

University of South Florida

College of Nursing

Bylaws

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UNIVERSITY OF SOUTH FLORIDA

COLLEGE OF NURSING FACULTY BYLAWS

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ARTICLE I: PURPOSE OF THE BYLAWS

The College of Nursing (CON) is one of four colleges (Morsani College of Medicine, Nursing, Pharmacy, Public Health) and two schools (Physical Therapy, and Biomedical Sciences) within University of South Florida (USF) Health and is a member of the USF Health faculty council. The purpose of the University of South Florida, College of Nursing (CON) bylaws is to supplement procedures, rules and policies established by the Florida Board of Governors, the USF Board of Trustees, the United Faculty of Florida Agreement, the University of South Florida and USF Health and to define guidelines and procedures for faculty governance and organization:

A. Provide a structure for faculty governance:

- 1) Definition of faculty;
- 2) Definition and guidelines for general faculty officers;
- 3) Definition and guidelines for the executive council of the faculty;
- 4) Definition and guidelines for the faculty council.

B. Provide definitions and guidelines to organize the eight standing committees:

- 1) Undergraduate Admissions, Curriculum and Academic Affairs Committee
- 2) Doctor of Philosophy (PhD) Admission, Curriculum and Academic Affairs Committee
- 3) Doctor of Nursing Practice (DNP) and Masters Admission, Curriculum and Academic Affairs Committee
- 4) Appointment, Promotion and Tenure (APT) Committee
- 5) Technology Committee
- 6) Evaluation Committee
- 7) Bylaws Committee
- 8) Diversity Committee

C. Provide definitions and guidelines to organize the three special committees:

- 1) Nominating Committee
- 2) Library Committee
- 3) Awards 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 DEFINITIONS¹

Meetings

Meetings of faculty council and of 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., 2011): The faculty council shall meet a minimum of once a semester. All action items shall be distributed to faculty council members at least five (5) working days prior to the meetings.

Minutes

Minutes shall be kept of all proceedings, including those of faculty council, executive council of the faculty council, and of all committees. Working papers or other interim documents shall be attached to each set of minutes. Minutes are the responsibility of the secretary-treasurer of the faculty council or chair of a committee and stored electronically.

Establishing a Quorum

A quorum is the minimum number of voting members, or designated alternatives, who must be present at a committee meeting in order to conduct business in the name of the group. Ex officio members shall not be counted in the number required for a quorum. Unless otherwise noted, a majority of the members (>50%) must be present for a quorum to be established.

Annual Reports

The chair of faculty council and of each standing and special committee shall submit a written annual report to the chair of faculty council no later than August 1st of each calendar year. Annual reports will be stored with faculty council minutes on Canvas in the College of Nursing Faculty/Staff Resources section. All committees are responsible for reporting to the faculty council. In accordance with state law, all recordings of meetings will be stored in the office of the Academic Services Administrator in the Office of Evaluation, Analytics, and Decision Support.

Members

All faculty members, including newly appointed faculty, who have a fifty percent (50%) or more assignment in the CON must serve on one of the standing or special committees.

- 1) **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.
- 2) **Emeritus Faculty Members.** Emeritus faculty members are retired from full time employment in the university but are expected to remain involved in campus life to whatever extent they feel able. Emeritus faculty members are allowed to serve as voting members of standing committees; however, they are not counted in the quorum and each committee may have only one emeritus member.

¹ Definitions of faculty and administration are based on Guidelines for Developing Departmental Governance 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).

- 3) **Administrators.** Administrators are faculty in the CON who have “dean” in their title. 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 but shall not be counted in the quorum.
- 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 after review of their CV by the Committee Chair. These courtesy or hospital based faculty who volunteer who have CV on file 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 or more such members. Approved courtesy, hospital-based or community members shall be notified by letter signed by the chairperson of faculty council and the dean of the college, can serve a one-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 a representative as appropriate with the exception of APT committee. A maximum of one representative from each from the baccalaureate program and masters and doctoral programs are invited to serve on each standing committee. By exception, there is no limit on the number of students or staff members who may serve on the diversity committee, although, the full committee will have no more than twelve (12) appointed members.

