

UNIVERSITY OF ILLINOIS AT CHICAGO

BYLAWS OF THE COLLEGE OF NURSING FACULTY

**Preamble**

The regulations of the University of Illinois Board of Trustees for the guidance of the University faculty are contained in the University's Statutes. In Article III, Sec. 2.1. and 2.b., the Statutes define a college as "an educational and administrative group comprised of departments and other units with common educational interests... The college shall be governed in its internal administration by the faculty." Article III, Sec. 3.a. reads: "The Dean is the chief executive office of the college, responsible to the Chancellor for its administration, and is the agent of the college faculty for the execution of college education policy."

In Article IV, Sec. 1.a., and 1.b., the Statutes define a department as "the primary unit of education and administration within the University. The department has the fullest measure of autonomy consistent with the maintenance of general college and University educational policy and correct academic and administrative relations with other divisions of the University." The duties of Department Heads are described in Article IV, Sec. 3. of the Statutes.

The three departments of the College of Nursing are organized and function, as departments with heads. Some faculty from all departments also holds membership in the Graduate College of the University of Illinois at Chicago. These Bylaws reflect the relationship described in Article V, Sec.1.a. of the Statutes between colleges and the Graduate College: "At each campus, a Graduate College shall have jurisdiction over all programs leading to graduate degrees as determined by Senate action and approved by the Board of Trustees."

Within the constraints identified above, these Bylaws shall guide the organization and functioning of the faculty of the College of Nursing.

**ARTICLE I. NAME**

The name of this organization shall be "The Faculty of the College of Nursing", hereafter designated as the faculty.

**ARTICLE II. PURPOSE**

- a. The faculty is organized as a policy setting body to develop and conduct the educational, research, and practice/service goals, priorities, and activities of the College of Nursing.
- b. The faculty as a whole establishes policy and participates in decision-making regarding the implementation of policy relating to educational, research and practice/service programs. The faculty also recommends to the appropriate campus and university bodies.

## **ARTICLE III. MEMBERSHIP**

### **Sec. 1. Members of the Faculty**

- a. The faculty of the College consists of those members who hold the title professor, associate professor, or assistant professor who are tenured, receiving probationary credit toward tenure, or who are appointed as professor, associate professor, assistant professor as clinical or research faculty or as clinical instructor, or lecturer.
- b. The Graduate Faculty of the College of Nursing shall be those faculty who hold membership in the Graduate College.

### **Sec. 2. Voting Privileges**

- a. Faculty with a salaried appointment through the College of Nursing shall have voting rights on matters of decisions made by the faculty as a whole.
- b. Retired faculty members may participate in all meetings of the faculty, but shall have no vote.
- c. All faculty shall have the right of voice at all faculty meetings.
- d. Proxy voting shall not be permitted.
- e. Students, alumni, and other persons elected or appointed to standing committees of the College who are not salaried faculty of the College may attend faculty meetings and shall have the right of voice, but not vote, when so present.

## **ARTICLE IV. OFFICERS**

### **Sec. 1. Dean**

The Dean of the College of Nursing is the chief executive officer. The Dean shall conduct the business of the College with the advisement of the Faculty Executive Committee (standing committee – see Article VII, Section 7) and the Administrative Council, composed of the Associate Deans, Assistant Deans, Department Heads and Directors. Joint and/or separate meetings of the Faculty Executive Committee and Administrative Council may be held.

### **Sec. 2. Faculty Chairperson**

The Faculty Chairperson shall be elected by the voting faculty of the College as their representative to sit on the Faculty Executive Committee and Administrative Council of the College. S/he shall preside over faculty meetings. In the absence of the Chairperson, the presiding officer of the faculty shall be another member of the Faculty Executive Committee, pro tempore, appointed by the Faculty Chairperson.

