

COLLEGE OF NURSING
FACULTY BYLAWS

ARTICLE I:
PURPOSE OF THE BYLAWS

The CON is one of three Colleges (Medicine, Nursing, and Public Health) within University of South Florida (USF) Health and is a member of the Tri-College Faculty Council. The purpose of the University of South Florida, College of Nursing (CON) bylaws is to:

1. Provide a structure for faculty governance;
 - a. Definition of faculty;
 - b. Definition and guidelines for general faculty officers;
 - c. Definition and guidelines for executive council of the faculty;
 - d. Definition and guidelines for the faculty council;

2. Provide definitions and guidelines to organize the seven (7) standing committees;
 - a. Curriculum Committees;
 - i. The Undergraduate Curriculum Committee
 - ii. The Master's Curriculum Committee
 - b. The Doctoral Admission, Curriculum and Academic Affairs Committee
 - c. Appointment, Promotion and Tenure (APT) Committee;
 - d. Student Affairs Committee;
 - e. Continuing Education Committee;
 - f. Diversity Committee;

3. Provide definitions and guidelines to organize the three (3) special committees;
 - a. Nominating Committee
 - b. Bylaws Committee
 - c. Social Committee

It is intended that the bylaws will promote understanding of roles and responsibilities with respect to the University and College mission of education, research/scholarship and service.

ARTICLE II:
THE DEFINITIONS

1. Faculty Council Overview

The Faculty Council of the CON consists of faculty, courtesy or hospital-based faculty, community, student representatives, ex officio and ad hoc members. General provisions for faculty organization include the following:

2. Meetings of the Faculty Council and of the various committees shall be held as provided in the rules of procedures and shall be conducted according to Robert's Rules of Order; Newly Revised (Robert et al., 2000): The Faculty Council shall meet a minimum of once a semester. All action items shall be distributed to Faculty Council members at least 5 working days prior to the meetings.

3. Minutes shall be kept of all proceedings, including those of the Faculty Council, Executive Council of the Faculty Council, and of all committees. Working papers or other pertinent documents shall be attached to each set of minutes. Minutes are the responsibility of the Secretary of the Faculty Council or Chair of a Committee and stored electronically.

4. Written Annual Report considers that the Chairperson of Faculty Council and of each committee shall submit a written annual report to the Chair of Faculty Council no later than September 1st of each calendar year. All committees are responsible for reporting to the Faculty Council.

5. All faculty members, including newly appointed members, who have a fifty percent (50%) or more assignment in the CON must serve on one of the following committees: APT, Student Affairs, Curriculum, Diversity, or Continuing Education.

Definitions of faculty and administration are based on Guidelines for Developing Departmental Governance Documents and Promoting Shared Governance at the Departmental Level: A report prepared for the University of South Florida by the Joint USF-Senate-Administration Ad Hoc Committee on Departmental Shared *Governance* (Tauber et al. 2006).¹

2. Faculty Members

For purposes of membership on Faculty Council, faculty members are defined as individuals employed by and appointed to CON employment by contract or by other written agreement. Faculty members are at the rank of Professor, Associate Professor, Assistant Professor, Emeritus, or Instructor, or those with titles that include those designations with the appointment status modifier of "visiting," "regular," "clinical," or "research," and who have continuing appointments. Faculty members may vote on any proposal, resolution or referendum presented to faculty that requires a vote. Each faculty member is entitled to one vote.

3. Administrators

Administrators have the title of Dean, Associate Dean or Assistant Dean. Administrators shall have voting privileges in the faculty council and shall be present in-faculty council meetings. Some administrators may serve as **ex officio** or **ad hoc** members of selected standing committees of the CON at USF.

4. Courtesy or Hospital-Based Faculty or Community Members

Courtesy or hospital-based faculty or community members shall be invited to participate on standing committees each year. These Courtesy or hospital based faculty who volunteer may indicate their choice of standing committee. The Chair of the Committee shall officially invite the participation of this person. Each Standing Committee except APT may have one such member. Approved courtesy or hospital-based faculty or community members shall be notified by letter signed by the Chairperson of Faculty Council and the Dean of the College and can serve a one (1) year term and shall be a voting member both of the Committee and of Faculty Council.

