

# BYLAWS OF THE COLLEGE OF NURSING

## *Introduction*

*These bylaws shall conform with the policies and procedures of The University of Tennessee Faculty Handbook, and in accordance with College and University policies and procedures.*

### **Article I**

**Name: College of Nursing**

### **Article II**

#### **Powers and Duties of the College of Nursing**

1. The College of Nursing of The University of Tennessee shall have those powers and duties which have been, and which may be, delegated to it by the Trustees of the University, the President of the University, the Chancellor, and Faculty of the College of Nursing.
2. The College is authorized, subject to the approval of the Chancellor, the President of the University, and the Board of Trustees, to formulate policies and regulations regarding the general educational objectives of the College, including those policies and regulations related to the overall general requirements for admission, program completion, and graduation for the nursing degree programs of The University of Tennessee.
3. The College is authorized in consultation with academic officials to consider, advise, and recommend policies and procedures in other matters which concern the general welfare of the faculty of the College of Nursing, such as, but not exclusively limited to: criteria for faculty appointment, dismissal, promotion, tenure, and other University matters relevant to meeting the educational goals of the College and the University.
4. The College, through its administrative structure, communicates priorities for University budgets, development/fund-raising, and physical facilities that will enhance and maintain academic programs.
5. Actions by College of Nursing administration will be communicated to College faculty by written/oral reports, and/or through faculty who serve in elected and appointed capacities on College committees, advisory boards, and ad hoc entities that serve a specific purpose and are appointed for a stated time.

### **Article III**

#### **Membership in the College of Nursing**

##### **Section A. Faculty**

1. Faculty classifications follow the University guidelines as outlined in the *UT Faculty Handbook*.
2. Tenure and tenure track faculty appointments are made at three ranks in the College: Professor, Associate Professor, or Assistant Professor.

## **Article III**

### **Membership in the College of Nursing**

#### **Section A. Faculty** *(continued)*

3. The ranks of the non-tenure-track faculty include: Instructor, Lecturer, Adjunct Faculty, Visiting Faculty, Research Assistant Professor, Research Associate Professor, Research Professor, Adjunct Research Faculty, Visiting Research Faculty, Clinical Instructor, Clinical Assistant Professor, Clinical Associate Professor, Clinical Professor, Visiting Clinical Faculty, Adjunct Clinical Faculty, Distinguished Clinical Associate Professor and Distinguished Clinical Professor.
4. Non-tenure track faculty are governed by the terms of their appointment letters.
5. The voting faculty for purposes of ratification and changes in bylaws and curricular issues include all full-time tenured and non-tenured faculty whose primary appointment is with the College of Nursing.
6. Affirmative vote by two thirds of the voting members is required to grant voting rights to individuals not described herein.

#### **Section B. Professional Staff:**

1. Professional staff are those whose primary appointment is of an administrative nature. Professional staff are not in tenure track positions and do not hold faculty rank.
2. Professional staff members shall have the following privileges and responsibilities:
  - a. Attending all meetings.
  - b. Participating by giving input where their knowledge or expertise is relevant to the business being conducted.
  - c. Serving on committees as appointed.
  - d. Voting on non-academic matters that would personally involve them, e.g., decisions regarding social functions for staff and faculty, regulations governing meetings.
  - e. Serving as delegates or representatives of the College of Nursing to other organizations, meetings, or conventions when asked to do so

## **Article IV**

### **College of Nursing Organization**

#### College Administration

1. The Dean of the College of Nursing is the chief administrative officer responsible to the Chancellor or, if appropriate, through the Chancellor to the President of the University for the well-being of the College. The Dean has responsibility for providing visionary leadership and management of budget allocations, physical facilities, and personnel within the College. The Dean provides reports and other communications to the University Administration about College priorities and resource allocations, including personnel, physical facilities, and monies, that enhance and maintain the academic programs and the infrastructure needed by the College.

