

The University of Arizona College of Nursing Faculty Bylaws

I. FUNCTIONS

The College of Nursing Faculty Bylaws are written to guide the implementation of faculty governance and are used to operationalize the College of Nursing faculty accountabilities relative to the College's strategic objectives.

II. FACULTY

A. Membership:

The College of Nursing voting faculty shall consist of those persons involved in teaching, research or practice/service who hold full or part-time (minimum of 0.49 FTE) primary appointments within the College of Nursing that are approved by the President of the University and ratified by the Arizona Board of Regents; and who have Professor, Associate Professor, Assistant Professor, Clinical Professor, Associate Clinical Professor, Assistant Clinical Professor, Lecturer, Senior Lecturer or Principal Lecturer in their titles.

B. Officers:

1. Faculty Chairperson:

The College of Nursing Faculty Chairperson shall assume this position after serving as Faculty Chair-Elect. The term for each position is one year, beginning in the Fall semester.

a. Functions:

- (1) Presides over the College of Nursing faculty meetings.
- (2) Co-chairs the Faculty Council with the Dean of the College.
- (3) Collaborates with the Dean regarding the appointment or election of members to the College of Nursing Ad hoc, Arizona Health Sciences Center and University committees and project teams.
- (4) Serves as a representative of the faculty or liaison to the College administrative team as needed.
- (5) Represents the College of Nursing at University or community events upon request.
- (6) Facilitates communication of information to the faculty from the Faculty Council.
- (7) Serves as a resource to and communicates among committee chairpersons regarding committee issues or concerns.
- (8) Mentors the Faculty Chair-Elect.

b. Qualifications:

- (1) Shall be employed as a full-time voting faculty member.

- (2) Shall be a member of the College of Nursing faculty for a minimum of three years.

2. Faculty Chair-Elect:

The faculty Chair-Elect is elected for a one-year term by a plurality (majority consensus) of the College of Nursing faculty voting in elections and then assumes the position of Faculty Chairperson.

a. Functions:

- (1) Assists in carrying out the Chairperson's duties.
- (2) Assumes the Faculty Chairperson's duties in the event of temporary absence or incapacitation.

b. Qualifications: The same as the Faculty Chairperson.

III. FACULTY COUNCIL:

A. Purposes:

As a group of elected faculty leaders, the purposes are to guide the Faculty Chair and to provide advisory input to the Dean on functions so listed.

B. Composition:

The Council shall consist of eight (8) members:

- a. Dean of the College
- b. Associate Dean of Faculty Affairs (Ex Officio Member)
- c. Elected Faculty Chairperson (From composition below)
- d. Elected Faculty Chair-Elect (From composition below)
- e. Four (4) elected faculty members from each of the academic divisions:
 - Tenure Track member (1) and Tenured Track member preferred (1).
 - Professional Career Track members (2 ANP [or 3 ANP if only one TT faculty] and (2 NHE) Lecturer Career Track members (2 NHE).
- f. Faculty in leadership positions such as Division Chairs or Division Vice-Chairs, Associate Deans and Program Directors are not eligible for membership. Each Faculty Council member shall serve three (3) years.
- g. During periods of extenuating circumstances, the Dean, with the approval of the Administrative Council and Faculty Council, may choose to extend the terms of the current Faculty Chair and Faculty Chair-Elect for a period of one year beyond their original elected terms of service.

C. Functions of the Faculty Council Members:

1. Set the agenda for the College faculty meetings.

2. Advise the Dean on matters of faculty career-development, faculty issues, including overall salary levels and faculty governance and on College initiatives, (items for discussion may be initiated through faculty or the administrative team).
3. Provide input on selection of faculty for special recognition or positions (such as awards, nominations for outside leadership positions). This will be a collective effort with the Office of Nursing Research, Division Chairs and Faculty Affairs.
4. Oversee the nomination, election, and appointment for faculty governance committees each year; appoint a qualified faculty member to fill faculty governance vacancies for the remainder of the academic year based on the recommendation of the Committee Chair.
5. Review the College Governance Bylaws and recommend changes to the faculty and staff as applicable for vote.
6. Facilitate communication regarding College issues within departments and divisions.
7. Represent the College and act as ambassadors as needed.
8. Act as a resource for processes to review the administrative leadership of the dean, as requested.