5. Student Representatives

Each Standing Committee may appoint student representatives as appropriate with the exception of APT committee. A maximum of one representative each from the Baccalaureate program (generic/RN) and Master's and Doctoral programs are invited to serve on each standing committee. The Nominating Committee shall submit to the Student Government Association student openings on committees by the

September Faculty Council meeting each academic year. Student representatives on respective committees shall be designated by the students. The Nominating Committee shall publish the results. One alternate representative shall be designated by students to serve in the absence of the regular designee.

6. Ex Officio

Ex Officio members of the committees are members by virtue of their office. Ex Officio members are counted when establishing a quorum and are voting members of the committee (Robert et al., 2000).

7. Ad Hoc

Ad Hoc members shall serve the committee as a need arises. Ad Hoc members are nonvoting members.

ARTICLE III: FACULTY GOVERNANCE

A vital part of the academic faculty role is active participation in the governance process of USF, USF Health and the CON. Responsible academic citizenship through governance service is expected of all faculty members. Faculty members are responsible for and will participate in governance activities of the CON that pertain to the quality of all academic programs and research. Governance activities also include matters pertaining to the recruitment and development of faculty, recruitment, admission, retention and progression of students and other essential activities that support the mission of USF and the CON.

Faculty members exercise their duties, privileges and responsibilities in accordance with applicable rules, policies and procedures of the Florida Board of Governors and the University Of South Florida Board Of Trustees.

ARTICLE IV: EXECUTIVE COUNCIL OF THE FACULTY

The Executive Council of the Faculty **are members of the faculty** and are composed of the following: a President, Vice President, Secretary-Treasurer, Parliamentarian, Member-at-Large of the Faculty Council. The Dean and Associate Dean of Academic Affairs serve as ad hoc, non-

voting members of the Executive Council. The Executive Council is chaired by the President (or Vice-President in case of the President's absence) and meets monthly to discuss matters submitted by its members. The Executive Council, by majority vote, makes recommendations to or advises the Dean(s) about these matters. Members of the Executive Council unable to attend any meeting may designate, in writing to the Council President, alternates from the faculty to represent them and vote on their behalf at that meeting. Special meetings of the Executive Council may be called by the Council President, the Dean or by written requests to the Council President to deal with issues that arise between regularly scheduled Faculty Council Meetings. In these meetings, the Executive Council will sit in the place of the Faculty Council. A quorum of the Executive Council is a majority of its members or designated alternatives. The Executive Council has the authority to appoint Ad Hoc Committees to address specific issues.

In August of each academic year, the Vice-President of the Executive Council notifies the undergraduate and graduate student bodies of student vacancies on CON committees and solicits nominees for student representatives to be voted on by the faculty at the next Faculty Council meeting.

ARTICLE VII: THE FACULTY COUNCIL

1. Faculty Council Composition

The Faculty Council, by majority vote (51% of the total membership) is determined by the Faculty Member Roster in the Business Office at the CON. The Faculty Council makes recommendations to or advises the Dean and Executive Council on matters that have brought before the council. Special meetings of the Faculty Council may be called by its President or by written request to the President of ten (10) of its members. A quorum of the Faculty Council consists of a majority of its members.

2. Faculty Council Duties

The Faculty Council functions as a representative body of the faculty and obtains broadly-based faculty input regarding CON issues. The Faculty Council considers any governance matter submitted by the Vice President of USF Health, the Dean of the College, its members, faculty, the Executive Council or the USF community. The Council reviews these issues and, after reviewing relevant facts, formulates and makes recommendations to or advises the Dean, Executive Council or other individuals or groups as appropriate. It approves recommendations for

appointments to Standing Committees of the CON and approves members and chairs of the Committees of the Faculty Council, Standing Committees of the College.