## Article IV

### College of Nursing Organization

College Administration (*continued*)

2. The Dean implements procedures for resolving faculty grievances as outlined in the *University Faculty Handbook* and student grievances as outlined in *Hilltopics* and the *Undergraduate/Graduate Catalogs*.
3. The Dean should seek recommendations from faculty or staff on matters involving major decisions of budgetary, personnel or physical facility allocations with the understanding that the Dean is authorized to make the final decisions.
4. The Dean will be assisted by Associate Deans.
5. The Dean, in consultation with faculty, may appoint Associate Deans to assist in the administration of the College on an interim basis. Permanent appointments must be made through approved search procedures. A function of the Associate Deans is to provide services that promote the activities of the College and College faculty.
6. Chairs of the various degree programs will be members of the faculty who have been assigned the special duty of administering the program with guidance from a variety of official documents such as the *University Faculty Handbook*, *Undergraduate/Graduate Catalogs*, and *Hilltopics*.
7. Responsibilities of Program Chairs include, but are not necessarily limited to:
  - a. Administration of academic programs in relation to the comprehensive academic mission of the University, and
  - b. Provision of input to CON administration regarding the matters of infrastructure necessary to support departmental academic programs, including budgetary needs, physical facilities, and personnel issues under his/her jurisdiction.
8. Program Chairs should seek recommendations from faculty in setting priorities for budgetary, personnel, and physical facility allocations that enhance and support academic programs.
9. The College of Nursing is composed of undergraduate and graduate academic programs as detailed in the *Undergraduate & Graduate Catalogs*.
10. The MSN program is composed of several clinical specialty concentrations. Each Concentration shall have a Coordinator, who is a member of the faculty. The Coordinator is assigned the special duty of administering the concentration with guidance from the Dean, Associate Deans and the Program Chairs, as well as a variety of official documents such as the *University Faculty Handbook*, *Undergraduate/Graduate Catalogs*, and *Hilltopics*.
11. Advising Groups to the Dean: The Dean retains the final decision-making power and seeks the advice of faculty or other groups such as standing committees, advising boards, and *ad hoc* entities that may be formed for specialized expertise/experience to address a current need within the College of Nursing. The advisory groups have no administrative or management functions.

## Article V

### Committee Structure of the College of Nursing

*NOTE: Various committees call for ex-officio members, who hold the position by virtue of office or position and are without vote. The primary role of an ex officio member of standing committee is to be a source of communication between the committee and the administrative office or officer he or she represents and between the administrative office or officer and the committee. In addition, the ex officio member may be able to contribute information or expertise to the committee. However, if the committee is properly to serve its function in university governance, the primary role in formulating policy or reaching other decisions must rest with the regularly appointed faculty, staff, and student members of the committee.*

1. The College of Nursing shall use a series of committees to perform various tasks. *Ad hoc* committees shall be formed as needed.
2. The standing committees of the College shall be: Curriculum, Health and Welfare, Resource Development and Outreach, Bylaws, Undergraduate Progression and Academic Review, Scholarships and Awards, Diversity, Master's Program Admissions Committee, and Doctoral Program Admissions Committee.
3. Faculty and staff shall be eligible for membership on committees. Students shall be eligible to serve on designated committees.
4. Search committees shall be established whenever a tenure/tenure-track vacancy exists. At a minimum, all search committees will consist of an equal number of tenured, tenure-track and non-tenure track faculty. In addition, search committees, especially those for Dean, and/or Associate Deans, may include student representation. Where appropriate and beneficial, search committees may also include faculty members from outside the College.
5. With the exception of committees that have University designated or appointed membership, such as Promotion & Tenure, Research Involving Human Subjects, and Graduate Grievance, members shall be appointed by the Dean of the College of Nursing and approved by the faculty.
6. Committees shall perform designated tasks and serve as data gathering and processing groups that make recommendations to the faculty committee of the whole for final approval. Students may present specific concerns to the appropriate committee chair and may be invited to present these concerns at a meeting of the committee.
7. Only full-time faculty members shall chair standing committees. With the exception of committees that have chairs who are designated or appointed, all chairs shall be elected by the committee members via ballot prior to September 1.
8. The Dean of the College of Nursing shall be an ex-officio member of all standing committees.
9. Each standing committee shall meet at least once annually unless specified otherwise herein. An agenda for each committee meeting shall be made available one week prior to the meeting. At the beginning of the academic year, each committee chair shall be responsible for orientation of all members and setting the schedule of meetings.