IV. FACULTY MEETINGS

A. Meetings of the Faculty:

1. Regular meetings of the total faculty are held on a set day of the month as announced at the beginning of the academic year. Meetings are to be held a minimum of four times per year.
2. Special meetings may be called at the request of the Dean or as agreed upon by majority consensus of the Faculty Council or upon written petition of 50% of the voting members of the College of Nursing faculty. Notice of such meetings will be given at least five working days in advance of the meeting.
3. Agenda items are to be submitted in writing (by e-mail) to the Faculty Council (Faculty Chair with copy to assigned Staff Associate) at least 14 calendar days prior to the faculty meeting. The agenda will be made available for review and discussion at least seven (7) calendar days prior to faculty meetings.

B. Voting:

1. Motions requiring a faculty vote will be made available for review and discussion for faculty review at least 10 calendar days prior to electronic voting. Decision votes on motions will occur electronically on the 15th of each month, but may occur outside of this date if urgent need is requested. Online voting will be open seven (7) days from the time the ballot is distributed.
2. A simple majority will be used to ratify votes, not a quorum. All decisions ratified by vote will be determined by a simple majority of the faculty members voting. The faculty chair does not vote except to break a tie vote.
3. Elections for the CON standing committees will take place each April.

V. STANDING COMMITTEES OF THE FACULTY

Committee Structure and Function

Faculty with dual appointments are permitted to hold standing committee memberships if their primary appointment is within the College of Nursing. Committee membership and function are designated within the structure of each committee. An ex-officio member is one who does not have the right to vote, does not have a mandatory obligation to participate in the proceedings, and is not counted in any quorum.

A. Faculty Appointment, Promotion and Tenure Committee (FAPT):

1. Purpose:

To advise the Division Chairs on matters of faculty candidate appointments and advise the Dean on matters of faculty promotion and/or tenure.

2. Composition:

- The FAPT Committee shall consist of eight (8) members.
- Members are elected by the faculty.
- Members shall represent all College Divisions and both the Career and Tenure Tracks.
- Members shall serve for three years on a rotating basis.
- Members of the FAPT Committee shall include:
 - Tenure Track members (total of 3)
 - One or two tenure track Full Professor (if available to serve)
 - One or two tenure track Associate Professor
 - Career Track members (total of 5)
 - One or two career track Professor
 - Two career track Associate Professor
 - One or two career track Assistant Professor
- The Chair shall be a Professor from the tenure or career track, shall be considered one of the eight (8) members of the Committee and shall be elected by the members of the FAPT Committee.
- A former FAPT Chair will serve as an ex-officio member of the Committee.
- The Associate Dean for Faculty Affairs will serve as an advisor to the Committee and the Committee liaison to University of Arizona Faculty Affairs.
- A current FAPT committee member may choose to extend their elected term of service on the FAPT Committee by one year.
- The members may choose to elect two Co-Chairs versus one Chair for the year. Requirements for Co-chairs are the same as the Chair requirement.
- FAPT Chair(s) may request assistance from additional career or tenure track faculty to complete promotion reviews of career or tenure track faculty members.

3. Functions of the Chair:

- Conducts FAPT Committee meetings.
- The Chair shall represent committee decisions on all matters of appointment and promotion to the Division Chairs and Dean.
- Oversee the review process and reviews for appointments and promotion and tenure.
- Communicate FAPT matters to faculty.
- Serves as a resource to faculty seeking promotion and tenure.
- In collaboration with the Associate Dean for Faculty Affairs, communicates University promotion and tenure policies and resources to faculty.

4. Functions of committee:

- Reviews faculty candidate applications and provides the Division Chair with a faculty rank recommendation. Any faculty candidate with teaching experience will be referred to by the Division Chair to committee for review and rank recommendation.
- Reviews College of Nursing appointment, promotion, and tenure criteria every 3 years for consistency with university policies & make written recommendations for change as needed.
- Collaborate with the Associate Dean for Faculty Affairs in updating appointment, promotion, and tenure track review processes consistent with current university policies and procedures.