Students may self-nominate for committees or be invited by faculty members. It is the responsibility of the committee chair to ensure that all standing committees (except APT) have student members appointed by October of each academic year.

The nominating committee shall publish the student names on each committee. One alternate representative shall be appointed to serve in the absence of the regular designee.

- 6) **Ex Officio.** Ex officio members of a committee are members by virtue of their office. Ex officio members are not counted when establishing a quorum and are voting members of the committee (Robert et al., 2011).
- 7) **Ad Hoc.** Ad Hoc members shall serve the committee as a need arises. Ad Hoc members are non-voting members
- 8) **Ad Hoc Committee.** Ad hoc Committees of any standing or special committee may be appointed by committee chairs, faculty council, or the dean and established for a period of one (1) year or until the assigned task is completed (i.e. curriculum revision). At the end of one (1) 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. Ad hoc committees that have not reported cease to exist when the new officers assume their duties.

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).
- 3) Staff members may serve on select committees as full voting members including Diversity Committee and Technical Instruction Committee. As committee members, staff may chair or co-chair these committees if elected.

Proxy Voting is allowed for Faculty Council votes and for committee votes for all committees. For a faculty or staff member to have a vote when absent from a committee meeting, the proxy vote must be given to the chair or to another member in writing in advance of the meeting. It is the responsibility of the member giving a proxy vote to another member to be informed of the issue prior to the meeting and to determine the extent of the vote (i.e. discussion changes some part of the motion to be voted on during deliberation; the written proxy should indicate how the vote may be used).

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 (with assignments of 50% or greater) and selected staff (selected by and for the Diversity Committee) as appropriate. 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 United Faculty of Florida, Florida Board of Governors and the University of South Florida Board of Trustees.

Decisions of the faculty council and of the standing and special committees shall be made based on voting of members. In large meetings such as faculty council, votes may be taken electronically with the result tabulated and reported on the screen immediately after the vote. For Committee meetings, votes may be taken by voice (aye or nay) or by raising hands. For both Council and committee meetings paper ballots are an option taken at the discretion of the chair. Proxy votes are allowed (see Article II). If a council or committee is unable to meet, urgent issues may be voted on via e-mailed ballot if members have previously agreed to this type of vote.

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, faculty senators, and chairs of the standing committees of the faculty council. The dean(s) 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). The executive council, by majority vote, makes recommendations to or advises the dean(s) about issues that arise between regularly scheduled faculty council meetings. 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 from faculty 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. Decisions of executive council will be reported at the next faculty council meeting. The executive council has the authority to appoint ad hoc committees to address specific issues.

ARTICLE V: THE FACULTY COUNCIL

Faculty Council Overview and Composition

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 are outlined below.

The faculty council, by majority vote (>50% of the total members present) is determined by the faculty member roster in the Business Office at the CON. Special meetings of the faculty council may be called by its president or by written request to the president of 10% of its voting members. Voting for Faculty Council officers and APT Committee membership will be conducted anonymously, and electronically when feasible.

Faculty Council Duties

The faculty council makes recommendations to or advises the dean and executive council on matters that have been brought before the council. 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, any CON committee or the USF community. The council reviews these issues and, after reviewing relevant facts, formulates, votes and makes recommendations to or advises the dean, executive council or other individuals or groups as appropriate. Faculty council has three levels of committees: 1) standing committees 2) special committees and 3) ad-hoc committees. Faculty council 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. Pertaining to communication between the faculty council and administration, recommendations from faculty council will be submitted to the CON administration and implemented according to defined procedures.

Elected Officers of the Faculty Council

The faculty council shall consist of the following elected officers:

- 1) The President.** The faculty council president is an elected faculty member at the rank of associate professor or professor 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, gives 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 faculty council president will facilitate annual evaluation of administrators using the process developed by the Provost's office.

