

**FAIRFIELD UNIVERSITY
SCHOOL OF NURSING**

FACULTY ORGANIZATION BY-LAWS

ARTICLE I

Name

The name of this organization shall be: Fairfield University School of Nursing Faculty Organization.

ARTICLE II

Purpose

The purpose of the Faculty Organization shall be to establish academic and faculty policies necessary to achieve the mission of the School of Nursing and to promote activities that enhance the programs of the School and the mission of the University.

ARTICLE III

Functions

The functions of the Faculty Organization shall be to:

- a. Establish the philosophy, purposes, and objectives of the educational programs of the School of Nursing and revise these as necessary;**
- b. Assure that programs of the School of Nursing are consistent with the philosophy, purposes and goals of the School;**
- c. Establish academic and faculty policies of the School of Nursing;**
- d. Promote the general welfare of the School of Nursing, the faculty, students, alumni, nursing at Fairfield University, and the profession as a whole;**
- e. Elect representatives to School of Nursing and University Committees;**
- f. Receive and act upon reports and recommendations from School of Nursing standing and ad hoc committees.**

ARTICLE IV

Membership

The membership of the Faculty Organization shall be:

- a. All full-time faculty and professional staff shall be voting members;**
- b. Part-time or adjunct faculty shall have voice without vote.**

ARTICLE V

Meetings

Regular meetings of the Faculty Organization shall be held at least twice each semester.

Section 1.

- a. A *quorum* shall be a simple majority of voting members;**
- b. Motions receiving a simple majority of those present and voting (including valid proxies) shall be accepted;**
- c. Minutes shall be recorded and distributed to all faculty and professional staff, with 2 file copies that include copies of all previously circulated documents and reports;**
- d. Special meetings may be called by Chair at the request of the chair of a standing committee or at least 4 members of the organization. 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;**
- e. *Faculty Forums* can be called by the Chair of a standing committee or a Program Director, to address issues that need more extensive discussion and debate. Recommendations will be forwarded to the appropriate committee;**
- f. The Administrative Assistant shall maintain the file in Main Office of the School of Nursing.**

Section 2.

- a. 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;**

- b. Committee elections will be held during April via email. This process will be initiated by the Chair of the Faculty Organization. A slate of volunteers will be solicited via email and the ballot prepared by the Chair of the Faculty Organization. Committee chairs will be elected during the last two weeks of the spring semester, via email, by the members of each committee. Election of the Chair of the Faculty Organization will be initiated by the Dean; election of the Chair of the other committees will be initiated by the Chair of the Faculty Organization. Elections for committee vacancies will be facilitated by the Chair of the Faculty Organization.

Section 3. The Chairperson shall be a member of the full-time faculty of the School of Nursing who is not holding a concurrent administrative position. The term of office is two years. The Chairperson may be reelected for one term.

Section 4. Duties of the Chairperson

- a. Preside over meetings of the Faculty Organization according to **Robert's Rules of Order, Newly Revised;**
- b. Develops and distributes agenda (with motions and accompanying documentation/rationale) at least 3 working days prior to meeting; accepts agenda items, in writing, from members and School of Nursing committees;
- c. Ensures that policy changes are implemented and maintains a written record of such action in the file;
- d. Designates secretary on a rotating basis;
- e. Prepares annual report.

ARTICLE VI

Standing Committees

The work of the Faculty Organization shall be conducted by the following standing committees and their subcommittees:

A. Curriculum Committee

Section 1. The purpose of the curriculum committee is to develop, revise, implement, monitor and evaluate to quality of the curricula of the graduate and undergraduate programs, in accord with professional and academic standards and with sensitivity to current and future trends in nursing, health care and health care delivery in the United States and beyond.

Section 2. Functions

- a. The Curriculum Committee shall meet at least twice a semester and make recommendations to the Faculty Organization regarding curricular revisions;
- b. Make recommendations to the Faculty Organization regarding:
 - 1. new courses, minors, programs or substantive changes in course content (title, pre or co requisites, credit allotment, descriptions, objectives, major content “shifting” between courses)
 - 2. undergraduate and graduate curricular policies and course implementation
 - 3. support of academic programs (library, laboratory, clinical, computer and others) and learning resources;
- c. Ensure that undergraduate and graduate program directors meet with student groups a minimum of once per year to obtain student input in curricular decisions.

Section 3. Membership

- a. The Curriculum Committee shall consist of five full-time faculty who shall be voting members for three year overlapping terms;
- b. Other voting members shall be the Dean, Assistant Dean, Full-time Professional Staff, and Undergraduate and Graduate Program Directors;
- c. The Director of Health Promotion Center, Director of the Learning Resource Center, and Adult Program Coordinator shall be invited to attend as required by the agenda.

Section 4. Chairperson

The Chairperson shall be elected from among the five elected full-time faculty members for a term of one year and is eligible for reelection one time.

Section 5. Duties of Chairperson

- a. The Chairperson shall preside over meetings;
- b. Accept agenda items (with motions and accompanying documentation/rationale), develops the agenda at least 3 working days prior to meeting;
- c. Ensures that minutes of meetings are filed by Administrative Assistant and forwards recommendations to the Chair of the Faculty Organization for discussion and action by the Faculty Organization;
- d. Designates secretary on a rotating basis;
- e. Prepares annual report.

B. Appointment, Tenure and Promotion Committee

Section 1. The purpose of the Appointment, Tenure and Promotion Committee is to provide leadership and guidance in the promotion and tenure process in accord with the University Faculty Handbook and makes recommendations to the Dean regarding rank of new appointments, tenure and promotion of faculty.

Section 2. Functions

- a. Recommend rank of incoming full-time faculty;
- b. Ensure mentorship of incoming full-time faculty;
- c. Counsels faculty as they progress through the promotion and tenure process;
- d. Assists faculty in the interpretation of University criteria for promotion and tenure;
- e. Develops and revises School of Nursing guidelines for promotion and tenure as necessary;
- f. Reviews application materials from candidates for promotion and tenure;
- g. Coordinates peer review process;
- h. Conducts formal review process at the 3rd year (or at the anticipated midpoint between hire and application for promotion and/or tenure), for untenured faculty;
- i. Consults with the Dean prior to any search for new faculty;
- j. Faculty search committees will include one current member of the ATP committee.

Section 3. Membership

The membership shall consist of three elected full-time faculty representing both Associate and Full Professor ranks. Committee will consult with faculty member who is a current member of the University Rank & Tenure Committee regarding rank & tenure issues.

Section 4. Chairperson

The Chairperson shall be elected yearly from among membership and may be reelected for one term. Must have spent at least one year as a member.

ARTICLE VII

Dean's Executive Council

Section 1: The purpose of the Dean's Executive Council is to facilitate smooth and effective functioning of the School of Nursing.

Section 2. Functions

- a. Discuss issues and resolve or refer in a timely and efficient manner;
- b. Appoint task forces, work groups, and invite additional participants as appropriate.

Section 3. The membership shall consist of the Dean, Assistant Dean, Undergraduate Program and Graduate Program Directors, Chairs of Standing Committees. Faculty members are welcome to attend.

Section 4. Meetings will be held as needed.

Section 5. Chairperson

The Dean chairs this committee by virtue of her/his position

Section 6. Duties of the Chair

- a. Presides over meetings.
- b. Ensures that items for the agenda arise from any area of the School of Nursing and may be proposed by any committee or faculty member.

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