## **ARTICLE V. GENERAL FACULTY MEETINGS**

### **Sec. 1. Schedule**

- a. The faculty of the College shall meet together at least once during Fall semester and once during Spring semester of each year. Dates for each meeting shall be announced prior to the first regular meeting in the Fall Semester.
- b. Special meetings of either the Faculty as a whole or the Graduate Faculty may be called by the Chairperson of the faculty or upon the written request of ten or more voting faculty. All meetings shall be held within the regular academic calendar. Notification of the time, place and purpose of special meetings shall be circulated to faculty at least two working days in advance of such meetings.

### **Sec. 2. Agenda**

- a. The Faculty Executive Committee, in consultation with the Dean, shall prepare the agenda for meetings.
- b. The Chairperson of the faculty shall serve as chairperson of the faculty meetings.
- c. Items of business for the College or Graduate Program submitted to the Chairperson of the Faculty by any faculty member shall be placed on the appropriate faculty meeting agenda, provided that such items are submitted prior to preparation and distribution of the agenda or by permission of the faculty chairperson.
- d. The agenda for special meetings normally shall be limited to the special purpose for which the meeting was called, except for extra agenda items as approved by the Chairperson of the Faculty.
- e. Matters not included in an agenda may not be acted upon by the faculty without the concurrence of at least two-thirds of the voting faculty present.

### **Sec. 3. Conduct of Business**

Business will be conducted by faculty that are present. A majority vote will be taken on motions.

## **ARTICLE VI. COMMITTEES**

### **Sec. 1. General Rules**

- a. The faculty members of standing committees shall serve for two years, with one half of the members elected each. Committees having an uneven number of members shall elect one half of the members plus one in the odd-numbered year. Elected faculty members shall serve for no more than three consecutive terms.

1. The Chairpersons and Vice Chairpersons of all standing committees, except the Faculty Executive Committee, shall be elected from the faculty membership of each standing committee.
  2. The Chairperson of the Faculty Executive Committee shall be the Dean.
- b. Faculty may attend meetings of all standing committees except the Appointment, Promotion, and Tenure Committee, and Faculty Executive Committee. Faculty who are not committee members shall have voice, but no vote, at standing committee meetings.
  - c. Business for regular or special meetings of standing committees shall not require a quorum. Business may be conducted with any members present. Any motion may pass with a majority vote.
  - d. Members of a standing committee may be represented by a substitute, with voice and vote at meetings from which they must be absent unless the committee's Standing Rules prohibit such substitution. The substitute must possess the qualifications set forth in these Bylaws for members on the standing committee and the Chairperson of the committee must be notified of the substitution prior to the meeting.
  - e. The Dean shall be an ex-officio member of all committees, except the Appointment, Promotion, and Tenure Committee, and standing committees to which s/he has been elected or named as a member.
  - f. The committee Chairperson shall circulate an agenda to committee members one week prior to each meeting. Committee members submitting agenda items to the Chairperson shall do so two weeks prior to the meeting.
  - g. Committee meetings shall be held at the times scheduled on the College of Nursing Calendar. In the event of a change, the Chairperson must notify committee members one week in advance of the new meeting time.
  - h. A special committee meeting may be called by the Chairperson or by a designated number of voting members upon written notice to the Chairperson who then shall call a special meeting with notice of one week. The committee's Standing Rules shall specify the number of voting members required to call a special meeting.
  - i. At the first meeting of the academic year, the committee shall review its Standing Rules. The Standing Rules may be amended by a two-thirds majority of the committee members present and voting. Changes to a committee's Standing Rules shall be submitted to the Faculty Executive Committee for final approval.
  - j. Each committee shall state in its Standing Rules if there will be Summer meetings with provision for conduct of committee business. Responsibility for committee activities during the summer will reside with the incumbent committee membership until the beginning of the Fall semester when the new members assume office.
  - k. Any non-faculty members of the standing committees e.g. students, practice colleagues, shall be recommended by their respective groups for a term of one year

with the privilege of re-appointment. Such members may have voice and/or vote depending on committee standing rules of those standing committees that act on behalf of the faculty.

