

**University of Delaware
College of Health Sciences**

**CONSTITUTION AND BYLAWS OF THE FACULTY OF
THE SCHOOL OF NURSING**

*Revised and approved by School of Nursing Faculty,
January 2023, approved by the Provost, July 20, 2023*

We, the members of the Faculty of the School of Nursing of the University of Delaware,

Dedicated to the continual improvement of the School, College, University, and community through the pursuit of teaching, research/scholarship, and service;

Convinced that it is the obligation and responsibility of each member of the Faculty to participate in the formulation and implementation of policies on curriculum, instruction, and operation of the programs of the School,

Do hereby establish the Faculty of the School of Nursing to constitute the official channel of faculty recommendations on all matters which bear upon the academic and non-academic programs of the School.

The School of Nursing follows the Faculty Constitution and Bylaws of the College of Health Sciences and establishes the Constitution and Bylaws of the Faculty of the School of Nursing.

CONSTITUTION: ARTICLE I
GENERAL POWERS

- A. Consistent with the University of Delaware Charter, Mission Statement, Bylaws of the Board of Trustees of the University of Delaware, Constitution of the Faculty of the University of Delaware, Bylaws and Regulations of the University Faculty Senate, and the College of Health Sciences Faculty Constitution and Bylaws, the Faculty of the School of Nursing are empowered to develop, implement, and evaluate the academic and non-academic programs of the School.

- B. The School Faculty have the following functions as delegated by the University Faculty through its University Faculty Senate:
 - 1. To seek the continual improvement of academic programs, standards, achievements in the School;
 - 2. To take an active role in the planning and administration of the instructional, technology, research, and service activities of the School;
 - 3. To serve as the official channel for the expression of School Faculty opinion; and
 - 4. To consider and make recommendations to the Senior Associate Dean of Nursing concerning policies governing all matters of faculty welfare. These may include but are not limited to appointments, leaves, sabbaticals, promotions, tenure, and dismissal of faculty members.

- C. The School of Nursing Faculty have the responsibility to initiate proposals and make recommendations to the College Faculty regarding the:
 - 1. Curriculum and academic standards for each academic program of the School;
 - 2. Policies related to the administration of School programs;
 - 3. Requirements for admission to the School;
 - 4. Requirements for degrees and certifications;
 - 5. Conduct of formal exercises and public functions held under the auspices of the School;
 - 6. Appointments, promotion, tenure, reappointments, and dismissals within the School.

- D. The School Faculty shall designate individuals to represent the School at special meetings, ceremonies, and celebrations.

- E. Nothing in this Constitution and Bylaws shall annul any written provisions authorized by the Board of Trustees prior to or established after the adoption of this Constitution and Bylaws.

CONSTITUTION: ARTICLE II
MEMBERSHIP OF THE FACULTY

A. Faculty

The Faculty shall consist of the Professors, Associate Professors, Assistant Professors, and Instructors. Only faculty appointed to fifty percent or more time in the School shall have voting privileges. A faculty member on temporary leave shall retain their status and voting privileges.

B. Senior Associate Dean of Nursing

They will serve as the Chief Academic Officer of the School, and shall have administrative authority over School affairs as outlined in the University of Delaware Policy Guide for Department Chairs and Academic Program Directors. They shall exercise leadership in the programs of the School. The Senior Associate Dean of Nursing shall have final authority to make budgetary recommendations to the Dean of the College of Health Sciences. They shall serve a term of five (5) years at which time a comprehensive review is initiated by the Dean who appoints a committee to evaluate their leadership and recommends reappointment or non-reappointment to the Dean. After discussion with the President and the Provost, the Dean makes the final reappointment or non-reappointment (University of Delaware Policy Guide for Department Chairs and Academic Program Directors, Review and Evaluation).

CONSTITUTION: ARTICLE III
AMENDMENTS

The Constitution may be amended only by a two-thirds vote of the ballots cast by the total voting faculty. Written notice of intent to amend must be received by all voting faculty one week prior to the meeting at which they will be discussed.

