INDIANA UNIVERSITY SCHOOL OF NURSING AT
IU BLOOMINGTON, IU FORT WAYNE,
AND IU INDIANAPOLIS BYLAWS
OF THE LOCAL FACULTY ASSEMBLY

CORE FACULTY ASSEMBLY CONSTITUTION & BYLAWS

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INDIANA UNIVERSITY SCHOOL OF NURSING CONSTITUTION

PREAMBLE

We, the faculty members of Indiana University School of Nursing located at Indiana University Bloomington (IUB), Indiana University Fort Wayne (IUFW), and Indiana University Indianapolis (IUI), in recognition of our common goal to better human conditions through the process of education, and in recognition and appreciation of the rights and responsibilities bestowed upon us by the State of Indiana through the Indiana University Board of Trustees for the accomplishment of this goal, do establish this constitution for the purposes of creating a system which will aid in the identification, definition and accomplishment of major specific objectives of this faculty.

ARTICLE I. NAME

The name of the organization shall be the Faculty Assembly of the Indiana University School of Nursing located at IUB, IUFW, and IUI, herein referred to as the Faculty Assembly.

ARTICLE II. POWERS AND RESPONSIBILITIES

Section 1. Source of Powers

Subject to the limitations imposed by the laws of the State of Indiana, the Trustees of Indiana University, the Faculty Constitution of Indiana University, and the Faculty Constitution of IUI, this constitution confirms and establishes faculty powers and responsibilities in the Faculty Assembly.

Section 2. Faculty's Rights and Responsibilities

The Faculty Assembly shall retain and exercise powers and duties that pertain to the formation of goals and standards of nursing education. The Faculty Assembly shall:

A. Establish policies for admission, retention and academic placement of students;
B. Establish policies governing conduct and discipline of students;
C. Develop curricula, course content, academic procedures, degree requirements, and nominate candidates for degrees subject to the rights of review by appropriate governing bodies within the university and by appropriate external bodies when their prerogatives are affected;
D. Review educational outcomes and policies continuously;
E. Create, reorganize, merge or eliminate academic programs and departments in the school;
F. Establish policies for institutional and student participation in extracurricular activities;
G. Recommend procedures to the Dean for general faculty welfare, including promotion and tenure;
H. Participate in the process of selecting candidates for Dean, Associate Dean and Assistant Dean;
I. Recommend to the Dean at least one faculty representative to participate in any formal review process of Associate Deans, Assistant Deans and Department Chairs;
J. Discuss faculty views on matters pertaining to the conduct and welfare of the school with the Dean through appropriate channels;
K. Establish faculty governing bodies; and
L. Implement processes/practices that may be subsequently delegated by the Trustees of Indiana University.

Section 3. Dean's Powers and Responsibilities

A. The Dean is the chief administrative officer of Indiana University School of Nursing and may appoint the persons necessary to assist in the discharge of the duties of the office.

B. The Dean or his/her designee shall meet with the President of the Faculty Council monthly and additionally as needed.
C. The Dean is not eligible to serve as an officer of the Faculty Assembly, a Delegate, or as Chair or elected member of any Faculty Assembly committee.

Section 4. Administrative Liaison Powers & Responsibilities

A. An Administrative Liaison holds an administrative appointment with responsibilities related to the governance committee in which they are appointed. For specific roles, refer to Article IV, Section 3 and Article VIII, Section 4. B. The role of the liaisons shall be to:

1) Provide a linking relationship between administration and the standing committee to support the work of the committee;
2) Suggest issues for committee consideration;
3) Assist the committee in obtaining administrative support necessary to carry out committee functions;
4) Provide the committee with resource materials; and
5) Communicate committee concerns and decisions to appropriate members of administration.
6) An Administrative Liaison may be elected to a faculty governance committee in which they do not have a conflict of interest in relation to their administrative responsibilities.
7) Voting status may vary based on specific committee; see each committee's memberships sections.

Section 5. Administrative Support Responsibilities

A. Administrative Support includes operational services that support governance activities of the School of Nursing, including recordkeeping, communication, scheduling, and compliance.
B. Administrative Support do not vote.

Section 6. Faculty Committees

A. IUSON committees promote and support inclusivity and transparency through faculty attendance and participation in open committee meetings. However, for those committees where sensitive information related to faculty and/or students is discussed, these committees reserve the right to remain either fully closed or partially closed for a designated portion of the meeting.

ARTICLE III. FACULTY ASSEMBLY

Section 1. Membership

All faculty holding full-time, part-time, or Emeritus appointments at Indiana University School of Nursing shall constitute the Faculty Assembly of Indiana University School of Nursing. The term Delegate shall refer to members of the Assembly elected to represent the faculty on the Faculty Council.