## **Sec. 2. Responsibilities**

- a. All committees, shall meet at least once during the Fall semester and once during Spring semester of the academic year, and more often, as their functions and responsibilities require.
- b. Each committee shall establish Standing Rules and Operating Policy and Procedures to expedite the work of the committee, and shall submit changes to the Faculty Executive Committee for approval.
- b. Any policy setting recommendations from standing committees shall be made to the faculty as a whole or to graduate faculty, as appropriate, unless otherwise indicated in these Bylaws. Recommendations requiring faculty actions shall be submitted to the Chairperson of the faculty for placement on the agenda at least ten working days before the meeting at which action is to be taken. Recommendations shall be distributed to the faculty along with the agenda.
- c. By August 15<sup>th</sup>, each standing committee shall submit a concise report of work accomplished, work in progress, and the strategic plan for future work. This report and meeting minutes will be filed in standing committee files.
- d. The first meeting of Fall semester of each standing committee shall be called by the former chair or designated staff.

## **Sec. 3. Subcommittees**

- a. The Chairperson of any standing committee, upon recommendation of a majority of the committee's members, may appoint subcommittees to deal specifically with defined portions of the business of the standing committee.
- b. The Chairperson of the standing committee shall appoint a committee member to chair the subcommittee. Subcommittee members may or may not be members of the standing committee.

## **ARTICLE VII. FACULTY STANDING COMMITTEES: COMPOSITION AND FUNCTION**

There shall be seven-standing committees of the College of Nursing faculty responsible for the conduct of general business. These shall be: Admissions and Academic Standards Committee–Baccalaureate, the Admissions and Academic Standards Committee–Graduate, Appointment, Promotion, and Tenure Committee, the Curriculum Committee, the Faculty Executive Committee, the Research Committee, and the Scholarship/ Awards and Recruitment Committee.

### **Sec. 1. Admissions and Academic Standards Committee – Baccalaureate**

- a. **Composition:** The Admissions and Academic Standards Committee-Baccalaureate shall consist of seven faculty members elected at large, at least one of which must be from each region(s) providing baccalaureate education and one senior student elected from the undergraduate student body. The student representative will have voice but not vote. The Associate Dean for Nursing Clinical Practice Studies, Undergraduate Program Coordinator and the Coordinator of the Urban Health Program, shall be ex-officio members, with voice but not vote. An ad-hoc panel of faculty reviewers may be utilized for application review.
- b. **Functions:** The functions of the Admissions and Academic Standards Committee-Baccalaureate shall be:
  1. To develop and recommend admission and progression policies and procedures to the faculty.
  2. To review applications to the baccalaureate program and make admission/denial decisions.
  3. To review student academic standing each term and enact decisions based on College of Nursing and University policies.
  4. Communicate Committee decisions to the appropriate person and/or office. These may include
    - a. Student
    - b. Advisor
    - c. Course Coordinators
    - d. Regional Directors
    - e. Office of Academic Programs

**Sec. 2. Admissions and Academic Standards Committee – Graduate**

- a. **Composition:** The Admissions and Academic Standards Committee-Graduate shall consist of eight faculty members who shall be elected: one by and from the graduate nursing faculty of each of the three departments, one by and from the faculty of the graduate program regional sites, and one student elected from the graduate student body. The Associate Dean for Nursing Science Studies, Associate Dean for Global Health Leadership, Graduate Program Coordinator, and the Coordinator and/or Director of the Urban Health Program shall be ex-officio members, with voice, but not vote. All faculty members must have Graduate College appointments.
- b. **Functions:** The functions of the Admissions and Academic Standards Committee-Graduate shall be:
  1. To implement admissions procedures as defined by Graduate College and Graduate Program policies.
  2. To develop and recommend to graduate nursing faculty, and/or the Graduate College when appropriate, policies and procedures for student admissions.
  3. To review applications to the graduate programs in nursing, and make recommendations for admission to the Director of Graduate Studies and the Dean of the Graduate College.
  4. To review the academic standing and progression of graduate students and implement procedures defined by Graduate Program and Graduate College policies.