The president serves a two-year term and may succeed him 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 remainder of that term. In the event that the president of faculty council should resign or leave the position and the vice president should not elect to take over the role of president, an election will be held in 90 days for faculty council members to elect a faculty council president.

The president serves as a faculty representative to USF Health Council, which is composed of the officers of the faculty councils of the colleges of medicine, nursing, pharmacy and public health.

- 2) **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 him 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.
- 3) **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 him or herself in the same position for no more than one additional consecutive term. The secretary-treasurer is responsible for ensuring minutes of faculty council meetings are taken and for reviewing, communicating the minutes and maintaining all council financial records and paying bills as authorized by the council. Records will be kept electronically per the office of the dean. The secretary-treasurer arranges for collection of voluntary 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 prior to approval by the whole faculty council. The Secretary-Treasurer will release faculty funds for cards or flowers for bereavement, illness or celebrations as needed.
- 4) **The Parliamentarian.** The parliamentarian is a faculty member and advises on the conduct of meetings in accordance with Robert's Rules of Order, Newly Revised (Robert et al., 2011). The parliamentarian is also responsible for enforcing CON bylaws. The parliamentarian serves a two-year term and may succeed him or herself in the same position.
- 5) **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 VI: COMMITTEE CHAIRS

Duties of the Committee Chairs

The chair of all committees, including ad hoc, standing and special committees, shall:

- 1) Be full time faculty and elected by the committee. The exception to this is the diversity committee, which has extensive student and staff involvement. For this committee, the chair may be a full-time staff member or faculty member.
- 2) Serve one-year terms and may serve no more than two (2) consecutive terms in this capacity, unless otherwise designated. Exceptions may be made to term limits in case of limited faculty availability at certain ranks.
- 3) Call and preside over all meetings of their respective committees in accordance with Robert's Rules of Order Newly Revised (Robert et al.,2011).
- 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, which shall be kept electronically as directed by the office of the dean.
- 9) Designate a staff or faculty 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 August 1st of each calendar year.
- 11) Maintain electronic copies of the committee's annual report per the office of the dean.
- 12) Provide reports to faculty council at each council meeting unless the committee has not met. Reports may be electronically submitted.
- 13) Notify the chair of faculty council at least fourteen (14) 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 that needs to be filled.
- 15) Recommend appointment of ad hoc committees or task forces as necessary to the chair of faculty council.
- 16) Conduct voting consistent with Robert's Rules of Order, i.e., if a tie vote occurs, vote to break the tie.
- 17) The chair of the APT committee must be a tenured faculty.

- 18) When committee chairs resign, retire or are requested to step down, a new committee chair will be selected by that committee.
- 19) Appoint student members by October of each academic year and report names of student members (except APT) and alternates to Nominating Committee chair.

The CON standing committees consist of the following:

- 1) The Baccalaureate Admission, Curriculum, and Academic Affairs Committee
- 2) Doctor of Nursing Practice (DNP) and Masters Admission, Curriculum and Academic Affairs Committee
- 3) Doctor of Philosophy (PhD) Admission, Curriculum and Academic Affairs Committee
- 4) Appointment, Promotion and Tenure (APT) Committee
- 5) Technology Committee
- 6) Evaluation Committee
- 7) Bylaws Committee
- 8) 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 members. Student and community representatives serve a one-year term. Faculty committee members serve a two-year term and may succeed themselves on the same committee for no more than one additional consecutive term (2 years). Exceptions may be made to term limits in case of limited faculty availability at certain ranks. Ex officio members, except for the president, are voting members and are not counted as part of a quorum on the committees on which they serve. The chairs of the standing committees are elected by the specific committee members. Each standing committee follows an operational procedure that describes the overall mission, functions, and operational procedures of the committee as defined in these bylaws. The operational procedures provide details on how the committee will operate during the academic year in order to achieve its mission and respective governance activities. The procedures are maintained by each committee chair, and updated annually if needed. 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 needed and 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. Committees that meet monthly should meet on an agreeable day to allow issues to progress to Faculty Council in a timely way.