A. Communication between the faculty council and administration

Recommendations from faculty council will be submitted to the CON administration and implemented according to defined procedures.

4. Elected Officers of the Faculty Council

a. The President

The Faculty Council President is an elected faculty member with tenure within the CON who presides at all meetings of the Executive Council and the Faculty Council. The President is an ex-officio member of all Faculty Council Committees, and may vote only to break a tie. The President notifies the faculty of each Executive Council meeting and Faculty Council members of each Faculty Council meeting, give all notices required by these Bylaws or as directed by the Faculty Council. For Faculty Council meetings the President solicits items for the agenda from faculty, prepares an agenda for those meetings in consultation with faculty, and distributes the agenda to faculty prior to those meetings.

The President serves a two-year term and may succeed himself or herself in the same office for no more than one additional consecutive term. If the President is unable to complete any term, the Vice-President assumes the Presidency and remains in that position for the subsequent term.

The President serves as a faculty representative to USF Health Tri-Council which is composed of the Officers of the Faculty Councils of the Colleges of Medicine, Nursing and Public Health.

b. The Vice-President

The Faculty Council Vice President is any faculty member who presides at meetings of the Council in the absence of the President. The Vice President serves a two-year term and may succeed himself or herself in that position for no more than one additional consecutive term. If a vacancy occurs in the Vice President's position, it will be filled through a special election held within ninety (90) days of the vacancy. In collaboration with the executive council, the faculty council agenda will be constructed and distributed.

c. The Secretary-Treasurer

The Secretary-Treasurer presides at meetings of the Faculty Council in the absence of the President and Vice President. The Secretary-Treasurer serves a two-year term and may succeed himself or herself in the same position for no more than one additional consecutive term. The Secretary-Treasurer reviews the minutes and maintains all Council financial records and pays bills as authorized by the Council. The Secretary-Treasurer arranges for collection of faculty dues at the first meeting of the academic year and provides a report of the annual finances at the end of each academic year. If a vacancy occurs in the Secretary-Treasurer's position, it will be filled through a special election held within ninety (90) days of the vacancy. The secretary-treasurer is responsible to review the minutes from each faculty council meeting.

d. The Parliamentarian

The Parliamentarian is a faculty member and advises on the conduct of meetings in accordance with Robert's Rules of Order, the most recent edition. The Parliamentarian serves a two-year term and may succeed himself or herself in the same position for no more than one additional consecutive term.

e. Member-At-Large

The Member-at-Large is a faculty member and represents the faculty at Executive Council meetings and University of South Florida Faculty Senate meetings. The Member-At-Large serves a two-year term and may succeed his self or herself in the same position for no more than one additional consecutive term.

ARTICLE VIII:
STANDING COMMITTEES

The CON has the following Standing Committees:

- A. Curriculum Committees;
 - i. The Undergraduate Curriculum Committee
 - ii. The Master's Curriculum Committee
- B. The Doctoral Admission, Curriculum and Academic Affairs Committee
- C. Appointment, Promotion and Tenure Committee;
- D. Student Affairs Committee;
- E. Continuing Education Committee;
- F. Diversity Committee;

Each Committee may include representatives from faculty who serve a two year term, students and the community and ex officio and ad hoc member. Student and community representatives serve a one-year term. Ex Officio members, except for the President, are voting members and are counted as part of a quorum on the Committees on which they serve. The Chairs of the standing committee are elected by the specific committee members. Faculty who consent to serve are appointed to a standing committee by the executive council.

Each Standing Committee maintains a procedural notebook that describes the overall mission, functions, and operational procedures of the Committee. The operational procedures provide details on how each Committee will operate during the academic year in order to achieve its mission and respective governance activities. The notebook is maintained by each committee Chair and is updated annually. Major changes in the mission and functions of a Standing Committee require a majority vote approval of the Faculty Council. Each Committee's mission and function will be updated annually and appended to the Bylaws as established by the Faculty Council. Activities and operating procedures for Standing Committees are specified in working documents approved and updated annually by each of those Committees.