## **Article V**

### **Committee Structure of the College of Nursing**

#### **Standing Committees** *(continued)*

##### **Curriculum Committee:**

1. Membership of the Curriculum Committee shall be fifteen (15) voting members, including the chair, and one student representative from each program who shall serve as members. Faculty membership shall be representative of the academic programs of the college.
2. Essential members shall include the College's representatives to the University's Undergraduate and Graduate Councils, and the Program Chairs. The Associate Dean for Academic Affairs shall be an ex officio member. Membership will be for a three-year term with one-third of the members rotating off of the committee each year.
3. The Committee will periodically review, monitor, and evaluate curricula in relation to professional accountability, academic standards, and accreditation criteria.
4. The Committee will also review proposed curricular revisions and recommend curricular revision when deemed appropriate.

##### **Health and Welfare Committee:**

1. The membership of the Committee shall be twelve (12) members, including the chair. Essential members shall include the Director of Student Services, the Treasurer of the Organization, the Health/Safety Policy Officer and five student representatives (2 juniors, one of whom is a master's entry student, 2 seniors, and the graduate student representative to the Graduate Student Association). Four (4) other faculty members, representative of the graduate and undergraduate programs, shall be appointed for a two year term with one half rotating off each year.
2. The Committee will provide continuous review of health and welfare matters, such as health policies that concern faculty and students, and make recommendations; insure that the College is in compliance with University, local (clinical agencies), state (TOSHA), and federal (OSHA) regulations and policies; provide the required in-service training regarding blood borne pathogens.
3. The Committee will also develop, review, and recommend other non-academic policies and procedures pertaining to faculty and students; plan and conduct activities to meet the social responsibilities of faculty, staff, and students; and, review policies and make recommendations regarding guidelines for disposition of faculty dues.

##### **Resource Development and Outreach Committee:**

1. The Committee shall consist of six (6) voting members, appointed for a two-year term with one half rotating off each year. Two ex officio members shall be the Director of Development for the College of Nursing, and the Director of Continuing Education.
2. Plan, coordinate, and facilitate faculty and professional staff development programs and the opportunity to share professional information gained at meetings and workshops attended.

## **Article V**

### **Committee Structure of the College of Nursing**

#### **Standing Committees**

##### **Resource Development and Outreach Committee** *(continued)*

3. Support activities under the direction of UT, Director of Development for the College of Nursing.
  - a. Cultivate alumni support and make recommendations relative to alumni involvement in activities.
  - b. Support homecoming activities.
  - c. Coordinate with the Director of Development significant faculty contributions.
  - d. Promote development activities of the College of Nursing.
  
4. Support activities under the direction of the Coordinator of Continuing Education.
  - a. Develop program themes and content.
  - b. Assist with program implementation.
  - c. Utilize evaluative data to address community continuing education needs.
  - d. Support collaborative nursing activities in the community.
  - e. Monitor CQI activities in relation to CON TNA/ANCC provider status.

##### **Bylaws Committee:**

1. The Committee shall not exceed five (5) members appointed annually.
2. The Committee will consider proposed amendments to the Bylaws of the College, and shall draft them in proper form for submission to the Faculty. This Committee will review the Bylaws of the College annually to ensure that they are responsive to changes in University policies or requests from the faculty and/or professional staff.

##### **Undergraduate Progression and Academic Review Committee:**

1. Membership of the Committee shall be five (5) voting members, four (4) of whom shall be appointed for a two-year term with one half rotating off each year. One alternate is appointed for a one-year term and serves when the 5 regular members cannot be convened in a timely manner. An essential member shall be the Chair of the Undergraduate Program, who chairs the committee. The Associate Dean for Academic Affairs shall be an ex officio member.
2. The Committee will ensure an organized approach to the selection of students for progression to the upper-division of the baccalaureate program, and, will operationalize University policy on academic review.
3. In relation to progression to the upper-division, the Committee will review records of those students who submit a Petition for Progression and select students for progression to the upper-division of the undergraduate nursing program according to criteria published in the *UT Undergraduate Catalog*. The Committee will also periodically review the policies and procedures for admission to the College and make recommendations for revisions as needed.