**BYLAWS OF THE FACULTY OF
THE SCHOOL OF NURSING**

BYLAWS: ARTICLE I

A. Meetings

The School of Nursing Faculty shall meet at least two times a semester as determined by the Senior Associate Dean of Nursing and the Faculty of the School of Nursing. School Faculty will receive written notification of the dates by the end of the month prior to each academic semester.

Special meetings of the School may be called by the Senior Associate Dean of Nursing or at the request of three voting members of the School. Written notice of special meetings shall be given to the faculty when possible seventy-two (72) hours (excluding Saturdays and Sundays) in advance. The notice of a special meeting shall designate the purpose(s) of the meeting. No business shall be transacted other than that specified in the notice.

All full-time and part-time faculty are expected to attend the School of Nursing meetings. Professional (exempt) and salaried staff (non-exempt) are encouraged to attend the meetings.

In the event of an emergency and the Senior Associate Dean is unable to chair the Governance or School of Nursing Meeting, the SADN can appoint a designee for that meeting.

B. Agenda

The agenda for a School Faculty Meeting shall be established by the Senior Associate Dean of Nursing in collaboration with Faculty Governance Committee and shall be distributed to the School Faculty and professional (exempt) and salaried staff (non-exempt) one week in advance of a regular meeting. Items may be added to the agenda upon a majority vote of members present at a regular Faculty Meeting.

C. Quorum

A simple majority of the voting membership of the School Faculty shall constitute a quorum.

D. Conduct of Business

All business conducted in the School Faculty Meeting shall abide by Robert's Rules of Order (latest edition).

E. Faculty Recorder and Minutes

A Recorder for each Faculty Meeting shall be appointed by the Senior Associate Dean of Nursing. The Recorder shall be responsible for the recording of the minutes. A permanent copy of the approved School of Nursing Faculty meeting minutes shall be accessible via a secure online platform within two weeks of approval.

BYLAWS: ARTICLE II
GENERAL PROVISIONS OF SCHOOL COMMITTEES

A. General Functions

The functions of the School Committees are: (1) To investigate, advise, and recommend regarding designated functions; (2) To carry out assigned duties; (3) To report to the School Faculty and to the Senior Associate Dean of Nursing; and (4) To provide summary annual reports submitted at the end of the Spring semester.

B. Standing Committees

1. Eligibility

Each member of the voting Faculty shall be eligible for membership on Standing Committees with the power to vote. Selected committees shall have a student representative who will serve in an ex-officio capacity. All matriculated students in good standing in the School of Nursing shall be eligible for membership and will serve at the discretion of Faculty Governance Committee.

2. Elections and Voting Process

- a. Elections for officers and committee members shall be conducted annually. Regular elections will be held in March. All committees will meet prior to the end of the Spring semester to elect a Chairperson.
- b. Two weeks before the election deadline, the Nominating and Awards Committee shall prepare a slate of nominees for all offices and committees of faculty. A mail, email, or computerized ballot may be used to conduct the election; as determined by the Nominating and Awards Committee.
- c. In the event a vacancy occurs during the academic year, the Senior Associate Dean of Nursing will appoint faculty to fill the vacancy for the unexpired term.
- d. Elections will be conducted for seven (7) business days. Only faculty appointed to fifty percent or more time in the School shall have voting privileges. A faculty member on temporary leave shall retain his/her status and voting privileges.
- e. Ballots of elections will be counted by two members of the Nominating and Awards Committee within three (3) business days from the closure of elections.
- f. If a tie should occur in the election, a second election for that position will be held within seven (7) business days.
- g. Elections will be certified at the time of the destruction of the ballots. A motion to destroy the ballots will be approved by the School Faculty.

3. Committee List

- a. Standing Committees: The Standing Committees of the School of Nursing include Faculty Governance Committee (FGC), Promotion, Tenure & Review Committee (PTRC), Curriculum Committee (CC), Undergraduate Education Committee (UEC), Graduate Education Committee (GEC), Research and Scholarship Committee (RSC), Nominating and Awards Committee (NAC), Accreditation and Outcomes Committee (AOC), and Safety Committee (SC). All Standing Committees are elected. In addition to Faculty, the Safety Committee should include at least one professional (exempt) and salaried staff (non-exempt).