2. Subcommittees of any standing or special committee may be established for a period of one (1) year. At the end of one year, the subcommittee shall be evaluated as to the necessity for continuation. Subcommittees shall submit a written report to their respective committee upon task completion. This report shall become part of the committee records. The subcommittee ceases to exist as soon as the committee receives its report. Subcommittees that have not reported cease to exist when the new officers assume their duties.

3. Ad Hoc Committees

Ad hoc committees may be appointed by committee chairs, Faculty Council, or the Dean, as needs arise and may function for a maximum of one (1) year unless otherwise designated. Ad hoc committees shall submit a written report to their respective appointing body upon completion of their mission. This report shall become part of committee records. Ad hoc committees shall be considered dissolved without special action when they present their final report on the project assigned to them. Some examples of ad hoc committees are:

- a. Advisory Committees shall be appointed to assist the CON in meeting its mission and goals.
- b. Grant Generated Committees shall exist to meet the requirements of specified grant and shall report to the appropriate standing committee(s).
- c. Regional Campus Coordinators shall attend Dean's Council and provide a written and verbal report to Faculty Council.

STANDING COMMITTEES

A. The Curriculum Committee

a. The Undergraduate Curriculum Committee

The Undergraduate Curriculum Committee reviews, advises, and makes policy recommendations on issues related to undergraduate education to Faculty Council and the Dean of the College. The Committee develops, reviews, and makes policy recommendations regarding the curriculum and educational goals of the College in accordance with current accreditation standards. The Committee develops standards for the evaluation of programs and related components of teaching.

The Committee has a Chair elected from the Committee membership. The Chair presides over Committee meetings and establishes meeting schedules for the Committee. The entire Committee meets at least two (2) times per year to set future goals and directions and as needed to review progress of each subcommittee.

Members of the Committee include a representative from each nursing discipline and program. A student representative is appointed from each program. Community representation and feedback occurs at the program level. Programs move individual program curriculum issues to the Undergraduate Curriculum Committee for review, discussion and recommendations.

The Dean, Associate Dean for Academic Affairs and Director of Evaluation are ex officio members of the Committee and may appoint designees to attend in their absence.

The Committee may invite other faculty members who have expertise related to special programs or courses to attend a meeting or work with the subcommittee for a designated period.

Ad Hoc Committees may be appointed at the discretion of the subcommittee chair if a special programmatic need arises.

The Undergraduate Curriculum Committee shall:

- i. Annually review undergraduate curricula including evaluation data.
- ii. Provide for appropriate articulation between graduate (Master's and Doctoral) and undergraduate curricula;

- iii. Undertake short and long-term planning for undergraduate curricula;
- iv. Review recommendations on non-substantive and substantive changes in the curricula;
- v. Recommend substantive changes and/or revisions in the undergraduate curricula to the Faculty Council prior to the appropriate University Council;
- vi. Review new courses following the established curriculum guidelines;

b. The Master's Curriculum Committee

The Master's Curriculum Committee reviews, advises, and makes policy recommendations on issues related to RN to master's, Associate Degree to master's, and master's education to Faculty Council and the Dean of the College. The Committee develops, reviews, and makes policy recommendations regarding the curriculum and educational goals of the College in accordance with current accreditation standards. The Committee develops standards for the evaluation of programs and related components of teaching.

The Committee has a Chair elected from the Committee membership. The Chair presides over Committee meetings and establishes meeting schedules for the Committee. The entire Committee meets at least two (2) times per year to set future goals and directions and as needed to review progress of each subcommittee.

Members of the Master's Committee include a representative from each master's program. A student representative is appointed from each program. Community representation and feedback occurs at the level of the clinical preceptors. Programs move individual program curriculum issues to the Master's Curriculum Committee for review, discussion and recommendations.

The Dean, Associate Dean for Academic Affairs and Director of Evaluation are ex officio members of the Master's Curriculum Committee and may appoint designees to attend in their absence.