Section 2. Voting Members

A. **Full-time Faculty**: All faculty holding full-time tenure/tenure-eligible and non-tenure eligible (clinical track, lecturer, and research scientist) appointments shall be Voting Members for elections and constitution and bylaws amendments only.
B. **Emeritus Faculty, Visiting Faculty, and Part-time Faculty**: Emeritus, visiting, and part-time faculty members are non-Voting Members.

Section 3. Special Consideration of Faculty Rank

If there are not enough eligible faculty at the appropriate rank for the composition of a committee, the committee chair will consult the officers of Faculty Council about waiving rank requirements with the exception of the APT committee, which is further detailed under its own section in these bylaws.

Section 4. Special Voting by Petition

Twenty (20) members of the Faculty Assembly may petition the Faculty Council for consideration and/or vote on special topics.

Section 5. Officers

There shall be President, President-Elect, and Immediate Past-President.

Section 6. Terms of Office

All officers shall serve a term of one (1) year beginning after elections are held and election results have been announced via e-mail. The President shall succeed to Immediate Past-President, and the President-Elect shall succeed to President. In the event of a vacancy in the President-elect position, a special election will need to be held. In the event of a vacancy in the Past-president position, Faculty Council will appoint a previous past-president to serve the remainder of the term.

Section 7. Duties

A. **President**; the president shall:

1) Designate the time and place for regular and special meetings of the Faculty Assembly;
2) Preside at all regular and special meetings of the Faculty Assembly;
3) Give a president's report including, but not limited to, actions of the Faculty Council, at each meeting of the Faculty Assembly;
4) Appoint the necessary task forces and ad hoc committees to meet the mission and goals of the School of Nursing and the Faculty Assembly;
5) Serve as a member of the Administrative Leadership Group; and
6) Prepare and electronically disseminate an annual report of the Faculty Assembly. B. **President-Elect**; the president-elect shall:

1) Preside at meetings of the Faculty Assembly in the absence of the president;
2) Convene the Faculty Council and serve as its chair;
3) Monitor the work of Faculty Assembly Standing Committees;
4) Perform or conduct duties of the office of the Faculty Assembly president as designated by the president; and
5) Ascend to the presidency at the conclusion of one year or in the event the president is no longer able to serve.

C. **Immediate Past-President**; the immediate past-president shall:

1) Maintain a listing of the current membership of the Faculty Assembly;
2) Establish that a quorum exists and notify the president if a quorum does not exist;
3) Oversee the preparation and distribution of minutes
4) Serve as secretary of the Faculty Council and Faculty Assembly meetings;
5) Arrange for distribution of the prepared agenda prior to the Faculty Assembly meeting;
6) Convene the meeting for the Undergraduate and Graduate Curriculum Coordinating Committee;
7) Assures filing and placement of meeting records

ARTICLE IV. FACULTY COUNCIL

The Faculty Assembly has delegated certain rights and responsibilities to the Faculty Council, which is the elected representative body of the Faculty Assembly.

Section 1. Membership

The Faculty Council shall be comprised of President, President Elect, Immediate Past-President, Committee Chairs (from the eight (8) standing committees) and unit-based Delegates (see Article VI for specific delegate information). All faculty holding full-time tenure/tenure-eligible and non-tenure eligible (clinical track, lecturer, and research scientist) shall be eligible to serve on the Faculty Council. No one may serve in two (2) roles on Faculty Council (for example, you may not be a Unit Delegate and a standing committee chair). Faculty Council is an open committee; all faculty may attend and speak at meetings.

Section 2. Voting Members

Voting members of the Faculty Council shall be comprised of the elected Officers, Committee Chairs and Delegates.

Section 3. Administrative Liaison

A. Administrative liaisons to the Faculty Council include the Executive Associate Dean for Faculty Affairs and the Executive Associate Dean for Academic Affairs.
B. The administrative liaisons to the Faculty Council are non-voting members.

Section 4. Duties of the Faculty Council

A. The purpose of the Faculty Council is to manage the business of the Faculty Assembly; monitor the progress of work assigned to other bodies/committees; and set the goals and objectives for the Faculty Assembly for the academic year. B. The functions of the Faculty Council shall be to:
    1) Establish Faculty Assembly goals that align with the goals of the School of Nursing;
    2) Act on behalf of the faculty;
    3) Prepare and distribute to the faculty the date, time, place and agenda of each regular/special Faculty Assembly meeting at least five (5) working days prior to the date of each Faculty Assembly meeting;
    4) Attach to the agenda written reports from each committee chair for distribution to faculty;
    5) Place items on the agenda; refer items to an appropriate body/committee; and report to Faculty Assembly the action taken on each item for its consideration;
    6) Maintain a record of all items referred to other bodies/committees;
    7) Monitor the progress and/or completion of work referred to other bodies/ committees;
    8) Make recommendations to program-based curriculum committees regarding articulation issues;
    9) Vote on items sent from standing committees;
    10) Provide administration with faculty input regarding the academic calendar;
    11) Appoint student representatives to Faculty Assembly committees, as required by the bylaws;
    12) Provide the dean with names of faculty and student representatives for appointment to administrative task forces or committees;
    13) Coordinate the schedule of Faculty Assembly meetings and forward

recommendations for the master calendar to appropriate Core administrative group;

