### **8.2 Responsibilities of the Council**

The Staff Council has the following responsibilities

- 1) Provides a forum to address important issues with the staff.
- 2) Develops and recommends policies and systems to support the effective work of the College.
- 3) Provides a forum for problem-solving and participation in governance.
- 4) Facilitates communication among departments in the College and between administration, faculty, and staff.

### **8.3 Meetings**

- 1) On a rotating basis a member of the Staff Council shall set the agenda, convene the Council and serve as facilitator at meetings.
- 2) On a rotating basis a member of the Staff Council shall record and maintain a complete public record of the minutes of the Staff Council.

- 3) The Council shall meet monthly, as required, for timely conduct of the affairs of the Staff and the College.

## **ARTICLE IX RESEARCH/SCHOLARSHIP COUNCIL**

### **9.1 Membership**

- 1) The Research/Scholarship Council shall consist of full-time faculty members who are interested in research and two students, one of whom is a doctoral student. The students, like the faculty, will have voting privileges.
- 2) Chairperson: The Associate Dean for Nursing Research and Scholarship shall chair the Research/Scholarship Council.

### **9.2 Responsibilities of the Council**

The Research/Scholarship Council has the following responsibilities:

- 1) Provides guidance for the Associate Dean for Nursing Research and Scholarship regarding research-relevant matters, including policies and procedures.
- 2) Participates in grant reviews for intramural awards.
- 3) Reports on activities of each of the research-focus collaboratives (healthy aging, holistic health, transforming healthcare environments and health equity).
- 4) Engages with the Associate Dean for Nursing Research and Scholarship to plan for advancing the research mission of the College of Nursing.
- 5) Engages in search committees convened to select personnel in the Office for Nursing Research, Scholarship and PhD Studies.
- 6) Encourages faculty to move forward for research/scholarship-related University awards.
- 7) Evaluates the effectiveness of the mentoring program and make recommendations to optimize effectiveness.

### **9.3 Meetings**

- 1) The Council shall meet monthly, as required, to attend to research guidance responsibilities.

- 2) One Research Coordinator will record and provide minutes of the Research/Scholarship Council for the Associate Dean for Nursing Research and Scholarship, who will maintain a complete public record of the minutes of the Council by including minutes in the monthly research report distributed at faculty meetings.

## **ARTICLE X STUDENT COUNCIL**

### **10.1 Membership**

- 1) The membership of this Council shall consist of representatives from each of the following areas of the College of Nursing: Five students from the undergraduate program (one of which shall be the president of the SNA) with cross-sites representation from RN-BSN program; five students from the Master's program with representation across concentrations and sites; two students from the PhD program and two students from the DNP program. Duties shall be to serve as student representatives on appropriate committees. Council membership shall be determined by student elections.
- 2) Each position shall have a term limit of two academic years.

### **10.2 Responsibilities of the Council**

The Student Council has the following responsibilities:

- 1) Provides a forum to address important issues among the students.
- 2) Advocates for the students in the College of Nursing to resolve issues and provide a voice in governance.
- 3) Facilitates communication among students across programs in the College.
- 4) Provides student representative on faculty standing committees.

### **10.3 Faculty Advisor**

The Chair of the Committee on Students shall serve as the Faculty Advisor.

### **10.4 Meetings**

- 1) The Council shall meet once per month, with one annual meeting open to all students of the College of Nursing.
- 2) The Council President may call additional meetings as necessary to address issues of importance for students.

## **Article XI Practice Council**

### **11.1 Membership**

- 1) The Practice Council shall consist of fulltime faculty members, Center/Institute/Initiative leaders or Directors, any ARNP engaged in a CON practice



settings, collaborating physicians and/or team members such as dieticians, social workers who are engaged in practice, and any interested students or faculty.

- 2) Chairperson: The Associate Dean for Practice and Community Engagement shall chair of practice council.

### **11.2 Responsibilities of the Council**

The Practice Council has the following Responsibilities:

- 1) Engages with the Associate Dean for Practice to develop a practice mission and vision for the College grounded in the foundational value of caring as a model of relating.
- 2) Provides guidance to Associate Dean for Practice regarding practice relevant matters, including policies and procedures, strategic planning, and goals and objectives.
- 3) Reports on the activities of each respective practice endeavor, centers, and initiatives.
- 4) Develops and shares practice partnerships and ideas about the scholarship of practice.
- 5) Provides inputs and ideas related to coordination and utilization of resources and budget based on strategic planning for growth and sustainability.
- 6) Seek and collaborate on grant opportunities and other funding opportunities.
- 7) Assures that our Practice sites are exemplary learning laboratories for our students.
- 8) Establish quality benchmarks for practice and makes recommendations to optimize effectiveness.
- 9) Support and encourage faculty/practice partners to go forward for awards; disseminate activities and findings; and highlight activities.

### **11.3 Meetings**

- 1) The Council shall meet monthly to attend to practice responsibilities.
- 2) Minutes will be recorded and maintained as public record by including minutes in the monthly Practice Report distributed at Faculty Meetings.

## **ARTICLE XII PROCEDURAL AUTHORITY**

Unless otherwise provided in the Bylaws, a consensus method of decision-making and/or Roberts Rules of Order (Newly Revised) shall serve as the procedural authority for the group.

## **ARTICLE XIII AMENDMENTS**

The Bylaws may be amended by the approval of two-thirds of the voting body present after at least one week's notice of the meeting and proposed amendment have been given to the membership.

## **ARTICLE XIV RATIFICATION**

Upon adoption by a two-thirds vote of the entire faculty at a regular meeting of the faculty,

these bylaws shall become the Bylaws of the Christine E. Lynn College of Nursing of Florida Atlantic University.

Approved Revisions 04/18/13,04/27/15