

**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 Committee. The Egan School holds five departments: Undergraduate Nursing, Undergraduate Social Work, Graduate Nursing and Healthcare Administration, Public Health, and Nutrition and Dietetics.

ARTICLE II

Purpose

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

ARTICLE III

Functions

The functions of the Faculty 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, and the professions they serve;
- c. Elect representatives of Egan School to Academic Council;

ARTICLE IV

Membership

The membership of the Faculty 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 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 the Chair at the request of at least 4 voting members of the Faculty 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 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 Committee. The new Chair will be elected during the last meeting of the Faculty 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 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 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 three or four full time tenured faculty (one at the rank of full professor) elected by the voting members of the Faculty Committee. The term of office is two years.

B. Curriculum Committees

Section 1. The purpose of the 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 and Chairperson

- The Graduate Curriculum Committee shall be chaired by a Program Director from the Egan Graduate Nursing and Health Studies programs and shall consist of:
 - o The Associate Dean for Graduate Studies, the Assistant Dean for Graduate Studies, the Directors of the Graduate Nursing & Health Studies programs, the Assistant Directors of the Graduate Nursing & Health Studies programs and four additional full-time faculty elected by the voting members of the Faculty Committee. The Director of the Simulation Center, Clinical Placement Coordinators, and an outside faculty member may serve on the committee *ex officio*.

- The Undergraduate Nursing Curriculum Committee shall be chaired by a member of the Egan nursing faculty and shall consist of:
 - o The Associate Dean of Undergraduate Programs, the Directors of the UG Nursing Program and Second Degree Nursing Program (Fairfield and other sites), the Assistant Dean for Undergraduate Studies, and 6 additional nursing faculty elected by the voting members of the Faculty Committee. The Director of the Simulation Center, Clinical Placement Coordinators, and an outside faculty member may serve on the committee *ex officio*.

- The Public Health Curriculum Committee shall be chaired by either the Director of the Undergraduate Public Health Program or the Director of the Master of Public Health Program and shall consist of:
 - o The Associate Dean for Undergraduate Studies, the Associate Dean for Graduate Studies, the Director of the UG Public Health Program, the Director of the Master of Public Health Program, the Assistant Dean for Undergraduate Programs, the Assistant Dean for Graduate Studies, and 3 additional public health faculty elected by the voting members of the Faculty Committee. The Director of the Simulation Center may serve on the committee *ex officio*. One outside faculty member, one student from the UG Public Health Program, and one student from the Master of Public Health Program may serve on the committee at the invitation of the Program Directors.

- The Nutrition and Dietetics Curriculum Committee shall be chaired by the Director of the DCN Program and shall consist of:
 - o The Associate Dean for Graduate Studies, the Assistant Dean for Graduate Studies, the DCN Program Director, and 2 additional DCN faculty elected by the voting

members of the Faculty Committee. The Director of the Simulation Center and an outside faculty member may serve on the committee *ex officio*.

- The Undergraduate Social Work Curriculum Committee shall be chaired by the Director of the Undergraduate Social Work Program and shall consist of:
 - o The Associate Dean for Undergraduate Studies, the Director of the Undergraduate Social Work Program, Assistant Dean for Undergraduate Programs, the Director of Undergraduate Social Work Field Education, one additional social work faculty with representation from both the BSW and MSW faculty elected by the voting members of the Faculty Org Committee. The Director of the Simulation Center and an outside faculty member may serve on the committee *ex officio*.

C. Egan Justice, Equity, Diversity, & Inclusion (JEDI) Committee

Section 1. Purpose: The charge of the JEDI Committee is to promote and be a resource for equity and social justice efforts within Egan School of Nursing and Health Studies and the wider community.

Section 2. The functions are to:

- a. Examine policies and practices (e.g., Cultural/Institutional norms, curricula, hiring, programming, website, admissions, retention, promotion, tenure, aesthetic presentations, partnerships, committees, etc.) integral to the success and well-being of all Egan stakeholders.
- b. Make recommendations to create an inclusive and supportive climate that respects all dimensions of diversity and its intersections (e.g. race, age, ethnicity, culture, all ability levels, gender diversity, national origin, sex, sexual orientation, religious affiliation, etc.), including perspectives, worldviews, and experiences.

Section 3. Membership

The membership will consist of a total of 13 members as follows:

- o Three faculty members* (one from nursing, one from health studies, one at large) to serve a 3-year term each;
- o Three faculty members* at-large (from any department) to serve a 2-year term each;
- o One staff member to serve a 2-year term;
- o Five students (from selected programs per a rotating schedule**), elected by the faculty to serve a 1-year term who collectively have 2 votes.

- In addition, a representative from the Dean's Office will serve as an ex-officio non-voting member of the committee.

* The faculty member(s) may be dually appointed as Associate Dean, Assistant Dean or Program Director
**Student Membership

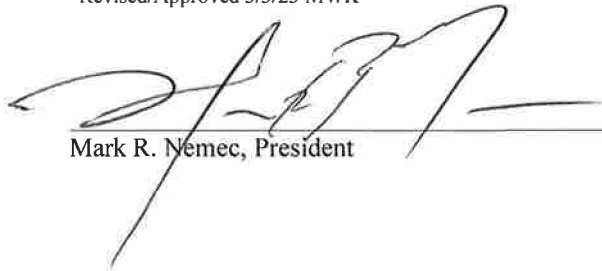
On a rotating schedule as follows:

- Next rotates for 1 year to: two UG Nursing; one SDNU; one Social Work; one GRAD Nursing
- First year: two UG Nursing; one Public Health student; one Social Work; one GRAD Nursing

Process: All students will be sent an email regarding the committee and the available seats for that academic year. Students can either self-nominate or be nominated by peers to the committee. This list of students will in turn be supplied to the Egan faculty for a final vote on student members for these five, 1-year student seats.

Meetings: Six meetings a year. Additional meetings can be called as needed. Meetings are open to all faculty, staff, and students to attend.

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Mark R. Nemec, President

3/6/23
Date