Baccalaureate Admission, Curriculum, and Academic Affairs Committee

The Baccalaureate Admission, Curriculum, and Academic Affairs 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 the undergraduate program and related components of teaching.

Members of the committee include the dean for the undergraduate program and a minimum of six faculty members. A non-voting student representative is invited from each major. Community representation and feedback occurs at the program level. Majors move individual program curriculum issues to the Baccalaureate Admissions, Curriculum, and Academic Affairs Committee

for review, discussion and recommendations. The dean, vice dean of academic affairs, appropriate dean of the undergraduate program, and director of evaluation are ex officio voting members of the committee who are not counted in the quorum but who 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 committee for a designated period.

The committee meets on a monthly basis, or more frequently if necessary. Ad hoc committees may be appointed at the discretion of the committee chair if a special programmatic need arises. Likewise, members of the committee or the committee chair may invite faculty or staff to participate as necessary for fulfillment of committee obligations and goals.

The Baccalaureate Admission, Curriculum, and Academic Affairs Committee shall:

- 1) Annually review undergraduate curricula including evaluation data;
- 2) Provide for appropriate articulation between graduate (master's and doctoral) and undergraduate curricula;
- 3) Undertake short and long-term planning for the undergraduate program;
- 4) Review recommendations on changes to courses, requirements, and curricula;
- 5) Recommend substantive changes and/or revisions in the undergraduate curricula, based on accreditation and/or clinical standards, to the faculty council prior to the university undergraduate council;
- 6) Recommend admission criteria for the undergraduate program.
- 7) Review, evaluate, and make admission recommendations for applicants to the program.
- 8) Monitor undergraduate students' progress in the program and make decisions on retention of students.
- 9) Plan and provide for continuous program performance improvement.
- 10) Plan and provide for coordination of curriculum and program operational efforts with other programs within the CON.

The Doctor of Nursing Practice (DNP) and Masters Admission, Curriculum and Academic Affairs Committee

The Doctor of Nursing Practice (DNP) and Masters Admission, Curriculum, and Academic Affairs Committee reviews, advises and makes policy recommendations on issues related to the Master's Program, the DNP Program, and Graduate Certificate Programs, and Fellowship Programs to faculty council and to 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 the DNP and Master's programs and related components of teaching. Members of the committee include the dean(s) of the masters and DNP programs, and a minimum of six (6) faculty representatives including a minimum of one representative from each degree program and concentration, and one faculty member from the diversity committee. All members of the committee have voting privileges and are counted in the quorum. The dean, vice dean of

academic affairs and director of evaluation are ex officio voting members of the committee who are not counted in the quorum but who may appoint faculty or staff designees to attend in their absence. A non-voting student representative from each program will be chosen by the student body.

Two co-chairs will consist of one elected member from the Master's Program and one elected member from the DNP Program. Two "co-chairs-elect" will serve as vice co-chairs during the year preceding their position as co-chairs. If a co-chair is unable to complete any term, the vice co-chair representing the DNP or Master's Programs, as indicated, assumes the co-chair position and remains in that position for the remainder of that term. In the event that a co-chair should resign or leave the position and the vice co-chair should not elect to take over the role of co-chair, an election will be held in 90 days for members to elect a co-chair. In the event that a co-chair should resign or leave the position or is unable to complete any term, an election will be held in 90 days for members to elect a vice co-chair.

The committee meets on a monthly basis, or more frequently if necessary. Ad hoc work groups may be appointed at the discretion of the committee co-chairs as necessary for fulfillment of committee obligations and goals. Likewise, members of the committee or the committee co-chairs may invite faculty or staff to participate as necessary for fulfillment of committee obligations and goals.