The Committee may invite other faculty members who have expertise related to special programs or courses to attend a meeting or work with the subcommittee for a designated period.

Ad Hoc Committees may be appointed at the discretion of the subcommittee chair if a special programmatic need arises.

The Master's Curriculum Committee shall:

- i. Annually review master's curricula including evaluation data.
- ii. Provide for appropriate articulation between undergraduate and graduate (Master's and Doctoral) curricula;
- iii. Undertake short and long-term planning for master's curricula;
- iv. Review recommendations on non-substantive and substantive changes in the curricula;
- v. Recommend substantive changes and/or revisions in the master's curricula to the Faculty Council prior to the appropriate University Council;
- vi. Review new courses following the established curriculum guidelines;

B. The Doctoral Admission, Curriculum and Academic Affairs Committee

The Doctoral Admission, Curriculum and Academic Affairs Committee reviews, advises, and makes policy recommendations on issues related to the nursing doctoral (PhD and DNP) programs to Faculty Council and the Dean of the College. The Committee reviews and admits candidates for these programs and monitors student progress for retention. The Committee develops, reviews, and evaluates the curricula, admission criteria, and faculty qualifications. The Committee develops standards for the evaluation of the doctoral programs and related components of teaching, in accordance with the objectives of the program and current accreditation standards.

The Committee shall be composed of the Directors of the Doctoral Programs and 2 Faculty representatives from each program. A Faculty Emerita will be invited to be a member. All members of the Committee have voting privileges and are counted in the quorum. The Dean and Associate Deans, or their designees, serve as ex-officio members. The Dean does not vote on issues brought forward to the Committee. A non-voting student representative from each program will be chosen by the Student Bodies. The Committee elects a Chair at the beginning of the academic year from the Committee membership. The Committee may invite other individuals with special expertise to the meetings on an as needed basis. The Chair presides over Committee meetings and established meeting schedules for the Committee. The Committee meets on a monthly basis, or more frequently if necessary.

The Doctoral Admission, Curriculum and Academic Affairs Committee shall:

- i. Annually review curricula including evaluation data.
- ii. Provide for appropriate articulation between master's and doctoral programs
- iii. Undertake short and long-term planning for the doctoral programs.
- iv. Review recommendations on changes to courses, requirements, and curricula
- v. Recommend substantive changes and/or revision in the doctoral program curricula to the faculty Council prior to the appropriate University Council
- vi. Recommend admission criteria for the doctoral programs
- vii. Review, evaluate, and make admission recommendations for applicants to the program.
- viii. Monitor doctoral student's progress in the program and make decisions on retention of students.

C. Appointment, Promotion and Tenure Committee (APT)

Membership shall consist of a minimum of twenty percent (20%) of the total faculty. Members shall be elected from full-time faculty; fifty percent shall be tenured. There shall be at least one member from each faculty rank: instructor, assistant professor, associate professor, professor. One-half of the committee shall be elected by ballot in even numbered years and one-half shall be elected by ballot in odd-numbered years. If not an elected member of the committee, the Faculty Senator(s) shall serve as ex-officio member(s).

The APT Committee Shall:

- a. Assist in implementing faculty search and selection processes; in accordance with Equal Opportunity and Affirmative Action Program guidelines and policies of the University.
- b. Participate in reviewing and updating the CON supplement to the University Faculty Handbook and making

recommendations as indicated.