### **Sec. 3. Appointment, Promotion, and Tenure Committee**

a. Composition:

1. The Appointment, Promotion, and Tenure Committee shall consist of eleven faculty members elected at large. Five members shall be at the rank of Professor, four members at the rank of Associate Professor, and two members at the rank of Assistant Professor. No member of the committee may hold an administrative title except members at the rank of full Professor who do not have an administrative position of line authority. If an elected member becomes a candidate for promotion and/or tenure, the member must resign from the committee and be replaced, according to Article IX, Sec. C of these Bylaws. An ad hoc committee of all full professors without administrative positions with line authority regardless of previous service on the Appointment, Promotion, and Tenure Committee will be convened to review and vote on faculty considered for promotion to the rank of Professor.

b. Functions: The functions of the Appointment, Promotion, and Tenure Committee shall be:

1. To formulate criteria relating to faculty appointment, promotion, and tenure.
2. To review and recommend to the faculty, criteria for faculty appointment, promotion, and tenure.
3. To advise the faculty, the Department Heads, and the Dean on faculty appointment, promotion, and tenure.

### **Sec. 4. Curriculum Committee**

a. Composition: The Curriculum Committee shall consist of six faculty members elected at large, at least one from each department, two tenured and one of whom must represent a region; at least one student selected from the pre-licensure student body, one student selected from the advanced practice student body, and one student selected from the PhD student body. The Associate Dean for Nursing Science Studies and the Associate Dean for Nursing Clinical Practice Studies shall be ex-officio members. Only elected faculty members shall have right of vote. The Chairperson shall be a member of the Graduate College.

b. Functions: The functions of the Curriculum Committee shall be:

1. To formulate, review, and recommend to the faculty statements of philosophy, conceptual frameworks, and curricular objectives.
2. To review and recommend to the faculty curricular revisions.
3. To review and approve new elective courses. A report of new approved elective courses will be provided to faculty each year.
4. To review and recommend the ongoing evaluation plan for systematic assessment of the curricula, resources, clients, and social utility of the learning programs. The plan will be implemented under the leadership of the Associate Dean for Nursing Science Studies and the Associate Dean for Nursing Clinical Practice Studies.

5. To develop faculty forums relating to curriculum issues for purposes of discussion and recommendations as needed.
6. To biannually review the pre-licensure, advanced practice, and PhD core courses and make recommendations.
7. To review and make recommendations on all educational training grants prior to submission.

**Sec. 5. Faculty Executive Committee**

- a. **Composition:** The Faculty Executive Committee shall consist of a faculty representative elected from each of the three departments and one elected from one of the regions by regional faculty, the Chairperson of the Faculty, and the chairperson of the Faculty Executive Committee, who shall be the Dean (Statutes, Article III, Sec. 2.f.). Administrators with line authority shall be ineligible for election to the Faculty Executive Committee. No more than half the elected members shall be from any one College department (Statutes, Article III, Sec. 2.f.).
- b. **Functions:** The functions of the Faculty Executive Committee shall be:
  1. To advise the Dean on the formulation and execution of College policies and other academic matters.
  2. To transact such business as may be delegated to it by the faculty.
  3. To act on behalf of the faculty during emergencies and recesses.
  4. To advise the Chancellor and the President or their designee on the appointment and reappointment of the Dean.
  5. To review and approve Standing Rules and Operating Policy and Procedures proposed by standing committees.
  6. To review the bylaws annually, and recommend changes to the faculty when necessary.
  7. To set the agenda for General Faculty meetings.
- c. Functions of the Faculty Executive Committee conducted in closed session (exclusive of the Dean's participation)
  1. To oversee the evaluation of the Dean, Associate Deans and Department Heads as outlined in the College evaluation plan.
  2. To recommend procedures for the elections of faculty officers and elections and appointments to standing committees.
  3. To oversee procedures for the election of officers of the faculty and the election or appointments of standing committees.
  4. To advise the Dean on representatives to campus and university organizations and committees as requested.
  5. To serve as the College Elections and Credentials Committee for campus Senate elections.