## **Article V**

### **Committee Structure of the College of Nursing**

#### **Standing Committees**

##### **Undergraduate Progression and Academic Review Committee** *(continued)*

4. In relation to academic review, the Committee will, in collaboration with the student who is referred by the Dean, develop objectives and a plan to demonstrate work toward successful academic progress; conduct a follow-up conference after mid-term of the semester; prepare a report of each student's mid-term conference, enter the report in the students' file, and provide a copy for the student; and, inform the Dean each semester of the number of students reviewed each semester.

##### **Scholarship and Awards Committee**

1. The Committee shall consist of six (6) members appointed for a three-year period with one-third of the members rotating off of the committee each year.
2. The Committee will ensure an organized approach to selection of students for scholarships and awards; maintain a schedule for selection of students for scholarships and awards; develop and communicate procedures for selection of recipients of scholarships; implement procedures to select recipients for scholarships administered by the College and student awards such as *Who's Who* Among Students in Colleges and Universities, the TNA District Leadership and Scholarship Awards, and the Chancellor's annual awards for Professional Promise and Academic Achievement.
3. The Committee will notify the Dean and the Director of Development of scholarships awarded.
4. The committee will develop and implement procedures to assure recognition of recipients of scholarships and awards; and develop a portfolio of information about available scholarships for dissemination to potential applicants, continuing students, and faculty.
5. The Committee will also define, communicate, and implement procedures for selection of faculty for awards such as the Outstanding Clinical and Classroom Teacher Awards presented annually by the senior class.

##### **Diversity Committee**

1. The Committee shall consist of six (6) voting members, appointed for a two-year term with one-half rotating off each year and one student representative from each program (BSN, MSN & PhD).
2. The purpose of this committee shall be to create a climate of recognizing and appreciating the variety of characteristics that make individuals unique in an atmosphere that promotes and celebrates individual and collective achievement. Examples of these characteristics include, but are not limited to: cognitive style, culture, economic background, education, geographic background, languages(s) spoken, marital/partnered status, physical appearance, gender identity, and age.

3. The Committee will oversee diversity issues and activities, and promote respect of diversity at the College of Nursing in all of its forms including: different ideas and perspectives, age, ability, race, ethnicity, gender, sexual orientation, religious beliefs, political persuasions, as well as socioeconomic and geographical diversity.

## **Article VI**

### **University Required Committees**

#### **Promotion and Tenure (P&T) Committee:**

1. The Promotion and Tenure Committee is responsible for all matters relative to tenured or tenure-track faculty in the areas of promotion, retention and tenure. All rules, policies and procedures that guide the efforts and actions of this committee are stated in the *University Faculty Handbook*, the *University Manual for Faculty Evaluation*, and the *College of Nursing Faculty Handbook*.
2. Membership of the Promotion and Tenure Committee shall consist of six (6) full-time tenured faculty members. The members of the committee will be appointed by the Dean for a staggered three-year term. All committee members will hold the rank of tenured Associate or Full Professor. A majority of the members must hold the rank of Full Professor.
3. The Chair of the Promotion and Tenure Committee will be selected at the first meeting of each Fall semester by a majority vote of the elected members of the committee and must hold the rank of Full Professor.

## **Article VI**

### **University Required Committees**

#### **Progress & Promotion (P&P) Committee for Non-Tenure Track Faculty:**

1. The Progress & Promotion Committee for Non-Tenure-Track Faculty is responsible for all matters relative to non-tenure-track faculty in the areas of progress and promotion.
2. All rules, policies and procedures that guide the efforts and actions of this committee are stated in the *University Faculty Handbook* and the *College of Nursing Faculty Handbook*.

#### **Master's Program Admissions Committee:**

1. The Committee shall consist of the Chair of the Master's Program who serves as the chair, the Associate Dean for Academic Affairs who shall serve as an ex officio member, and the Coordinators of each of the MSN concentrations.
2. The Committee shall ensure an organized, consistent process to select applicants to recommend to the Graduate School for admission to the master's program. The committee will also review all applications and determine eligibility for admission to the master's program, then recommend an admission status for applicants to the Graduate School.

3. The Committee will periodically review and evaluate the admissions criteria and admission process for the master's program and make recommendations to appropriate committees.

#### **Doctoral Program Admissions Committee:**

1. The membership of the Doctoral Program Admissions Committee shall consist of the Chair of the Doctoral Program who serves as chair, and four faculty members approved to teach 600 level courses who shall be appointed by the dean for a two year term. The Associate Dean for Academic Affairs shall serve as an ex officio member.