14) Appoint task forces as needed; and
15) Appoint a replacement for vacancies in committees to serve the remainder of the term until the next scheduled election; the one exception is the membership of the Appointment, Promotion and Tenure Committee who must be voted on by the Faculty Assembly.

B. The council shall meet as needed to manage the business of the Faculty Assembly.

ARTICLE V. DELEGATES

Section 1. Unit Delegates

There will be representation from all campuses. The IUB and IUFW campuses will have two (2) delegates each. The IUI campus will have 2 delegates from each of the two (2) academic departments (for a total of 4 delegates from IUI). The total number of unit delegates will be eight (8).

Section 2. Delegate Responsibilities

Attendance at Faculty Council meetings is required by a Delegate in order to ensure the efficient and effective conduct of business. A Delegate who must be absent from a Faculty Council meeting must submit a written notification to the President in advance of the meeting.

The responsibility of the unit delegate is to represent the interests of the members of their unit at Faculty Council. Faculty serving in administrative appointments that include administrative liaison responsibilities for any standing governance committee should not also serve as unit representative.

Delegates who miss more than three (3) meetings in an academic year may be replaced. Replacement Delegates will be elected in a special election conducted by their Unit.

Section 3. Terms of Office

Delegates are elected to serve a two (2) year term which begins following the election and are eligible for reelection for one (1) additional two (2) year term. No Delegate shall be eligible to serve more than two (2) terms consecutively in the same position.

ARTICLE VI. MEETINGS

Section 1. Regular Faculty Council Meetings

The Faculty Council shall hold monthly meetings during the academic year. Additional regular meetings may be called by the President, or any officer designated by the President, or upon petition of twenty (20) Voting Members of the Faculty Assembly. Meetings may also be canceled at the discretion of the Officers.

Section 2. Regular Faculty Assembly Meetings

The Faculty Assembly shall meet monthly during the academic year to remain informed of current and new business by the Faculty Council. Faculty Assembly business includes items upon which faculty they will vote.

Section 3. Special Faculty Council or Faculty Assembly Meetings

Special meetings of the Faculty Council or Faculty Assembly shall be scheduled, if requested in writing by twenty (20) Voting Members of the Faculty Assembly. These special meetings shall be limited to the business detailed in the faculty petition.

Section 4. Notice of Meetings

Faculty Assembly will be notified at least 5 working days in advance of the date of a regular, additional, or special meeting and include a proposed agenda. An exception to this rule would be time sensitive items. The dates of the regular meetings will be scheduled at the beginning of the academic year and listed in the Indiana University School of Nursing Master Calendar. All Faculty Council meetings shall be scheduled at times when the majority of the voting Officers, Committee Chairs and Delegates are available to attend.

Section 5. Quorum

A. Faculty Council: Seventy-five percent (75%) of the total number of Faculty Council Officers, Committee Chairs and Delegates shall constitute a quorum for receiving reports and conducting business authorized by this Constitution.
B. Faculty Assembly: Fifty-one percent (51%) of the total number of voting members of Faculty Assembly shall constitute a quorum for receiving reports and conducting business authorized by this Constitution.
C. Faculty Assembly Standing Committees: The chair or Chair-elect, and at least fifty-one percent (51%) of voting members of each Faculty Assembly standing committee shall constitute a quorum for receiving reports and conducting business authorized by this Constitution.

Section 6. Record of Meetings

The Immediate Past-President shall prepare and make available to all faculty members all minutes and other documents acted upon by the Faculty Council and/or Assembly. The Office of the Dean shall provide administrative and/or secretarial support for the Faculty Assembly.