4. Terms of Office

The term of office for elected or appointed members shall be for two years, once renewable for all Committees. Under special circumstances, exclusions to this rule may be determined by the Faculty Governance Committee.

5. Chairpersons of Committees

After elections are held and prior to the end of Spring semester, each Committee will select a Chairperson. The term of the Chairperson shall be one year, once renewable, except under special circumstances. A need for a Co-Chair will be determined by the Committee.

6. Procedures

- a. A majority of Committee members must be present for major action to be taken on matters that are to be brought before the School Faculty. All Committee meetings will be open to faculty and professional (exempt) staff with the exception being the School Promotion, Tenure & Review Committee meetings, unless a majority of the Committee members present vote to have a closed meeting. All Committee members except ex-officio, shall have voting powers. Majority vote carries as per Robert's Rules of Order. Where the By-laws of the Faculty do not require the vote to be by paper ballot, it can be so ordered by a majority vote, by general consent, or by prior request of one voting member.
- b. A permanent copy of the approved School Standing Committee meeting minutes shall be accessible via a secure online platform within two weeks of approval.
- c. All School Standing Committees shall supply an annual report of activities to the Senior Associate Dean of Nursing at the end of the Spring Semester. These reports shall be accessible via a secure online platform and available to each School member, Senior Associate Dean of Nursing, and the Dean of the College of Health Sciences. The annual report shall contain:
 - 1) Purpose of the Committee
 - 2) Number of meetings
 - 3) Actions taken and the Committee's rationale
 - 4) Recommendations referred for Faculty action
 - 5) Matters still under consideration
 - 6) Recommendations for future deliberations of the Committee

C. Ad Hoc Committees

1. Ad Hoc Committees may be formed by the Senior Associate Dean of Nursing and the Chairperson(s) of School Standing Committees for a specific purpose. These Ad Hoc Committees shall be dissolved upon acceptance of a final report or by the organizer.
2. Appointed Committees: The Search Committee(s) shall be appointed by the Senior Associate Dean of Nursing as needed.

BYLAWS: ARTICLE III
SCHOOL COMMITTEES

A. Faculty Governance Committee (FGC)

1. Composition

- a. The Senior Associate Dean of Nursing leads the Faculty Governance Committee.
- b. Associate Deans for Nursing serve on this committee as ex-officio members.
- c. The Chairpersons from each of the School Standing Committees serve on this committee as well as the Director of Accreditation and Outcomes, Director of Undergraduate Programs and Director of Graduate Programs.

2. Functions

- a. Provide for the conduct of the School of Nursing Faculty Governance Organization business.
 - 1) Discuss and establish the agenda for the School of Nursing meetings.
 - 2) Receive and review annual reports of the Standing Committees.
- b. School Bylaws & Policies
 - 1) Review the Constitution and Bylaws of the Faculty of the School of Nursing, policies, and the School of Nursing Faculty Handbook every two years or more often as needed.
 - 2) Coordinate School of Nursing Faculty Handbook and policy revisions received from other School Committees.
 - 3) Revise and recommend changes in Constitution and Bylaws of the Faculty of the School of Nursing, policies, and the School of Nursing Faculty Handbook as needed.
- c. Advise Senior Associate Dean of Nursing on selection of Ad Hoc Committees.

B. Promotion, Tenure & Review Committee (PTRC)

1. Composition

- a. The Promotion, Tenure & Review Committee will consist of five to seven elected faculty members at the rank of assistant professor or above with the majority of committee members at the rank of associate professor or above. At least three committee members are tenured faculty members. The Committee will elect the Chairperson.