### **Article VI**

#### **University Required Committees**

##### **Doctoral Program Admissions Committee** *(continued)*

1. The committee shall ensure an organized, consistent process to select applicants to recommend to the Graduate School for admission to the doctoral program. The committee will also review all applications and determine eligibility for admission to the doctoral program.
2. The committee will periodically review and evaluate the admissions criteria and admissions process for the doctoral program and make appropriate recommendations to the Curriculum Committee.
3. The committee shall conduct a personal interview with each applicant, then recommend an admission status to the Graduate School.

#### **Academic Review Board**

1. Membership of the Academic Review Board, as described in *Hilltopics*, will be composed of three (3) appointed faculty members with one rotating off each year and three (3) students nominated by the junior and senior classes and elected by the junior year nursing faculty. Two (2) faculty alternates will be appointed and four (4) student alternates will be elected.
2. This Board shall be convened on an *as needed* basis for the purpose of implementing a system for monitoring, supervising, and guaranteeing the essentials of undergraduate academic and professional integrity; to hear charges of alleged undergraduate academic cheating or plagiarism; to hear appeals by undergraduate students against whom a penalty has been assessed by an instructor for alleged academic misconduct; to hear appeals of undergraduate students alleging unfair evaluation by nursing faculty in a nursing course; to review undergraduate student behavior when such may adversely affect the profession and make recommendations to the dean and appropriate board and/or committee.

### **Committee on Research Involving Human Subjects:**

1. Membership shall be five (5) full time faculty who are actively involved in research, including the Associate Dean for Research and Evaluation, who shall serve as chair, and five (5) alternates appointed for a one-year term. A committee orientation meeting (to include alternate members) shall be held at the beginning of the fall semester each year.
2. The Committee shall review all College research and related activities involving human subjects; review nonexempt research for consideration by the University IRB; review and approve proposals for exempt research to be conducted by students or faculty in the College; develop procedural guidelines for proposing a research project and distribute them to all faculty members; serve as a resource for interpretation of the guidelines.
3. The Committee shall also report all projects involving human subjects to the Dean and Faculty of the College each semester; review and make recommendations to the Dean about all requests to utilize students in the College as subjects for research.

### **Article VI**

#### **University Required Committees** *(continued)*

##### **Dean's Student Advisory Council (DSAC)**

1. Membership shall be two (2) seniors, one of whom is a RN, elected by the senior class at the first class meeting of the fall semester; all students who are serving on the Health and Welfare Committee; the upper-division students who are the College's representatives to the University's Undergraduate Academic Council; the graduate student from the Health and Welfare Committee who is the graduate student representative to the Graduate Student Association, two (2) masters students (to include one Master's Entry Student), a doctoral student elected by their peers, and the President of the Student Nurses Association.
2. The Council shall provide a mechanism for systematic dialogue between the Dean of the College and the students; advise the Dean about general student problems, issues, and concerns and about matters being considered by the Undergraduate Academic Council and the Graduate Student Association; and, discuss implications of current or pending College policies and procedures.

##### **Graduate Grievance Committee:**

1. Membership shall be three (3) annually appointed full time faculty members who hold the rank of assistant professor or higher, and one (1) fully admitted graduate student. If any appointed faculty member is unavailable or is disqualified from the case due to prior knowledge or conflict of interest, the dean will appoint alternates as needed to achieve a total of three faculty members. The graduate student will be selected by the dean from a list of students recommended for this role by the major advisor for each of the concentrations and doctoral students recommended by the Chair of the doctoral program. The student will be appointed to the committee at the time the committee is called.
2. The Graduate Grievance Committee shall hear appeals that have been submitted to the Dean of the College by graduate student(s) or applicant(s) to the graduate program. The Committee's purpose is to review each appeal and make a recommendation to the dean concerning resolution of the appeal.

3. The Graduate Grievance Committee, upon hearing said appeal, shall report its findings and recommendation(s) to the dean who will inform the student in writing about the results of the hearing. If the problem is not resolved to the satisfaction of the student, the next appeal level is the Dean of the Graduate School.