ARTICLE VII. COMMITTEES

Section 1. General Rules

A. Committee recommendations (policies and voting items) that require action by the Faculty Council must be submitted in writing to the Officers.
B. Reports and recommendations of each committee will be made as needed or requested. At the conclusion of the academic year, each Standing Committee chair shall submit a report to the Officers of the Faculty Council for distribution with the final minutes of Faculty Assembly, a report of all actions taken by the committee and the status of all uncompleted work of the committee.
C. Student members are non-voting members of the committee.
D. Faculty holding an administrative position with direct supervision over faculty are not allowed to serve on governance committees except for Faculty Awards and Research and Scholarship.
E. Committee reports or recommendations regarding Faculty Assembly voting items shall be written and distributed to all faculty at least five (5) working days prior to the Faculty Assembly meeting when these reports or recommendations appear on the agenda. An exception to this rule would be time sensitive items.
F. Each committee shall select a recorder at the first meeting of the year or for each meeting in the event administrative support is not provided.
G. Any member of a standing committee who misses three (3) consecutive meetings or a member who resigns may be replaced by action of the chair of the committee in collaboration with Faculty Council.
H. Task forces/ad hoc committees from the Faculty Assembly shall be created by the Faculty Assembly president when a need/problem arises which does not fall within the specific

purposes and functions of a standing committee or when a specific one-time task needs to be accomplished. Each task force/ad hoc committee is responsible to and reports back to the Faculty Assembly or Faculty Assembly president.

Section 2. Duties of the Standing Committees

A. **Chairperson**; the chairperson shall:

1) Preside at each of the scheduled meetings of the standing committee or designate an alternate to serve in the absence of the chairperson;
2) Schedule committee meetings for the year and forward to the Faculty Council for placement on Master Calendar;
3) Convene the committee for meetings during the academic year as needed;
4) Prepare and circulate the agenda and minutes for committee meetings;
5) Present reports and/or recommendations of the standing committee to the Faculty Council and a written report for each business meeting and an annual report at the final meeting of the academic year;
6) Establish subcommittees as necessary, with the chair of the subcommittee being a member of the standing committee, to carry out the functions and responsibilities of the standing committee;
7) Establish task forces for specifically designated tasks, composed of at least one (1) member of that committee and the remainder of faculty members as appointed by the chair of the task force. The chair of the task force will report back to the chair of the standing committee;
8) Prepare an annual report of the committee including summary of reports and actions, and recommendations for future consideration; and
9) Collaborate with the administrative liaison in conjunction with the committee to establish and coordinate the committee's work to fulfill the goals of the Faculty Assembly for the current year.

B. **Chair-elect**; the chair-elect shall:

1) Assume the duties of the chair in the absence of the elected chair, including serving as the substitute delegate for the Chair in Faculty Council;
2) Assume the chair position upon expiration of the chair's term on the committee; and
3) The chair-elect shall be elected from the pool of newly elected committee members by the committee.

C. **Members**; the members shall:

1) Attend all meetings;
2) Be prepared to discuss issues/agenda items;
3) Report back to constituents; and
4) A member may be replaced if absent from three (3) consecutive meetings.

Section 3. Standing Committees of the Faculty Assembly

A. Appointment, Promotion and Tenure (APT)

1) The purpose of the Appointment, Promotion and Tenure (APT) Committee shall be to serve as the unit committee for the School of Nursing and make recommendations to the dean regarding issues involving the appointment, reappointment, promotion, and tenure status of faculty. The APT Committee is a closed committee; only faculty elected to the committee may attend.
2) The functions of the APT Committee shall be to:
    a. Evaluate faculty academic appointees for appointment to rank and make recommendations to the dean in accordance with the School of Nursing and

university requirements;

b. Receive recommendations from department chair, external reviewers and other such individuals and as specified by the university;
c. Evaluate dossiers of candidates seeking promotion or advancement to tenure status and make recommendations to the dean in accordance with the School of Nursing and university requirements;
d. Evaluate, upon the request of the dean, faculty performance to determine if a tenured faculty member has failed to maintain academic standards appropriate for a tenured member of the faculty and make recommendations to the dean concerning the appropriate action to be taken;
e. Respond to university documents regarding proposed appointment, promotion and tenure guidelines;
f. Disseminate information regarding appointment, promotion and tenure criteria and processes;
g. Implement policies and practices regarding appointment, promotion, and tenure;
h. Evaluate tenure probationary faculty for third year review to provide information to be used for decisions regarding reappointment; and
i. Conduct pre-promotion reviews for non-tenurable faculty.