B. Curriculum and Instructional Support (CIS) Committee:

1. Purpose

To review the quality and implementation fidelity of approved ongoing curricula (evaluation), to assure coordination across programs, to recommend and provide oversight to curricular changes within the College academic programs and recommend instructional policy and faculty teaching/learning development needs to the administrative team.

The business of CIS is conducted through the three Subcommittees with the Main CIS serving in a facilitative role for coordination of communication and voting for faculty on Subcommittee curricular recommendations. The business of the Main CIS Committee will mainly be conducted by 6 members comprised of the following representatives of each of the three Subcommittees: Chair plus 2 members from the CIS Entry into Profession Subcommittee such that the three CIS Entry Profession programs are represented; Chair of Doctor of Nursing Practice (DNP) Subcommittee; Chair of Doctor of Philosophy (PhD) Subcommittee; one additional member to serve as Chair of the main CIS.

2. Composition

The full Committee shall consist of a total of 21 faculty members: one (1) elected Chair, and twenty (20) faculty members that have been elected to the: a) CIS Entry into Profession (n = 8), DNP (n = 7) and PhD (n = 5) subcommittees and three (3)

student representatives (appointed by student leadership groups), one for each of the subcommittees. All faculty will serve for three (3) years on a rotating basis. The CIS Committee Chair, in partnership with the academic department/division heads, can invite additional ad hoc committee members to assist in special projects or provide particular expertise to the committee. The terms of ad hoc members will be determined by the committee according to its needs.

The CIS Entry into Profession Subcommittee will be composed of eight (8) members and one student from each of the Entry into Profession programs. A Chair and Chair-Elect will be selected by the Committee in the Fall of each year from the eight-faculty elected to the subcommittee. The Chair-Elect will assume Chairmanship of the Committee the following academic year. Of the eight faculty members elected by the faculty to the subcommittee, at least two members will be from each CIS Entry into Profession.

The non-voting students will engage in non-confidential committee activities. Each will be selected by their respective student nurse group and must be currently enrolled in an Entry into Profession program and in good academic standing.

Division Chairs, Program Coordinators, Associate Dean of Academic Affairs, Director of Student Affairs or designee, and Director of Teaching/Learning Practice and Evaluation are ex-officio members.

The CISC DNP Subcommittee will be composed of seven (7) faculty members from the ANPS division, which will always include one faculty member from the CRNA specialty. The Chair Elect is selected by the Committee in the Fall of academic year. The Chair function will transition to the Chair Elect during the September meeting. A student member is optional and will consist of a graduate student in good standing who has been elected by the graduate student council. The committee will elicit student input per the discretion of the committee.

A quorum is met if 4 of the 7 faculty members are present at a meeting.

All elected faculty will hold doctorates. A minimum of 3 members of the committee will hold DNP degrees. All committee members will be tenured, tenure-track, or career-track. At least two will be appointed at or above associate or associate clinical professor. The student will engage in non-confidential activities of the committee and be selected by the student graduate council officers, enrolled in any advanced practice specialty program and in good academic standing.

Any administratively appointed DNP program coordinators or directors may be ad hoc members at the invitation of the Subcommittee Chair, if not already elected members. The Academic Administrator(s) responsible for administrative facilitation of the DNP and advanced practice specialty programs (or her/his designee) will be ex-officio members. The PhD Program Director will be an ex-officio member of this Subcommittee; the PhD Program Director may ask the CIS PhD Subcommittee Chair or designee to attend CIS DNP Subcommittee meetings. In addition, the clinical placement coordinator(s) (or her/his designee) will be an ex-officio member of this committee. Additional ad hoc members may be identified and approved by the Subcommittee as needed for committee work, for example for admissions review; Doctoral faculty members are eligible.

The CISC PhD Subcommittee will be composed of six (6) members, including five (5) faculty members and one PhD student. A Chair will be selected by the Committee in the Fall of each year from the five (5) faculty elected to the subcommittee. The five (5) faculty members elected to this subcommittee must come from the ANPS.

All elected faculty will hold research doctorates, at least two will be tenured or eligible for tenure, and two will be at or above associate professor and all will have teaching/mentoring responsibilities in the PhD program. The PhD student members will be selected to engage in non-confidential activities of the committee.

