CHRISTINE E. LYNN COLLEGE OF NURSING
FLORIDA ATLANTIC UNIVERSITY
Faculty Bylaws
ARTICLE I

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
Treasure Coast
500 N.W. California Blvd.
Port Saint Lucie, FL 34986

Florida Atlantic University
Davie Campus
2912 College Avenue
Davie, FL 33314

1.3 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 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 convenor 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 convenor 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 convenor at least five (5) days prior to the meeting.
5) **Convenor:**

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

The convenor 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 convenor 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 the faculty secretary or designee, in collaboration with the convenor.

7) **Student Representation.**

The Standing Committee student representatives may be present and vote 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 Caring Fund**

The Faculty 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 Fund.

**ARTICLE II**
The 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 BOT/UFF Faculty 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.

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 campuses.

3) All full time tenure-line faculty will serve on at least one standing committee and one academic program committee. Non tenure-line faculty will serve on one 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 designated convenor 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 recruitment of 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 the scholarship of research as well as teaching and service.

O All faculty who have earned tenure at the University have additional responsibilities:

1) To mentor students in their research.

2) To chair and participate in scholarly activity committees.

3) To provide mentoring to other faculty in areas of research, teaching, and service.

4) To actively 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 Florida Board of Education and University Board of Trustees.

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 fund raising 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, Assistant Deans, Directors, and all tenure-line faculty, except imminent scholars, shall be accountable for facilitating research excellence.

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 campuses.

C Provide oversight for scheduling courses across campuses.

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 mentoring and goal-setting of 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 mentorship and goal-setting of faculty.

H Initiate activities which support and foster faculty scholarship.

I Provide oversight on the implementation of the Strategic Plan of the College and evaluate progress annually.

3.3 Assistant Deans and/or Directors of Academic Programs for Undergraduate, Master’s and Doctoral Programs

1) Appointment of Assistant Deans and Directors of Academic Programs.

Assistant Deans and Directors of Academic Programs shall be appointed by the Dean of the College of Nursing in consultation with the tenure and tenure-earning faculty.

2) Accountability of the Assistant Deans and/or Directors of Academic Program.

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

4) Responsibilities of the Assistant Deans and Directors of Academic Programs

The Assistant Deans and Directors of Academic Programs have all of the rights and responsibilities of the faculty and serve as ex-officio members of all standing committees. The Assistant Deans and Directors of Academic Programs shall have the added responsibility for oversight of the baccalaureate, master’s and doctoral programs and will:

A Chair the appropriate Baccalaureate, Master’s, or Doctoral Studies Program Committee.

B Propose plans for program development to the Programs Committee.

C Schedule courses across campuses.

D Provide oversight of admission of students to the programs.

E Provide oversight of the organization and maintenance of program records.
F Provide oversight of student placements in nursing practice courses.

G Recommend students who have fulfilled the requirements for graduation to the Dean.

H Design and implement a plan for providing information on academic programs of the College.

I Provide oversight of student advisement.

J Implement the routine day-to-day activities of the programs.

K Provide input to the Associate Deans and Dean on essential program matters.

L Provide leadership for and evaluation of adjunct and clinical faculty.

M Represent the College on the appropriate University Committees.

N In consultation with Associate Dean for Academic Programs provide for adequate staffing of programs.

ARTICLE IV

The 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) On a rotating basis a member of the Executive Council 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 The Standing Committees of the College of Nursing shall be as follows:

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

5.2 Committee membership:

1) All tenure-line faculty, Assistant Deans, and Directors of the Faculty Assembly shall serve on at least one of the College of Nursing Standing Committees.

2) New tenure earning faculty will rotate to both Standing Committees and Program Committees during their first year of appointment.

3) Tenure-line 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. 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

7) The Dean, Associate Deans and Assistant Deans shall be ex-officio members of all Committees unless otherwise stipulated in the Bylaws.

8) A minimum of one student will server as a voting member. Student members are responsible to communicate issues, solicit input, and represent colleagues at committee meetings. Membership of two students is preferred for each committee.