3) The voting membership shall be comprised of representatives, elected by the Faculty Assembly, who shall serve in staggered terms of two (2) years. Members shall be tenured except for two clinical track faculty (associate professor or higher) who are elected to review clinical track dossier(s) only. An elected member may not have an administrative responsibility of evaluating faculty.
4) The composition of the committee shall be:
    a. The chair, who is a tenured full professor, elected by the APT committee membership, and serves as the representative to the Faculty Council;
    b. The chair-elect, who is a tenured full (preferred) or tenured associate professor, elected by the APT committee membership, and serves as the Chair in the absence of the chair;
    c. Eight (8) faculty, including the chair and chair-elect, consisting of four (4) tenured full professors, two (2) tenured associate professors, and two (2) clinical associate professor or higher.
    d. An administrative liaison appointed by the dean or designee.
    e. Committees should have a minimum number of members sufficient to result in at least four (4) approve/disapprove votes being recorded (in case members cannot vote for any reason). If there are insufficient faculty to comprise a committee resulting in at least four (4) votes from members of the proper rank, the Dean should seek additional members (either from within the school or from another school) in consultation with the duly constituted committee.
    f. In special circumstances (e.g., emergency medical leave), one member of the committee can be replaced by vote of the committee without further vote by the Faculty Assembly. Any replacement must be communicated to the President of Faculty Assembly.
5) The School of Nursing representative to the IUI Promotion and Tenure Committee, who is a tenured full (preferred) or tenured associate professor, is elected by the Faculty Assembly. This person may serve on the APT Committee simultaneously.

B. Bylaws

1) The purpose of the Bylaws Committee shall be to maintain the constitution and bylaws of the Faculty Assembly. The Bylaws Committee is an open committee; all faculty may attend and speak at meetings.
2) The functions of the Bylaws Committee shall be to:
    a. Review the bylaws of the Faculty Assembly within the framework of the University Faculty Constitution, and Bylaws of the University Faculty Council;
    b. Review the bylaws of the Faculty Assembly annually and make recommendations for amendments as needed;
    c. Receive and review recommendations from members of the Faculty Assembly for proposed amendments to the bylaws;
    d. Forward proposed amendments to the Faculty Council with the committee's recommendation for action;
    e. Report to the Faculty Assembly action taken on all recommended amendments referred to the committee;
    f. Conduct voting for revisions or amendments of existing bylaws and constitution; and
    g. File a copy of the current bylaws of the Faculty Assembly in the Office of the Dean.
3) The membership of the Bylaws Committee shall consist of:
    a. The chair, elected by the committee;
    b. A chair-elect elected by the committee, to serve as Chair of the Nominations subcommittee;
    c. Five (5) representatives total, inclusive of the Chair and Chair-elect, elected by the Faculty Assembly;
    d. An administrative liaison appointed by the dean or designee.
4) Nominations Subcommittee
    a. The purpose of the Nominations committee shall be to implement the mandates pertaining to elected offices as designated in the constitution and bylaws of the Faculty Assembly. The committee shall conduct elections by electronic ballot for all elected offices of the Faculty Assembly.
    b. The functions of the Nominations subcommittee shall be to:
        i. Solicit and obtain consent of qualified candidates to run for elected offices;
        ii. Maintain a listing of the current membership of the Faculty Assembly;
        iii. Present an electronic slate to the Faculty Assembly;
        iv. Conduct the election for elected offices of the Faculty Assembly by electronic ballot allowing one (1) week for voting;
        v. Announce the outcome of the election via email to the Faculty Assembly
        vi. Submit to the Faculty Council a master list of Faculty Assembly standing committee members, terms of office and areas of representation by September 1 of each academic year; and
        vii. vii. Conduct elections, as necessary, to provide representation to university and campus faculty governance bodies.

c. Members of the Bylaws committee shall constitute the membership of the Nominations subcommittee.

C. BSN Curriculum/Student Affairs (BSN C/SA)

1) The purpose of the BSN C/SA Committee is to develop, revise and evaluate the BSN program and to develop, revise, evaluate and administer policies and procedures related to BSN student admission, progression, and graduation. The BSN Curriculum Committee is an open committee; all faculty may attend and speak at meetings.
2) The functions of the BSN C/SA shall be to:
    a. Align BSN program outcomes and curriculum for the Core Campus with national accreditation criteria and professional standards for entry into practice;
    b. Develop and maintain BSN program policies and procedures consistent with best practices for undergraduate nursing education;
    c. Develop, revise and evaluate the BSN curriculum delivered on the Core Campus, including traditional and accelerated options;
    d. Forward recommended program changes, policies, procedures and course revisions to the Faculty Council for final vote; significant program changes may be referred to the faculty of the whole (Faculty Assembly) for vote; examples of significant changes include addition of a new program, new/revised program outcomes, addition/deletion of credit hours, or suspension of a program;
    e. Disseminate BSN curricular, policy, procedure, and course change/revisions to faculty; and
    f. Seek consultative/advisory input from faculty and content experts to facilitate the work of the committee.
3) The membership of the BSN C/SA shall consist of:
    a. Chair of the BSN C/SA, elected by the BSN C/SA committee;
    b. Chair of the BSN-APG Subcommittee, elected by the BSN-APG subcommittee;
    c. Chair of the BSN Student Affairs Subcommittee, elected by the BSN Student Affairs subcommittee;
    d. Chair of the BSN Evaluation Subcommittee, elected by the BSN Evaluation subcommittee;
    e. One (1) member from RN-BSN consortium, who is also a member of the Core faculty, elected by the Faculty Assembly;
    f. Three (3) faculty members from IUI representative of the undergraduate program levels (sophomore, junior, and senior), elected by the Faculty Assembly;
    g. Two (2) faculty members from IUB, elected by the Faculty Assembly;
    h. Two (2) faculty members from IUFW, elected by the Faculty Assembly;
    i. Three (3) at-large Core faculty members, elected by the Faculty Assembly;
    j. One (1) BSN student representative for committee business, except when discussions of a confidential or sensitive nature are on the agenda, appointed (non-voting member); and
    k. Ex-officio, non-voting members would include: Assistant Dean for Pre-Licensure Programs (will serve as committee liaison).