- c. Facilitate the overall tenure and/or promotion application process through CON and University channels in accordance with University policies.
 - i. Develop a calendar for tenure and promotion shall be distributed to the faculty annually.
 - ii. Provide an opportunity for all tenured faculty to participate in the tenure process.
 - iii. All tenured faculty in the CON vote on tenure. The chairperson of APT shall convene and chair the meeting and has the responsibility for completing essential forms identified by the University in the tenure applications packet and forward these recommendations for actions to the Dean of the CON.
 - iv. Provide an opportunity for faculty of a rank greater than the applicant's current rank, to review and participate in voting on applicants for promotion, and participate in the promotion process. The Chairperson of APT shall convene and chair the meeting. The APT chair has the responsibility for completing essential forms identified by the University in the promotion application packet and forwards these recommendations for action to the Dean of the CON.
- d. Facilitate third year review for tenure/promotion earning faculty by tenured faculty.
- e. Designate courtesy faculty appointments.
- f. Facilitate faculty in seeking honors and awards.
- g. Coordinate Preceptor Recognition Program.
- h. Facilitate the annual faculty peer review process in and in accordance with the policies of the University. The APT shall:
 - i. Review criteria for the annual faculty evaluation process and recommend changes as needed to Faculty Council for approval and adoption by the faculty, as needed.
 - 1. Course evaluations will be sent directly to faculty and included in the administrative review information annually.
 - 2. Faculty evaluations will be sent directly to faculty and included in the administrative review information

annually.

3. Facilitate faculty evaluations specific to the courses actually taught (PhD faculty named as lead instructor when other instructors are actually teaching).
- ii. Provide annual peer review for faculty who elect to submit to peer review according to criteria approved by Faculty Council and in accordance with University guidelines.
 - i. Assist in facilitating orientation of new faculty.
 - j. APT Sub Committee(s) for faculty development is appointed by the Chair of Faculty Affairs Committee.
 - k. Post tenure review

The APT Committee revises, advises, and makes policy recommendations on issues related to faculty search and selection, appointments, faculty development, peer review, tenure and promotion, honors and awards, and other issues concerning the professional welfare and development of the faculty. The Dean and Associate Dean are ex officio members of the Committee and may appoint designees to serve in their absence.

D. Student Affairs Committee

The Student Affairs Committee reviews, advises, and makes policy recommendations on matters related to recruitment, admissions, student progression and retention, and other issues concerning the welfare and development of students.

The Student Affairs Committee shall:

- a. Review and update the CON handbook and the undergraduate and graduate catalog annually.
- b. Develop, recommend and implement policies for admission, readmission, transfer and graduation of students in accordance with the education programs of the CON.
- c. Develop and implement policies for retention and progression of the students in accordance with education programs of the CON.
- d. Develop and implement other policies as deemed necessary to the health and welfare of the students.

- e. Cooperate with administration to implement the student recruitment plan for the CON and work with the student services department.
- f. Review and submit Assistant/Associate Dean(s) student nomination for honors and awards.
- g. Review the grievance procedure of the CON and present recommendations for change in the Faculty Council if necessary.
- h. Implement the College Equal Opportunity and Affirmative Action Program with the policies of the Program of the University.
- i. Screen applicants and make decisions for programs as needed.
- j. Utilize evaluation data in the review of policies related to Student Affairs.

E. Continuing Education Committee

The Continuing Education Committee reviews, advises, and makes policy recommendations on issues related to professional development and educational programs for the faculty and nursing community.

- a. Monitor the strategic and business plan for consistency with the mission of the CON.
- b. Develop and review policies and procedures regarding the use of the provider number and processes involved in maintaining provider status.
- c. Review, advise and develop program and policy recommendation on mailer related to continuing education programs.
- d. Review and approve applications as a co-provider of continuing education programs.
- e. Accreditation through the Florida Board of Nursing and the ANCC will be maintained.
- f. Recommend nurse planners for specific programs based on expertise.

F. Diversity Committee

The purpose is to promote and enhance a culturally and ethnically diverse student body, faculty, staff and environment. The mission is to foster an inclusive environment for students, faculty, and staff, and the community that includes mutual dignity and respect without regard to race, gender, age, national origin, ethnic background, disability, religion, education, sexual orientation, politics, social class, health status, or culture. Membership consists of HSC faculty, students, staff, and community members.

All Standing, special subcommittees and ad hoc committees shall assume such duties as specified in the Bylaws and such other duties as may be assigned by Faculty Council. All faculty committees are responsible for reporting on committee activities in writing one week prior to the faculty council meeting.