**Sec. 6. Research Committee**

- a. **Composition:** The Research Committee shall consist of six faculty members elected at large, two from each of the professorial ranks, one to two representatives who hold adjunct faculty appointments in the College and who are nominated by the Chair or the Associate Dean for Research and approved by the committee, and one graduate

student selected from the graduate student body by the Graduate Student Organization. The adjunct faculty members of the Committee will be selected in the Spring of each year to serve beginning in the Fall of that year. The Associate Dean for Research and the Harriet Werley Research Chair shall be ex-officio members. All members shall have voice. All members shall have voice. The elected faculty, adjunct faculty members and graduate student representative shall have vote.

- b. **Functions:** The functions of the Research Committee shall be:
  - 1. To establish and implement criteria for distribution of funds allocated for faculty and student research activities.
  - 2. To collaborate with the Associate Dean for Research on the evaluation of the research productivity of the research centers and core laboratories in the College.
  - 3. To advise the Associate Dean for Research and the Dean on matters pertaining to research enrichment and suggest measures for ongoing facilitation of research productivity for faculty and students.

#### **Sec. 7. Scholarship/Awards and Recruitment Committee**

- a. **Composition:** The Scholarship/Awards and Recruitment Committee shall consist of six faculty elected at large; three tenured or tenure track, and at least one of which must be a regional faculty member. The Undergraduate and Graduate Program Coordinators, the Associate Dean for Nursing Practice Academic Studies, the Associate Dean for Nursing Science Studies, and appropriate administrative assistant and the Director of Advancement shall be ex-officio members, with voice, but not vote.
- b. **Functions:** The functions of the Scholarship/Awards and Recruitment Committee shall be:
  - 1. To work with the Undergraduate and Graduate Program Coordinators to develop and recommend strategies to increase undergraduate and graduate enrollments.
  - 2. To annually review and award the College of Nursing scholarships and awards
  - 3. To work with the Director of Advancement in the stewardship of donated scholarships/awards and solicitation of additional funding for scholarships and awards.

#### **ARTICLE IX. ELECTIONS**

- a. Elections for the office of faculty chairperson and for committee members elected from the faculty shall be sent by electronic ballot during the Spring semester. Plurality vote shall elect.
- b. All members elected to committees shall take office at the beginning of the Fall semester subsequent to election.
- c. Following the annual election, if a vacancy occurs in an office or standing committee and the officer or member was elected by and from the faculty, the Dean shall appoint the faculty member with the highest number of votes on the previous ballot

to fill the vacancy. A faculty member appointed in such a manner shall take office immediately upon appointment and shall serve for the unexpired portion of the term. If there are no other faculty on the ballot or faculty on the ballot do not fit the committee membership requirements, the Dean, in consultation with the Department Heads, shall appoint a faculty member to the committee. The appointment will be forwarded to the Faculty Executive Committee for approval within seven days.

- d. Following the annual election, if a vacancy occurs in a standing committee and the member was elected by and from a department, the department shall elect a faculty member to fill the vacancy. A faculty member elected in such a manner shall take office immediately upon election and shall serve for the unexpired portion of the term.

#### **ARTICLE X. PARLIAMENTARY AUTHORITY**

Robert's Rules of Order, in its latest edition, shall govern the faculty in all cases to which they are applicable and in which they are not inconsistent with the Statutes, these Bylaws, or special rules.

#### **ARTICLE XI. AMENDMENT**

- a. The Executive Committee shall act as the Bylaws Committee for review and preparation of proposals for amendments to these Bylaws.
- b. These Bylaws may be amended by a two-thirds vote of the faculty present and voting at any General Faculty meeting, provided the proposed changes have been circulated in writing at least five (5) working days prior to the meeting.
- c. Any amendments to these Bylaws will be accompanied by an effective date on which the change will be in effect.