5) The committee shall meet as required during the academic year and appoint subcommittees and task forces as needed to complete the work of the committee.
6) Subcommittees of the BSN C/SA:
    a. **BSN Student Affairs Subcommittee**
        i. The purpose of the BSN Student Affairs subcommittee shall be to propose campus-specific policies; monitor the implementation of Indiana University, School of Nursing, and individual campus policies; and to address concerns/issues of students at IUSON. The BSN Student Affairs Subcommittee is an open committee; all faculty may attend and speak at meetings.
        ii. The functions of the BSN Student Affairs subcommittee shall be to:
            1. Draft Core-level policies related to the rights and responsibilities of students and make recommendations to the BSN C/SA;
            2. Monitor the implementation of School of Nursing and Indiana University policies and practices related to the rights and responsibilities of students;
            3. Formulate admission standards for all undergraduate programs in the Core;
            4. Create taskforces as necessary to carry out the functions of the committee; the majority of members of the taskforce shall be members of the BSN Student Affairs subcommittee and additional members as appointed by the BSN Student Affairs chair; and
            5. Make recommendations and take appropriate actions following review of student satisfaction surveys and other reported data related to student affairs.
        iii. The membership of the BSN Student Affairs subcommittee shall consist of:
            1. Chair of the BSN Student Affairs subcommittee, elected by the BSN Student Affairs subcommittee (voting member only in case of a tie);
            2. Ten (10) faculty members, to be elected by the Faculty Assembly, including six (6) faculty teaching in the baccalaureate program at IUI, two (2) from IUB, and two (2) from IUFW;
            3. Four (4) undergraduate student representatives appointed by the Assistant Dean of Student Services in collaboration with the President's Council to include two (2) from IUI, one (1) from IUB, one (1) from IUFW, and one and
            4. Administrative liaison(s) as appointed by the dean or designee (non-voting members).
    b. **BSN Admission, Progression and Graduation (APG) Subcommittee**
        i. The functions of the BSN-APG subcommittee shall be to:
            1. Oversee the selection process for each admission cycle to the respective programs and review appropriate data related to admission policies/criteria;

2. Review, act, and report on student requests regarding part-time status/leaves of absence/reinstatement and deferrals of admission;
3. Review and act on failures in nursing or general education courses, including those that may result in dismissal from the respective programs;
4. Oversee the approval process for transfer requests to the respective programs, Review and act upon requests for transfer that deviate from policy guidelines/statements;
5. Review and act upon requests for waivers of academic policies implemented in the BSN program;
6. Review issues of dismissal related to academic and personal misconduct in accordance with University and School of Nursing policies and forward recommendations to the BSN C/SA;
7. Review appeals of BSN-APG subcommittee decisions and grant or deny appeals; and
8. Review reports on graduation data from the respective programs.

ii. Membership of the BSN-APG subcommittee shall consist of:

1. Chair of the BSN-APG subcommittee, elected by the BSN APG subcommittee (voting member only in case of a tie);
2. Five (5) representatives from IUI, two (2) representatives from IUB, two (2) representatives from IUFW, representatives will be elected for a two (2) year term and may be re-elected for consecutive terms (voting members);
3. Administrative liaison(s) as appointed by the dean or designee (non-voting members); and
4. Academic advisors from the Core appointed by the administrative liaison to serve as non-voting members; advisors from the IUI campus will attend APG meetings on a rotating basis.

iii. The functions of the chair of the BSN-APG Subcommittee shall be to:

1. Receive student requests and bring to subcommittee for action;
2. Assist students in interpreting University and School of Nursing academic policies and practices;
3. Prepare agendas for meetings;
4. Preside over meetings and facilitate discussion of student requests;
5. Resolve issues resulting from discussion of student requests;
6. Communicate committee decisions to students via written means and orally as appropriate; and
7. Submit an annual report of the activities of the BSN-APG subcommittee to the chair of the BSN C/SA Committee

iv. Meetings will be scheduled in January, February, March, May, August, October and December. Issues needing immediate action

may necessitate a faculty vote via email between meetings or an emergency meeting

v. The BSN Admission, Progression and Graduation (APG) is a closed committee; only faculty elected to the committee may attend.

c. **BSN Evaluation Subcommittee**

i. The purpose of the BSN Evaluation subcommittee shall be to manage the systematic investigation of the effectiveness of the BSN program to meet its mission and goals and established outcomes using evidence-based decisions/judgments as outlined in the Core School of Nursing Evaluation Plan. The BSN Evaluation Subcommittee is an open committee; all faculty may attend and speak at meetings.

ii. The functions of the BSN Evaluation subcommittee shall be to:

1. Assess and evaluate:
   a) the achievement of student learning outcomes and student performance;
   b) the effectiveness of teaching methodologies and courses in achieving desired outcomes;
   c) the success of the BSN program in meeting stated goals and the appropriateness of goals and outcomes given current and projected educational trends and practice expectations;
   d) the composition and quality of existing and projected resources needed to support the mission, vision, goals, core values and work of faculty and students;
   e) the reports of NCLEX success, employer ratings of graduates, retention, graduation and employment rates;
2. Write an annual report of findings which includes recommendations for quality improvements to the BSN C/SA committee and additional stakeholders;
3. Monitor the BSN evaluation data and documentation of findings, action plans and outcomes of those action plans, and continuous process improvement, if indicated; and
4. Facilitate open communication with faculty teaching in the BSN program on the issues, concerns, and successes revealed by the data.

iii. Membership in the BSN Evaluation subcommittee shall consist of the chairperson, elected by the BSN Evaluation subcommittee, four (4) faculty from IUI, one (1) faculty from IUB and two (2)faculty from IUFW representing all levels of the BSN program, elected by the Faculty Assembly (voting members); one (1) undergraduate student representative (from IUB, IUFW, or IUI) appointed by the Assistant Dean of Student Services in collaboration with the President's Council; and the Assistant Dean for Pre- Licensure Programs, and the Assistant Dean for Evaluation (non- voting members).

iv. The committee shall meet a minimum of at least once during the fall and spring semesters and other times as determined by the respective chairs to complete the work of the committee.

v.

D. MSN/DNP Curriculum/Student Affairs (MSN/DNP C/SA)

1) The purpose of the MSN/DNP C/SA Committee is to develop, revise and evaluate the MSN and DNP programs and to develop, revise, evaluate and administer policies and procedures related to MSN and DNP student admission, progression, and graduation; The MSN/DNP Curriculum/Student Affairs Committee is a partially open committee; closed portions of the meeting will be indicated on the agenda; open portions of the meeting will allow faculty to attend and speak at meetings.
2) The curriculum functions of the MSN/DNP C/SA shall be to:
    a. Align MSN and DNP program outcomes and curriculum with national accreditation criteria, professional standards for specialty track (including certification where applicable) and community needs;
    b. Develop and maintain MSN and DNP program policies and procedures consistent with best practices for graduate nursing education;
    c. Develop, revise and evaluate the MSN and DNP curricula, including core and specialty track courses;
    d. Forward recommended program changes, policies, procedures and course revisions to the Faculty Council for final vote; significant program changes may be referred to the faculty of the whole (Faculty Assembly) for vote; examples of significant changes include addition of a new program track, new/revised program outcomes, addition/deletion of credit hours or suspension of a program track;
    e. Submit approved curricular and course revisions to the IUI Graduate Curriculum Committee for university approval;
    f. Disseminate MSN and DNP curricula, policy, procedures, and course changes/revisions to faculty; and
    g. Seek consultative/advisory input from faculty and content experts to facilitate the work of the committee.
3) The Student Affairs functions of the MSN/DNP C/SA shall be to:
    a. Draft policies related to the rights and responsibilities of MSN and DNP students and present policies to the Faculty Council;
    b. Monitor the implementation of School of Nursing, University, and Graduate School policies and practices related to the rights and responsibilities of MSN and DNP students;
    c. Develop and implement admission standards for the MSN and DNP program in the School of Nursing;
    d. Approve all applicants who meet criteria for admission using established criteria and guidelines;
    e. Monitor the progression of MSN and DNP students enrolled in the MSN and DNP programs and address specific progression requests/issues following established progression and due process policies;
    f. Review requests for leaves of absence, reinstatement, deferring class enrollment after admission, and extensions for completion of degrees who have departmental support and endorse or deny requests;
    g. Facilitate faculty verification of MSN and DNP program completion of MSN

and DNP students consistent with established graduation policies;

h. Review recommendations of MSN and DNP tracks and make decisions related to admission consistent with admission standards;
i. Review applicants for admission who do not meet admission requirements, but who are recommended for admission by a department, and endorse or deny the department recommendation;
j. Appoint subcommittees to hear MSN and DNP student appeals of actions related to admission, progression, and graduation consistent with policies and due process;
k. Cooperate with other University committees to facilitate selection of MSN and DNP recipients for student fellowships, scholarships, and awards; and
l. Make recommendations and take appropriate actions following review of student satisfaction surveys and other reported data related to student affairs.