2. Functions

- a. The Promotion, Tenure & Review Committee critically evaluates the dossier of candidates for periodic review and makes recommendations to the Senior Associate Dean of Nursing. Operations of this Committee for the periodic review of faculty and review of faculty for promotion are detailed in the School of Nursing Guidelines for Promotion, Tenure and Review.
- b. The PTRC will convene the Dossier Evaluation Subcommittee (DES) for each candidate for promotion. The DES shall consist of all voting members of the School of Nursing Faculty at or above the rank for which the candidate is being considered.
- c. The DES critically evaluates the dossier of candidates for promotion and tenure and makes recommendations to the Senior Associate Dean of Nursing.
 - 1) All Committee members at or above rank of the candidate shall comprise the Dossier Evaluation Subcommittee.
 - 2) A separate lead will be selected by the respective Dossier Evaluation Subcommittee for each candidate.
 - 3) If there is not a sufficient number of faculty at the appropriate rank to conduct a dossier evaluation, the Senior Associate Dean in consultation with the PTRC Committee Chair will solicit participation of faculty from kindred departments.
- d. Candidates for promotion/review are excluded from deliberation and voting on their own application.
- e. In collaboration with the Search Committee and Senior Associate Dean of Nursing, PTRC will recommend faculty candidate's eligibility for rank and hire.
- f. The Promotion, Tenure and Review Committee approves appointments of Affiliated Faculty.
- g. The Promotion, Tenure and Review Committee makes recommendations to the Faculty regarding operational aspects of criteria and policies for instruments and/or procedures used in evaluation of Faculty.

C. Curriculum Committee (CC)

1. Composition

- a. The Curriculum Committee will consist of elected faculty representing teaching experience in the pre-licensure/BSN (2), MSN/DNP (1), and PhD (1) programs, Simulation (1), the Director of Outcomes and Accreditation, Director of Undergraduate Programs, and Director of Graduate Programs. The Associate Dean for Academic Affairs and Practice Initiatives and the CHS curriculum committee representative will serve as an *ex-officio* member. Two standing Subcommittees, Undergraduate Education Committee and Graduate Education Committee will be recommended by the Curriculum Committee and appointed by the Senior Associate Dean of the School of Nursing, as needed to develop new programs/courses, revise programs/courses proposals, and complete other curriculum work. The two subcommittees will include Program Directors, as well as faculty teaching and students enrolled in those programs.

2. Functions

- a. Review undergraduate and graduate program outcomes data and make recommendations for improvements.
- b. Develop, review, and recommend approval of undergraduate and graduate course/curriculum changes.
- c. Ensure articulation of program, curriculum, and outcomes across all levels of education.
- d. Develop, review, and recommend changes to curricular policies for undergraduate and graduate programs.
- e. Develop, review, and recommend approval of undergraduate and graduate degree requirement changes.
- f. The Sub-committee Working Groups report all changes, revisions, or new course proposals to the Full Curriculum Committee for a vote prior to presentation to and voting by the School of Nursing faculty.

D. Undergraduate Education Committee (UEC)

1. Composition:

- a. Voting Members
 - 1) Elected Chair and Co-Chair of this committee are members of the Curriculum Committee
 - 2) Director of Undergraduate Nursing Programs
 - 3) Undergraduate clinical course coordinators
 - 4) 2 elected faculty members who teach in the undergraduate program serve a two-year term.
- b. Ex-Officio
 - 1) Associate Dean of Academic Affairs and Practice Initiatives
 - 2) Associate Dean of Faculty and Student Affairs
 - 3) Two students selected from undergraduate program/Student Nurse Organization leadership
 - 4) Director of Clinical Operations and External Relations or designee
 - 5) Director of Accreditation and Outcomes or designee
 - 6) Director of Simulation and Interprofessional Education or designee
 - 7) Director of Graduate Programs or designee

2. Functions:

- a. Collaborate with the Director of Clinical Operations and External Relations on recommendations and evaluations for clinical sites as needed.
- b. Participate in prospective and admitted student recruitment events offered in campus.
- c. Make recommendations on awards and honors as appropriate; coordinate honors awards activities with the Nominations and Awards Committee.

In collaboration with the curriculum committee this committee will,

- a. Participate in the annual review and evaluation of individual courses and the curriculum of the undergraduate program.
- b. Review the proposals for undergraduate curriculum development.
- c. Recommend changes in undergraduate degree requirements and curriculum based on the academic standards (i.e. NCSBN, AACN Essentials).