The DNP and Master's Admission, Curriculum and Academic Affairs Committee shall:

- 1) Annually review curricula including evaluation data;
- 2) Provide for appropriate articulation between and/or among the Baccalaureate, Master's, DNP, PhD, and Graduate Certificate curricula;
- 3) Undertake short and long-term planning for the Master's program;
- 4) Review recommendations on changes to courses, requirements, and curricula;
- 5) Recommend substantive changes and/or revision in DNP and Master's program curricula based on accreditation and/or clinical standards to the Faculty Council prior to submission for approval to the appropriate University council;
- 6) Recommend admission criteria for the DNP and Master's programs;
- 7) Review, evaluate, and make admission recommendations for applicants to the DNP and Master's programs;
- 8) Monitor student progression in the DNP and Master's programs and make decisions relevant to progression and/or retention of students;
- 9) Plan and provide for continuous program performance improvement;
- 10) Plan and provide for coordination of curriculum and program operational efforts with other programs within the CON.

The Doctor of Philosophy (PhD) Admission, Curriculum and Academic Affairs Committee

The PhD admission, curriculum and academic affairs committee reviews, advises, and makes policy recommendations on issues related to the nursing PhD program to faculty council and the designated dean for the PhD program. The committee develops, reviews, and evaluates the curricula and admission criteria. The committee develops standards for the evaluation of the PhD program and related components of teaching, in accordance with the objectives of the program and the USF Office of Graduate Studies.

Members of the committee include the appropriate dean of the PhD program and a minimum of six faculty representatives who teach or supervise students in the PhD program. All members of the committee have voting privileges and are counted in the quorum. The dean, vice dean of academic affairs and director of evaluation are ex officio voting members of the committee who are not counted in the quorum but who may appoint faculty or staff designees to attend in their absence. A non-voting student representative from the PhD program will be chosen from the student body.

The committee meets on a monthly basis, or more frequently if necessary. Ad hoc committees may be appointed at the discretion of the committee chair if a special programmatic need arises. Likewise, members of the committee or the committee chair may invite faculty or staff to participate as necessary for fulfillment of committee obligations and goals.

The PhD Admission, Curriculum and Academic Affairs committee shall:

- 1) Annually review curricula including evaluation data;
- 2) Provide for appropriate articulation between BS and PhD, DNP and PhD, and masters and PhD programs;
- 3) Undertake short and long-term planning for the PhD program;
- 4) Review recommendations on changes to courses, requirements, and curricula;
- 5) Recommend substantive changes and/or revision in the PhD program curricula to the faculty council prior to the appropriate university council;
- 6) Recommend admission criteria for the PhD program;
- 7) Review, evaluate, and make admission recommendations for applicants to the program;
- 8) Monitor PhD students' progress in the program and make decisions on retention of students;
- 9) Plan and provide for continuous program performance improvement;
- 10) Plan and provide for coordination of curriculum and program operational efforts with other programs within the CON.

Appointment, Promotion and Tenure Committee (APT)

The composition of the APT committee will include a minimum of ten members, at least two members from each faculty rank (assistant, associate, professor), of whom at least half will be

tenured, and at least two instructors. Ten members shall be elected from full time faculty. 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 chair must be a tenured faculty member. 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 other issues concerning the professional welfare and development of the faculty. The dean(s), are not ex officio members of the committee per USF APT Guidelines. The APT committee shall:

- 1) Develop and maintain the CON APT Guidelines ensuring that they are consistent with USF Tenure and Promotion Guidelines.
- 2) Facilitate the overall tenure and/or promotion application process through CON and university channels in accordance with university policies;
- 3) Develop a calendar for tenure and promotion to be distributed to the faculty annually;
- 4) Provide an opportunity for all tenured faculty to participate in the tenure process; ONLY 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 forwarding these recommendations for actions to the dean of the CON;
- 5) 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 forwarding these recommendations for action to the dean of the CON;
- 6) Facilitate third year review for tenure/promotion earning faculty by tenured faculty and provide feedback to the candidate no more than 3 months after the completed packet is submitted to the committee;
- 7) Evaluates courtesy faculty appointment requests at the rank of associate or full professor and all joint appointments and provides rank recommendations;
- 8) Conduct the annual faculty peer review process in and in accordance with the policies of the university.

The Technology Committee

The Technology Committee reviews, advises, and makes recommendations on issues related to instructional practices involving technology. This includes, but is not limited to, distance education, simulation, mobile technologies, electronic health information technology (HIT), classroom and clinical technology.