Ex-officio members will include the 1) PhD Program Director, 2) DNP Program Director, 3) ANPS Chair, 4) Director of Teaching/Learning and Evaluation, 5) OSAA representative, and 6) Associate Dean of Academic Affairs. Additional ad hoc members may be identified and approved by the Subcommittee as needed for committee work, including admissions review; Doctoral faculty members are eligible.

The Doctor of Nursing Practice (DNP) Program Director will be ex-officio member of this Subcommittee; and the DNP Program Director may ask the CIS DNP Subcommittee Chair or designee to attend CIS PhD Subcommittee meetings. Additional ad hoc members may be identified and approved by the Subcommittee as needed for committee work, including admissions review; Doctoral faculty members are eligible.

3. Functions of CIS and Sub-committees

CIS Main Committee Functions:

- a. Facilitates and coordinates Subcommittee recommended changes to curricula and instruction for college degree and certificate programs.
- b. Recommend proposed changes to curricula for all College degree and certificate programs to the faculty (or appropriate representatives of faculty) for vote. (See c and d)
- c. Recommends a formal vote of full faculty to be conducted by the Faculty Council for a proposed new academic program or subplan.
- d. May, along with the appropriate Subcommittee(s) vote on behalf of full faculty on course level changes but also may call for a full faculty vote as deemed appropriate.

CIS Entry into the Profession Sub-committee:

- a. Oversees implementation of the Entry and Professional Advancement programs.
- b. Develops curricular and instructional change recommendations for the Entry and Professional Advancement programs for consideration by the CIS Committee.
- c. Assures the implementation of ongoing formative and summative evaluation processes for Entry and Professional Advancement programs as developed by the CIS committee.

- d. Presents recommendations for curricular or instructional change to the CIS committee.
- e. Recommends to the CIS Committee any changes which support teaching/learning quality improvement including but not limited to in-class and online teaching, simulation, and informatics capabilities.

CISC DNP Subcommittee:

- a. Oversees implementation of the approved DNP and advanced practice specialty program curricula.
- b. Reviews of curricular and instructional change recommendations for DNP and advanced practice specialty programs.
- c. Assures the implementation of ongoing formative and summative evaluation processes for DNP and advanced practice specialty programs as developed by the CIS committee.
- d. Collaborates with standing curricular task force for curricular or instructional change and makes recommendations to the CIS committee.
- e. Reviews of recommendations presented regarding quality improvements in curricula or simulation, electronic and informatics support.
- f. Collaborates with OSAA in reviewing advanced practice student profiles with respect to numbers and diversity and recommending strategies to change any recruitment or admission processes.
- g. Provides input on recruitment and plans and marketing materials for all programs, as requested by the Academic Administrators responsible for administrative facilitation of the DNP and advanced practice specialty programs.
- h. Reviews nominations received by OSAA for DNP and advanced practice specialty students awards and makes recommendations for recipient.
- i. Makes recommendations as requested by Academic Affairs team on student admission and progression in the DNP and advanced practice specialty programs and makes recommendations for assessment or changes to the Academic Administrators appointed to administratively facilitate the DNP and advanced practice specialty programs.
- j. Receives report from the Specialty Coordinators informing of qualified candidates for admission to the DNP and advanced practice specialty programs and recommends approval to the Academic Administrators appointed to administratively facilitate the programs.
- k. Reviews all students studying within the DNP and advanced practice specialty programs for academic progression and recommends any matriculation actions when requested b Academic Affairs/OSAA.
- l. This committee meets year-round. DNP CISC Chair may cancel a monthly meeting if there is no agenda.

- m. Voting may occur asynchronously via a voting platform or may occur while in the closed session of the meeting.

CISC PhD Subcommittee Functions:

- a. Oversees implementation of the program curricula and learning environment.
- b. Recommend curricular and instructional revisions to the program for the CIS Committee.
- c. Provide ongoing evaluation of the program.
- d. Recommend changes to curricula or instructional support.
- e. Provide input about recruitment plans and marketing materials.
- f. Assist with awards for Doctor of Philosophy applicants and students.
- g. Oversee the student admission and progression processes.
- h. Provide input on program-level progression and retention.
- i. Review and approve updates to the Doctor of Philosophy Student Handbook annually.