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) Maintain minutes, records, reports, and recommendations from the committees.

2) Present recommendations requiring action to the Dean, faculty, and Executive Council.

3) Submit an annual written report to the Dean and faculty by the last faculty meeting of the academic year.

4) Serve as a member of Executive Council.

5.5 Committee on Programs

1) Committee on Programs Responsibilities:

A Establish procedures and guidelines for developing new courses.

B Review and recommend all new course proposals, course changes, and continuing education offerings. Transmit these to the faculty for approval prior to submission of the proposal to the University curriculum committee.

C Serve as a resource for faculty development relative to curriculum concerns.

D Assess, evaluate and implement systems for faculty, staff and student involvement in the selection, acquisition, organization and maintenance of educational equipment and materials to
fulfill the College’s purposes and support the educational programs.

E Foster the effective application of instructional technologies to facilitate excellence in teaching and quality student learning.

F Serve as a liaison across campuses to assess and evaluate adequacy, currency and accessibility of learning and instructional resources.

G Provide for overall curriculum integrity and integrate articulation within the curriculum.

H Collaborate with the professional library staff to assess and evaluate that the instructional and learning resources, databases and search capacities are sufficient to support the course, programs and degrees offered by the college.

5.6 Committee on Faculty Responsibilities

1) Develop and recommend for adoption by the Faculty of the College, policies and procedures which promote and facilitate faculty rights and responsibilities in the areas of teaching, research, creative activity and service.

2) Provide a mechanism for receiving and responding to faculty views regarding faculty personnel policies and faculty governance across campuses.

3) Promote informal channels for solving faculty grievances which complement formal University grievance procedures.

4) Review and recommend Bylaw revisions.

5) Develop, recommend and evaluate guidelines for peer reviews of teaching.

6) Establish ad hoc Search and Screen Committees for all faculty positions, including administrative, with a goal of promoting faculty diversity.

7) Foster ways to create an environment supportive of faculty.

8) Participate in the orientation of new faculty.

9) Serve as consultant to administration regarding resource allocation for faculty development.
5.7 Committee on Students Responsibilities

1) Serve as a resource for faculty concerning admissions and discuss issues regarding academic advisement.

2) Participate in the orientation of new students in collaboration with Assistant Deans.

3) Update faculty regarding student concerns.

4) Participate in recruitment activities directed toward recruiting qualified student applicants from diverse backgrounds.

5) Provide a mechanism for hearing student views.

6) Collaborate with the Student Nurses Association on student issues.

7) Participate in activities to assist at-risk students in successfully completing their nursing education.

8) Communicate the availability of scholarships and awards.

9) Recommend students for scholarships and awards to the faculty.

10) Plan student recognition events.

ARTICLE VI

6.1 Program Level Committees: Baccalaureate, Master’s and Doctoral Studies

1) Membership of Each Committee

A Faculty members teaching at the level of the program are members.

B Convenor: Assistant Dean or Director of Academic Programs.

C One student will serve as a voting member for the program committees.

2) Responsibilities:

A Develop and plan overall program objectives and outcomes.

B Monitor nursing program curriculum across campuses to ensure that it is consistent with the purpose and philosophy of the College, and objectives of the Program.
C Conduct on-going evaluation of the Program.

D Receive and review new ideas regarding program development or modifications.

E Recommend changes to the appropriate committee or faculty based on the results of the evaluation.

F Plan, process and implement systems and changes necessary in the systematic evaluation of the adequacy and effectiveness of the learning resources available in the College (i.e. learning labs, computer labs, etc)

G Develop strategies to integrate new technologies into the teaching/learning environment of the college.

H Make decisions regarding student admissions, progression, and graduation.

ARTICLE VII

7.1 Committee on Promotion and Tenure

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 Bylaws 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 process for third year review, including reviewing portfolios and providing summary reports to the Dean.

H Faculty Committee members who are being reviewed will vote on other candidates and then be excused from the discussion and vote of their review.

ARTICLE VIII

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 IX

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 X

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 4/23/07