The Technology Committee shall:

- 1) Provide recommendations and insights on the impact of various technologies on the strategic goals and mission of the College of Nursing;
- 2) Recommend processes and procedures regarding the introduction, training, and implementation of technology initiatives;
- 3) Collaborate with appropriate curriculum committee(s) to ensure integration of technology;
- 4) Manage requests for technology enhancements related to instruction;
- 5) Maintain technology repository for access by all employees of the college;
- 6) Recommend technological solutions to enhance distance, clinical, and classroom instruction;
- 7) Evaluate technology initiatives on a regular basis to show effectiveness in the curriculum and in communities of interest.

The committee will be comprised of faculty representatives, staff representatives and at least one student representative. The committee chair will be determined by a vote of the committee.

Evaluation Committee

The purpose of the evaluation committee is to implement the evaluation plan of the college, monitor data for trends (i.e. NCLEX pass rates, NCSBN, NCLEX summary, graduate certification pass rates, Skyfactor evaluations, course evaluations, employment rates, graduation rates, etc.), monitor the accreditation status of the college programs for all accrediting agencies for the university, college or program (i.e. Southern Association of Colleges and Schools (SACS), Commission on Collegiate Nursing Education (CCNE), Council on Accreditation of Nurse Anesthesia Education Programs (COA)).

The committee shall consist of the director of evaluation and a minimum of six faculty members representing each degree program and invited student representatives. All deans and the director of evaluation are ex officio voting members of the committee who are not counted in the quorum but who may appoint designees to attend in their absence. Individuals who serve as members of accrediting agencies will serve as ex officio members of the evaluation committee and may vote but are not counted in the quorum.

The Evaluation Committee shall:

- 1) Recommend revisions to the college evaluation plan for approval by faculty council;
- 2) Update the annual calendar of evaluation activities for accreditation on a regular basis;
- 3) Oversee evaluation activities for accreditation reporting status to faculty council;
- 4) Review data collected for reporting to accrediting groups (named above), as well as to university authorities, and state authorities such as the Florida Board of Nursing and the Florida Board of Governors;
- 5) Review reports of annual program reviews, minutes from college committees, councils, task forces, and workgroups for information pertinent to accreditation agencies;
- 6) Participate in the preparation of reports to agencies as listed above.

Bylaws Committee

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

The Bylaws Committee shall:

- 1) Review bylaws annually to determine whether updates are needed.
- 2) Develop and implement procedures for changes/revisions in faculty governance;
- 3) Receive and review requests for the faculty or committee on changes/revisions in faculty governance;
- 4) Recommend changes/revisions in faculty governance to faculty council;
- 5) Review bylaws every two years to determine the need for major revisions;
- 6) Any substantive changes to the CON bylaws necessitate a faculty council presentation and vote. For extensive changes, the bylaws committee will plan at least two bylaws hashes to allow faculty to give input to the bylaws committee before the faculty council meeting at which the vote for approval of bylaws will take place.

Diversity Committee

The purpose of the diversity committee 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. This committee shall function to provide a climate and culture that fosters, promotes, and encourages social interactions, which support a profound appreciation and celebration of our differences. By supporting the College of Nursing, the Diversity Committee can enhance cross-cultural understanding and break down stereotypes.”

Membership includes at least 4 faculty, 4 staff members, and at least 1 self-nominated student, 1 community member (preferred), and ex officio and ad hoc members who serve two-year terms. All members of the diversity committee have voting privileges and are included in composition of a quorum. The College of Nursing Diversity Committee implements the University’s commitment to diversity and multiculturalism (USF policy number, 0-007).

<http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-007.pdf>

The Diversity Committee shall:

- 1) Advance a broader awareness of diversity through the initiation of programs that support the mission, philosophy and institutional goals of USF and the College of Nursing;
- 2) Foster recruitment of diverse faculty by participating as one of the members of college search committee;

- 3) Expand faculty knowledge and use of culturally responsive engagement with other faculty, students, staff, administrators, and the community through provision of educational programs, training sessions, and experiential activities on issues of diversity relevant to the college and society;
- 4) Develop and Implement social events associated with the CON that enhance cultural and ethnic diversity.