In collaboration with the Director of Undergraduate Programs this committee will,

- a. Review policies for admission to, progression in, and graduations from the School of Nursing undergraduate program.
- b. Annually review the undergraduate student handbook and make recommendations for change.
- c. In collaboration with UD/CHS communication liaisons review and update undergraduate program web pages and recruitment material as necessary.

E. Graduate Education Committee (GEC)

1. Composition:

- a. Voting Members
 - 1) Elected Chair and Co-Chair of this committee are members of the Curriculum Committee
 - 2) Director of Graduate Nursing Programs
 - 3) Program Specialty Track Coordinators
 - 4) 2 elected faculty members who teach in the graduate program serve a two-year term.
- b. Ex- Officio
 - 1) Associate Dean of Academic Affairs and Practice Initiatives
 - 2) Associate Dean of Faculty and Student Affairs
 - 3) One student from MSN, DNP and PhD program.
 - 4) Director of Clinical Operations and External Relations or designee
 - 5) Director of Accreditation and Outcomes or designee
 - 6) Director of Simulation and Interprofessional Education or designee
 - 7) Director of Undergraduate Programs or designee

2. Functions:

- a. Collaborate with the Director of Clinical Operations and External Relations on recommendations and evaluations for clinical sites as needed.
- b. Participate in prospective and admitted student recruitment events offered in campus.
- c. Participate in new graduate student graduate orientation.
- d. Make recommendations on awards and honors as appropriate; coordinate honors awards activities with the Nominations and Awards Committee.

In collaboration with the curriculum committee this committee will,

- a. Participate in the annual review and evaluation of individual courses and the curriculum of the graduate program.
- b. Review the proposals for graduate curriculum development.
- c. Recommend changes in graduate degree requirements and curriculum based on the academic standards (i.e. NTF Guidelines, AACN Essentials)
- d. Provide expertise on certification requirements/issues.

In collaboration with the Director of Graduate Programs this committee will,

- a. Review graduate applications as needed.
- b. Assist in the selection of academic advisors for doctoral students based on research or clinical areas of interest.
- c. Review policies for admission to, progression in, and graduations from the School of Nursing graduate program.
- d. Annually review the graduate student handbook and make recommendations for change.
- e. In collaboration with UD/CHS communication liaisons review and update graduate program web pages and recruitment material as necessary.

F. Research and Scholarship Committee (RSC):

1. Composition

- a. The Research and Scholarship Committee will be comprised of five elected faculty members. Members will be a combination of Tenure Track and Continuing Track faculty at or above the Assistant Professor Rank.
- b. The Senior Associate Dean of the School of Nursing serves as ex-officio.
- c. One administrative staff assigned to assist with facilitation of events.

2. Functions

- a. Faculty Development Seminars: Recommend and facilitate seminars on topics appropriate for the research and scholarship development of all faculty.
- b. Mary K. Carl Lecture: Recommend and facilitate topics and speakers, works with SON leadership on fall dates, itineraries and honorarium/budget each spring.
- c. Faculty Research and Scholarship Presentations: Recommends and facilitates faculty presentations featuring their scholarship.
- d. Abstract Competition: The RSC reviews abstracts for various scientific sessions that include a student competition and recommends the selection of the student(s) to attend the respective session
- e. Research and Scholarship Web Site: The RSC reviews and updates the School of Nursing's research and scholarship website. This website includes helpful information for faculty/students related to research and scholarship processes and research and scholarship being conducted within the School.
- f. One PhD, one DNP, one MSN, one BSN student serve on the Research and Scholarship Committee for one or more academic years. Interested students submit a letter of intent to the Chair of the Research and Scholarship Committee.
 - 1) Student Functions:
 - a) Attend monthly meetings as appropriate (exclude function D above).
 - b) Support committee work (A, B, C, and E) above.

G. Nominating and Award Committee (NAC)

1. Composition

- a. The Nominating and Award Committee will consist of three elected faculty members. The Associate Dean of Faculty and Student Affairs will serve as an ex-officio member.