ARTICLE IX SPECIAL COMMITTEES

Special Committees are considered as:

1. Nomination Committee
2. Bylaws Committee
3. Social Committee

The Nominating Committee is a special committee responsible for preparing a slate of nominees for all committee and officers of the Faculty Council. Membership shall consist of a minimum of three faculty, one elected in even numbers years and two elected in odd numbered years. The chairperson shall be a full-time faculty member. At least two meetings shall be held annually. Additional meetings shall be called as needed by the chair.

1. The Nominating Committee shall
 - a. Invite nomination for officers of Faculty Council and membership on all standing committees by April 1st of each year.
 - b. Place all qualified faculty candidates on the ballot to be distributed to all voting faculty no later than August 1st of each year.
 - c. If the Nominating Committee is unable to fill the slate of the committee member, the Chair of the Nominating Committee shall consult with the Chair of the Faculty Council to appoint additional members.

- d. Submit written election results of the above elections to the Chair.
- e. Notify students of students opening on committee by Septmeber1st of each year. Student placements on committee shall be made by October 1st of each year.
- f. Unassigned faculty who have a fifty percent or more assignment will be appointed to a committee by the executive council.

2. Bylaws Committee

The Bylaws committee is a special committee responsible for recommending change/revisions in faculty governance. Membership shall consist of a minimum for three faculty; two elected in even numbered years and one elected in odd numbered years. The chairperson shall be elected. At least one meeting shall be held annually. Additional meetings may be called as needed by the chair.

The Bylaws committee shall:

- a. Develop and implement procedures for changes/revisions in faculty governance.
- b. Receive and review requests for the faculty or committee on changes/revisions in faculty governance.
- c. Recommend changes/revisions in faculty governance to Faculty Council.
- d. Review bylaws every two years to determine the need for major revisions.

ARTICLE IX: COMMITTEE CHAIRS

Duties of Committee Chairs:

The Chair of all committees including; ad hoc, standing and task forces shall:

- 1. Be full time faculty.
- 2. Serve one (1) year terms and may serve no more than two (2) consecutive terms in this capacity, unless otherwise

designated.

3. Call and preside over all meetings of their respective committees in accordance with Robert's Rules Newly Revised (Robert et al., 2000).
4. Circulate the agenda for the respective committee five (5) working days in advance of a regularly scheduled meeting.
5. Exercise the prerogative to cancel meetings if there is no business. At least one meeting must be held annually.
6. Exercise the prerogative to call special meetings, herein designated as "called meetings" as necessary and limit discussion to the business specified in the call.
7. Verify the presence of a quorum in order to conduct the business of the committee.
8. Maintain all minutes, documents, and materials related to the business of the committee in designated notebooks which shall be kept in the office of the Dean.
9. Designate a member of the committee to take minutes during the meetings, review the minutes, and circulate the minutes to all committee members in a timely manner.
10. Submit an annual report of the business of the committee in summary form to the Chair of Faculty Council by of each calendar year.
11. Maintain copies of the Annual Report in the committee notebook in the Office of the Dean.
12. Provide written and verbal reports to Faculty Council at each Council meeting unless the committee has not met.
13. Notify the Chair of Faculty Council at least seven (7) working days in advance of a regularly scheduled Council meeting if there are any items of business that need to be included in the Council agenda.
14. Notify the Chair of Faculty Council whenever a vacancy occurs on the committee.

15. Recommend appointment of ad hoc committees as necessary to the Chair of Faculty Council.
16. Conduct voting consistent with Roberts Rules, i.e., if a tie vote occurs, vote to break the tie.

Revised May 2, 2007 Overcash and Jevitt

Revised April 13, May 14, July 18, 2002, June 6, 2003, June 20, 2003, May 14, 2004 – replaces all previous bylaws and revised bylaws.

Approved:

Robert, H. M., Robert, S. C., Robert, H. M., Evans, W. J., Honemann, D. H., & Balch, T. J. (2000). *Robert's Rules of Order Newly Revised* (10 ed.): Da Capo Press, Perseus Books Group.