

**FAIRFIELD UNIVERSITY
EGAN SCHOOL OF NURSING & HEALTH STUDIES**

FACULTY BY-LAWS

ARTICLE I

Name

The name of this Egan School of Nursing & Health Studies group shall be: Fairfield University Egan School of Nursing & Health Studies Faculty Organization Committee.

ARTICLE II

Purpose

The purpose of the Faculty Organization Committee shall be to support activities that enhance the programs of the School and the missions of the School and University.

ARTICLE III

Functions

The functions of the Faculty Organization Committee shall be to:

- a. Establish the philosophy, purposes, objectives of the Egan School and revise these as necessary;**
- b. Promote the general welfare of the Egan School, the faculty, students, alumni, nursing at Fairfield University, and the profession as a whole;**
- c. Elect representatives of Egan School to Academic Council;**

ARTICLE IV

Membership

The membership of the Faculty Organization Committee shall be:

- a. All full-time faculty and professional staff as voting members;**
- b. All part-time faculty as voice without vote members.**
- c. Invited graduate and undergraduate student representatives as voice without vote members.**

ARTICLE V

Meetings

Regular meetings of the Faculty Organization Committee shall be held at least twice each semester, as scheduled by the Chair in consultation with the Dean.

Section 1.

- a. A *quorum* shall be a simple majority of voting members;
- b. Motions receiving a simple majority of those present and voting shall be accepted;
- c. Minutes shall be recorded and distributed to all members, with one printed file copy and one electronically copy stored on the Egan School server that includes all related appendices;
- d. Special meetings may be called by Chair at the request of at least 4 voting members of the Faculty Organization Committee. The purpose of such meeting shall be communicated to the membership at least 3 working days prior to the meeting, except in case of emergency as deemed by the Dean or an Associate Dean;
- e. It is the responsibility of the Faculty Organization Committee Chair to ensure that files are maintained.

Section 2.

- a. The Chair election process will be initiated by the current chair during his/her final semester of service. A slate of volunteers will be solicited via email and the ballot prepared by the Chair of the Faculty Organization Committee. The new Chair will be elected during the last meeting of the Faculty Organization Committee in the spring semester by the voting members.
- b. A faculty member who is unable to attend a meeting may designate a voting member as a proxy. Proxy votes shall be accepted for previously distributed, original motions accompanied by supporting documentation/rationale and shall be recorded separately. Proxies must be signed and submitted to the Chair at the start of the meeting and shall be recorded in the minutes.
- c. In the event that the Chair is unable to fulfill his/her duties, the process of electing a replacement will be initiated.

Section 3. The Chair shall be a member of the full-time faculty of the Egan School. The term of office is two years. The Chairperson may be reelected for one additional term.

Section 4. Duties of the Chairperson

- a. Preside over meetings of the Faculty Organization Committee using Robert's Rules of Order, Newly Revised as a guide.
- b. Develop and distribute the agenda at least 3 working days prior to the meeting; accepts agenda items in writing from members, the Dean or Associate Dean(s), and faculty Task Force groups.
- c. Ensure that action items are conveyed to the appropriate person(s).
- d. Designate a recording secretary for each meeting on a rotating basis.

ARTICLE VI

Standing Committees of the Faculty Organization Committee

A. Appointments, Tenure and Promotion Committee

Section 1. The purpose of the Appointments, Tenure and Promotion Committee is to provide leadership and guidance to faculty in the promotion and/or tenure process in accordance with the University Faculty Handbook and make recommendations to the Dean regarding the readiness of individual full-time tenure track faculty for promotion and/or tenure.

Section 2. The functions are to:

- a. ensure mentorship of incoming full-time faculty;
- b. counsel faculty as they progress through the promotion and tenure process;
- c. review application materials from candidates for promotion and tenure;
- d. conduct a formal review process at the 3rd year (or at the anticipated midpoint between hire and application for promotion and/or tenure), for untenured faculty and 3 years after a tenured faculty receives tenure;
- e. consult with the Dean prior to any search for new faculty;
- f. participate on faculty search committees (one current Appointments, Tenure and Promotion Committee member/search committee);
- g. inform faculty about the peer review process.

Section 3. Membership

The membership shall consist of the committee chair who serves in the dual role as current Egan School member of the University Rank & Tenure committee and one or two full time tenured faculty (one at the rank of full professor) elected by the voting members of the Faculty Organization Committee. The term of office is two years.

B. Undergraduate and Graduate Curriculum Committees

Section 1. The purpose of the Undergraduate and Graduate Curriculum Committees is to decide and adopt changes to the curriculum for any and all Egan School courses and academic programs and to establish faculty and academic policies necessary to achieve the mission of the Egan School and its curricula.

Section 2. The functions are to:

- a. Establish the curricula of the educational programs of the Egan School and revise these as necessary;
- b. Assure that programs of the Egan School are consistent with the philosophy, purposes and goals of the School;
- c. Establish academic and faculty policies of the Egan School.

Section 3. Membership

The membership of the Graduate Curriculum Committee will consist of the current Associate Dean for Graduate Studies and track coordinators, plus four additional full-time faculty elected by the voting members of the Faculty Organization Committee. The Undergraduate Curriculum Committee shall consist of the current Associate Dean for Undergraduate Studies, the Adult Program Coordinator and six additional faculty elected by the voting members of the Faculty Organization Committee. The Assistant Dean/Director of Student Services, Director of the Learning Resource Laboratory, The Director of Simulation and Clinical Placement coordinator may serve on both the Graduate and Undergraduate Curriculum Committees *ex officio*. The term of office is three years.

Section 4. Chairperson

The Chairperson shall be the undergraduate and graduate program director of each committee, respectively.

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