#### **Faculty Representation on University Faculty Senate, Councils, and Committees:**

1. At the annual meeting, or at another regularly scheduled meeting, or by a mail ballot when the need arises, faculty representatives to the Faculty Senate and the Undergraduate and Graduate Councils will be elected by a 51 percent majority of the members voting. Candidate eligibility will be determined by the criteria delineated in *The University of Tennessee Faculty Handbook*.

#### **Article VII**

##### **Faculty Responsibilities**

1. Faculty duties and workloads are outlined in the University Faculty Handbook.
2. Tenured, tenure-leading faculty and non-tenure track faculty follow the guidelines contained in the *University Faculty Handbook* and the *College of Nursing Faculty Handbook* for faculty development, review, and evaluation.
3. Curriculum matters and development of academic programs are a shared responsibility of the faculty, Program Chairs and Concentration Coordinators.
4. Faculty have the responsibility for making recommendations to the Program Chairs and Concentration Coordinators about priorities for budgetary, personnel, and physical facility allocations that enhance and support academic programs offered by the College.
5. Faculty serve on committees, advisory boards, and *ad hoc* entities that draw upon their disciplinary expertise and/or experience needed to achieve the College and the University goals.

#### **Article VIII**

##### **Approval, endorsement and amendments of bylaws**

1. Proposed bylaws changes will be circulated to the faculty at least two (2) weeks before coming to them for a vote.
2. Approval of these bylaws shall be a responsibility of the faculty, as determined by a majority vote.
3. Final authority for interpretation of these bylaws shall be the responsibility of a majority of the faculty.
4. All members of the College community should abide by these bylaws and it is the responsibility of the Dean to enforce the provisions of the bylaws.

### **Amendments to the bylaws**

1. Faculty may forward proposed bylaw amendments to the Dean by utilizing the approved form contained in the CON Handbook.
2. The proposal will be placed on the agenda for the next scheduled Faculty Meeting.
3. Proposed changes in the bylaws will be distributed in writing or electronically to voting faculty of the College within two weeks after the bylaws change form is received by the Dean, and at least 14 days before an all college faculty meeting is called.
4. An affirmative vote by a majority of the voting faculty shall be required to adopt the proposed amendment. The faculty will be informed in writing or electronically of the amendment when it is enacted.

COLLEGE OF NURSING

Proposed Bylaws Amendments  
Submission Form

The Dean will place the proposed changes on the agenda of the next regularly scheduled meeting of the Faculty for consideration. Once considered and approved for action, the Dean shall forward the proposed change(s) to the Bylaws Committee, who shall consider, edit, and/or correlate such amendments as are referred to it by duly authorized members of the Faculty. Once this process has been completed, the Faculty will vote upon the proposed change(s) at the next scheduled Faculty Meeting. The Dean and the Associate/Assistant Deans, as directed in the Bylaws of the College, may temporarily approve emergency proposals for change.

**Directions:** Complete each section of the form and submit to the following:

Office of the Dean  
U.T. College of Nursing  
1200 Volunteer Blvd  
Knoxville, TN 37996-4180

*NOTE: A separate form must be completed for each proposed change. The form will NOT be considered unless it is complete in all respects.*

**For Office Use Only**

Submission Number: \_\_\_\_\_

Date Received: \_\_\_\_\_

**Action:**

- Returned to author for clarification/correction and resubmission
- Referred to Faculty for action

**Faculty Member Name(s):**

**Primary Contact Mailing Address:**

\_\_\_\_\_

**(Street)**

\_\_\_\_\_

**(City)**

\_\_\_\_\_

**(State) (Zip Code)**

**Telephone Number:**

Home:

Work:

Cell:

**Email Address:**

I/we would like to speak at the Faculty Meeting in support of my/our submission:  No

Yes

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Indicate the exact location of this item in the current edition of the CON Bylaws.

Bylaw:

Page Number:

Section Reference:

**REASON FOR CHANGE/ADDITION:**

**PROPOSED WORDING OF NEW ITEM/ADDITION:** *Include any sections that need to be deleted as well. Please ensure that all bylaws that may be affected are included.*

*Privacy Act 1993: Please note that information on this form and the content of your submission will be made publicly available as part of the decision-making process.*

*Faculty Action:*

Support

Oppose

Comment:

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