ARTICLE VIII: SPECIAL COMMITTEES

Special Committees in the College of nursing are defined as committees that have a discreet function and that are not required to meet monthly. Rather, they meet at least once per year or more often if needed. Members of Special Committees may also be on standing committees as well. Faculty members on special committees serve a two-year term and may succeed themselves on the same committee for subsequent terms. The committee chairs are elected by the members of the committee on which they serve. Special committees follow an operational procedure that describes the overall mission, functions, and operational procedures of the committees as defined in these bylaws.

The CON special committees consist of the following:

- 1) Nominating Committee
- 2) Library Committee
- 3) Awards Committee

Nominating 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. One member must be a senior faculty member. 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.

The Nominating Committee shall:

- 1) Invite nomination for officers of faculty council and membership on APT committee by April 1st of each year for the following year;
- 2) Place all qualified faculty candidates who are nominated on the ballot to be distributed to all voting faculty no later than August 1st of each year;
- 3) Appoint all faculty members with $\geq 50\%$ assignment to one standing committee.
- 4) Submit faculty committee assignments and written election results of the above elections to the chair of faculty council;
- 5) Track student appointments on committees;

- 6) Contact Human Resources Administrator monthly to get names of newly appointed faculty who have $\geq 50\%$ appointment so they can be assigned to a standing committee.

Library Committee

The library committee is a special committee responsible for facilitating communication between the College of Nursing and the Shimberg Library on matters pertaining to but not limited to the following: collections, access, services and education. Membership shall consist of a minimum of two faculty members and the Shimberg Library Liaison. Members may be nominated or may volunteer. The committee may invite guests to attend meetings as needed and a student represented may be appointed. A minimum of two meetings shall be held annually. Committee activities shall be reported to the faculty council at regularly scheduled meetings.

The Library Committee shall:

- 1) Elect a committee Chairperson
- 2) Facilitate communication between the College of Nursing and the Shimberg Library on matters pertaining to but not limited to the following: collections, access, services and education.
- 3) Report the summary of meetings to the president of Faculty Council each year.

Awards Committee

The awards committee is a special committee responsible for determining annual faculty and staff awards to include, but not be limited to: teaching, research and community service. The awards committee represents all levels of faculty and includes a minimum of three (3) faculty, one (1) regular staff/administrative member and the chair of staff council. Members may be self-nominated or peer-nominated. At least one meeting shall be held annually. Additional meetings may be called as needed by the chair.

The awards committee chair calls the meetings, prepares the agendas, submits annual reports, and ensures all new employees are added to the canvas awards course;

The Awards Committee shall:

- 1) Elect a committee chairperson every two years;
- 2) Review award criteria annually and revise appropriately;
- 3) Plan the nomination process the call for nominations is made in the Spring semester (all nomination materials are uploaded to a shared site by the nominator, such as Canvas);
- 4) Plan the voting process: confirm eligibility of nominees (members may reassign a nomination to a more appropriate award category), convene to review all nominee materials, and cast a single vote for each category (staff is recused from voting for faculty nominees); members may choose not to give an award for every category with nominees;
- 5) Provide the names of the annual recipients to the CON business office in July;
- 6) Determine the timeline for the award nominations and review, expecting to announce winners in late August.

- 7) Recognize nominees who were not selected during the award ceremony.

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Revised

Revised April 13, May 14, July 18, 2002, June 6, 2003, June 20, 2003, May 14, 2004, June 14, 2007, August 19, 2009 and June 21, 2013, June, 2014, August, 2015, February 17, June 26, 2017, January 2018.

and replaces all previous bylaws and revised bylaws.

Robert, H. M., Robert, S. C., Robert, H. M., Evans, W. J., Honemann, D. H., & Balch, T. J. (2011). Robert's Rules of Order Newly Revised (11th ed.): Da Capc Press, Perseus Books Group.