C) Admission and Progression of Students Committee: Entry Level (APS)

1. Purpose:

The primary purpose of this committee is to oversee and make recommendations on matters pertaining to the admission, retention, and progression of students within the College entry programs.

2. Composition:

The APS committee shall consist of thirteen (13) voting-eligible faculty members in the Nursing and Health Education (NHE) division. Members will serve for three (3) years on a rotating basis, or shorter terms as needed to re-balance the committee (e.g., if 50% or more of the committee is set to rotate off in a year or for other issues the committee determines).

The Chair shall be elected by the committee members and serve a term of 1 year. The Chair may extend the term for 1 additional year. The Chair coordinates any meetings of the Committee as a whole. The Chair will mentor the Chair-Elect (elected by APS committee members) for transition into the Chair role.

3. Membership:

The APS Committee will be comprised of thirteen (13) including one Chair and one Chair-Elect. The APS Committee members elected by the College faculty will consist of a minimum of three (3) faculty from each program (BSN, BSN-IH, MS-MEPN with at least one MS-MEPN faculty from the Gilbert MS-MEPN).

Ex-officio members of the APS Committee will include the NHE Division Chair and the Vice Chair, Entry Program Directors, the Associate Dean for Academic Affairs (or designee), the Director of Student Services (or designee), the Director of Teaching/Learning Practice and Evaluation and the OSAA Admissions Advisors.

4. Committee Member Responsibilities:

The APS Committee will meet monthly throughout the year. Attendance for faculty on academic appointments is optional during the summer. Each member of the Committee will serve on at least one subcommittee of the main APS Committee. The Chair, in partnership with the NHE division heads, can invite additional ad hoc subcommittee members to assist in conducting the business of the Committee. The terms of ad hoc members will be determined by the Chair according to the needs of the Committee.

The decision of the committee shall be made by a majority vote of members present. If an electronic vote is conducted, the decision shall be made by a majority of votes submitted. In the case of a tie, the Chair shall have the deciding vote.

5. Functions:

- a. Determines holistic admission criteria and procedures.
- b. Votes to admit or deny individual student applications for admission based on extenuating circumstances and established criteria.
- c. Recommends student progression or dismissal based on established College policies.
- d. Suggest modifications to policies related to student admission, progression, and retention.
- e. Oversee the selection of students nominated for awards in collaboration with OSAA.

D. Research and Clinical Scholarship (RACS) Standing Committee:

1. Purpose:

To foster the generation, dissemination, and translation of College of Nursing faculty and student research and scholarship, and the development of interdisciplinary research and scholarship with University of Arizona and community partners.

2. Composition:

The committee shall consist of four (4) elected faculty members to the RACS Standing Committee. All elected and appointed faculty members will hold professorial rank. Two (2) students to serve on the RACS Standing Committee, one (1) from the DNP program and one (1) from the PhD Program. Students shall be non-voting members for one (1) year and may be reappointed for a second year.

Faculty elected and appointed members to the RACS Standing Committee serve two (2) years on a rotating basis. The Associate Dean for Research or a designee, and the RN Director of Clinical Nursing Research and Director of Professional Practice, Banner University of Arizona Medical Center, shall serve as *ex-officio* members. Additional, *ex-officio* members may be appointed by the Committee in collaboration

with the Associate Dean for Research.

A Chair and Chair-Elect will be selected for an annual term in the Fall of each year from the four-faculty elected to the committee. The Chair-Elect will assume Chairmanship of the committee the following academic year.

3. Functions:

RACS Standing Committee

- a. Participates in the peer review of intramural and extramural proposals and abstracts.
- b. Plans, implements and evaluates research and scholarship development activities.
- c. Facilitates the conduct, dissemination and utilization of disciplinary and interdisciplinary research and scholarship.
- d. Develops and promotes collaborative research and scholarship activities between faculty and students.