2. Functions

- a. Nominating and Award Committee will solicit nominations for all offices and Standing Committees in the Faculty Governance Organization, College of Health Sciences, and University.
- b. Using the Composition guidelines for each Standing Committee described in the Constitution and Bylaws of the Faculty of the School of Nursing, the Nominating and Award Committee members will present a slate of qualified, acceptable candidates to the School Faculty for approval and vote.
- c. The Nominating and Award Committee will be responsible for the election procedures and for announcing results to the School Faculty.
- d. The Nominating and Award committee will coordinate faculty, staff, and student awards (non-financial need-based) and honors, including soliciting nominations and assisting nomination document preparation.

H. Accreditation and Outcomes Committee (AOC)

1. Composition

- a. The Accreditation and Outcomes Committee will consist of 2 elected faculty members. In addition, the UG and Graduate program directors will serve as ex-officio members. The Director of Accreditation and Outcomes will serve as Chair.

2. Functions

- a. Together with the faculty and leadership team, the AOC will assess and revise the SON program evaluation plan (PEP) annually.
- b. The AOC will coordinate data collection and analysis for all accreditation, licensure, certification, and outcome measures and reports.
- c. The AOC will collect and evaluate annual School of Nursing survey data.
- d. The AOC Chair will report to the Senior Associate Dean, lead administrators, faculty and staff annually on the work of the committee.

I. Safety Committee (SC)

1. Composition

- a. One clinical faculty representative
- b. One professional staff or salaried staff representative
- c. One student representative
- d. One simulation program faculty representative
- e. University Director of Occupational Health and Safety (or designee), Ex Officio representative
- f. Senior Associate Dean, School of Nursing, ex-officio representative

2. Appointment

- a. The Senior Associate Dean, School of Nursing will appoint the school of nursing faculty and staff committee members, and the committee will appoint the student nurse representative.

3. Functions

- a. Safety inspections are conducted of operations and facilities including but not limited to storage room/areas, safety doors, teaching laboratories, fire extinguishers, defibrillator, first aid kits.
- b. Inspections should be conducted at least quarterly.
- c. Coordinate with Environmental Health and Safety on the required fire drills.
- d. Advise and seek guidance from the school Senior Associate Dean in matters pertaining to safety.
- e. Recommend and/or develop safe practices and procedures such as those related to removal of hazardous waste.
- f. Assist fellow employees and students to comply with safety and health rules through 1) Right to Know program, 2) Annual documentation of immunization status, 3) Bloodborne Pathogen training (required for anyone who might have contact with any type of body fluids) and 4) any additional requirements that may be to ensure the safety of faculty, staff, students, visitors, or patients).
- g. Address the safety concerns of School of Nursing faculty and staff.
- h. Meet as needed, but no fewer than four times per year and submit an annual report of Committee activities to the Department of Environmental Health and Safety and the Senior Associate Dean, School of Nursing.
- i. For additional information please review:
<https://www1.udel.edu/ehs/safetycomm/responsible-safety.html>

SON vote 11/29/22 in favor to dissolve the SAC committee as of February 1, 2023.

BYLAWS: ARTICLE IV
AMENDMENTS

The Constitution and Bylaws of the Faculty of the School of Nursing may be amended only by a two-thirds vote of the ballots cast by the total voting School Faculty. Written notice of intent to amend must be received by all voting School Faculty one week prior to the meeting at which they will be discussed.

Approved by the School of Nursing Faculty on June 1, 2010.

Revised and approved by School of Nursing Faculty on September 12, 2011.

Revised and approved by School of Nursing Faculty on October 15, 2012.

Revised and approved by School of Nursing Faculty on November 18, 2013.

Revised and approved by School of Nursing Faculty on December 16, 2013.

Revised and approved by School of Nursing Faculty on November 10, 2014.

Revised and approved by School of Nursing Faculty on December 19, 2016.

Revised and approved by School of Nursing Faculty on September 25, 2017.

Revised on June 27, 2018 as per request of the Dean without faculty review or approval to date.

Revised and approved by School of Nursing Faculty on November 20, 2018.

Revised and approved by School of Nursing Faculty on December 12, 2019.

Revised and approved by School of Nursing Faculty on February 12, 2021.

Revised and approved by School of Nursing Faculty on April 10, 2023.