E. Exam and Assessment Committee (EAC)

1. Purpose:
 - a. To foster best practices for competency-based examinations and assessments by providing resources, education, and support to the CON faculty and students.
2. Composition:
 - a. Five members are elected annually by the College of Nursing Faculty.
 - b. The EAC shall consist of fifteen (15) voting-eligible faculty members engaged in teaching within the CON and is composed of at least 3 members from each curriculum.
 - c. Members serve for 3 years; every year 5 members complete their term in August, and five members start their term in September.
 - d. The first year of the committee the CON faculty will elect 15 members.
 - i. One member from each curriculum to serve for 1 year.
 - ii. One member from each curriculum to serve for 2 years.
 - iii. One member from each curriculum to serve for 3 years.
3. The Co-Chair:
 - a. The Co-Chair is elected annually in August by the members of the EAC.
 - b. The Co-Chair is selected from one of the five members that are completing the first year of their three-year term.
 - c. The Co-Chair serves for one year from September to August and becomes Chair annually in September.
4. The Chair:
 - a. The Chair serves for one year from September to August.
 - b. The elected Chair coordinates committee meetings.
 - c. The Chair can create subcommittees and disband subcommittees.
 - d. The Chair mentors the Co-Chair for transition into the Chair role.

5. Functions of the Committee:
 - a. The Committee will meet monthly during the academic year. To foster best practices for examinations and assessments by providing resources, education, and support to the CON faculty and students.
 - b. The NHE Student Exam Policy and Exam Guidelines for NHE Faculty will be reviewed by the EAC every two years and as needed.
 - c. Creation and maintenance of Exam Toolkit for faculty.
 - d. Provide orientation materials on college assessment practices for new faculty members.
 - e. Committee will provide a mechanism for suggestions or questions regarding college and/or program assessment practices.
 - f. Educational support to faculty (e.g., CATS presentations, email updates, continuing education, etc.)
 - g. Promotes collaboration between programs to ensure best licensing and certification preparation practices.
 - h. Support and updates faculty best practices with AZ Board of Nursing, National Council of State Boards of Nursing, National League of Nursing and current evidence-based guidelines/recommendations.
 - i. Provide just-in-time guidance on item analysis, psychometrics, and grading policy as requested.
 - j. Collaborate with other departments (e.g., SILC, DRC) as needed regarding best practices for competency-based assessments.
 - k. As requested by faculty, review of course exams in order to provide guidance and promote exam reliability.

F. Division Advisory Committee

1. Purpose:

Provide input to the Division Chair/Chair on faculty governance issues, strategic initiatives, and career development. These Advisory Committee members will work with ad hoc members, as needed, to complete faculty annual evaluations and submit them to the Division Chair/Chair. In addition, they will assist with planning faculty development activities, assist with recruitment of faculty and perform other duties as needed.

The Division Advisory Committee will meet a minimum of twice a semester.

2. Composition:

The core committee shall be composed of six (6) members (three (3) appointed by the Division Chairs and three (3) elected by faculty within the Division) with tenure or career track ranks that are representation of faculty members within the Division. Ad hoc members will be appointed as needed to complete the annual faculty evaluations.

After year one, all faculty will serve for three (3) years on a rotating basis.

VI. AMENDMENTS AND ALTERATIONS

Amendments to the Bylaws may be proposed at any time by Faculty members. The proposed changes are to be sent to the Faculty Council for review. The Faculty Council shall send a copy of all recommended changes in the Bylaws to members of the faculty at least 10 calendar days prior to the faculty vote.

In the event that a Committee Member leaves a committee, the Faculty Council Chair may add Members to the committee based upon the recommendation of the committee chair to act until the next electronic Faculty committee voting cycle.

Committees are allowed to specify alternate length terms of service on the ballot to re-balance a committee, e.g., if 50% or more of the committee was set to rotate off in a year or for other issues the committee determined.

Revised: 1973, 1976, 1980, 1981, 1983, 1984, 1985, 1986, 1990, 1991, 1994, 1995, 1996, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2007, and 2008. By-laws re-written and approved on May 14, 2010, March 2011, May 2011, February 2012, May 2012, October 2012, December 2013, October 2014, April 2016, March 2017, December 2017, February 2018 and April 2018, March 2019, March 2020, April 2020, March 2021, April 2021, February 2023, November 2023 and February 2024.