4) The membership of the MSN/DNP C/SA Committee shall consist of:
   a. Eight (8) with administrative appointments as specialty track coordinators and eight (8) elected by the faculty, two (2) from IUB, two (2) from IUFW, and four (4) from IUI, all having voting privileges. The Associate Dean of Academic Affairs or designee, and the DNP coordinator (Assistant Dean for Graduate Programs) is an ex-officio, non-voting member.
   b. One (1) MSN and one (1) DNP student representative for committee business, except when discussions of a confidential or sensitive nature are on the agenda, appointed (non-voting member);
   c. For the student affairs functions, the eight (8) elected members and eight (8) appointed track coordinators of the MSN/DNP C/SA with one (1) being chair and one (1) being chair-elect have full voting privileges. The DNP coordinator (Assistant Dean for Graduate Programs) does not vote on issues concerning student affairs;
   d. Full-time faculty members must hold at least Assistant tenure-track or clinical rank.
   e. Full-time faculty serving as interim coordinator may vote. Part-time faculty serving as interim coordinators who do not have Faculty Assembly voting privileges are expected to serve on the MSN/DNP C/SA committee by virtue of the administrative appointment as coordinator, but may not vote.
   f. Members will select MSN/DNP C/SA Chair and Chair-elect from the full-time committee members only;

5) The MSN/DNP C/SA shall meet at least once in each of the fall and spring semesters and at other times as determined by the respective chairs to complete the work of the committee.

E. PhD Curriculum/Student Affairs (PhD C/SA)

1) The purpose of the PhD C/SA Committee is to develop, revise and evaluate the PhD program and to develop, revise, evaluate and administer policies and procedures related to PhD student admission, progression, and graduation. The PhD Curriculum/Student Affairs Committee is a partially open committee; closed portions of the meeting will be indicated on the agenda; open portions of the meeting will allow faculty to attend and speak at meetings.
2) The curriculum functions of the PhD C/SA shall be to:

a. Align PhD program outcomes and curriculum with national standards for preparation as a scientist;
b. Develop and maintain PhD program policies and procedures consistent with best practices for doctoral nursing education;
c. Develop, revise and evaluate the PhD curriculum;
d. Forward recommended program changes, policies, procedures and course revisions to Faculty Council for final vote; significant program changes may be referred to the faculty of the whole (Faculty Assembly) for vote; examples of significant changes include addition of a new program, new/revised program outcomes, addition/deletion of credit hours or suspension of a program;
e. Submit approved curricular changes to the IU Graduate School and IUI Graduate Curriculum Committees for university approval;
f. Disseminate PhD curricular, policy, procedure, and course changes/revisions to faculty; and
g. Seek consultative/advisory input from faculty and content experts to facilitate the work of the committee.

3) The student affairs functions of the PhD C/SA Committee shall be to:
   a. Draft policies related to the rights and responsibilities of PhD students and present policies to the Faculty Council;
   b. Monitor the implementation of School of Nursing, University, and Graduate School policies and practices related to the rights and responsibilities of PhD students;
   c. Develop and implement admission standards for the PhD program in the School of Nursing;
   d. Specifically, review applicants and make recommendations to the graduate school for admission using established criteria and guidelines;
   e. Monitor the progression of PhD students enrolled in the PhD program and address specific progression requests/issues following established progression and due process policies;
   f. Review requests for waivers of admission requirements and endorse or deny such requests;
   g. Review requests for faculty-supported leaves of absence or extensions for completion of the degree and endorse or deny such requests;
   h. Facilitate faculty verification of PhD program completion of PhD students consistent with established graduation policies;
   i. Appoint subcommittees to hear PhD student appeals of actions related to admission, progression, and graduation consistent with policies and due process;
   j. Cooperate with other University committees to facilitate selection of PhD recipients for student fellowships, scholarships, and awards; and
   k. Make recommendations and take appropriate actions following review of PhD student satisfaction surveys and other reported data related to PhD student affairs.
4) The membership of the PhD C/SA Committee shall consist of:
   a. Seven (7) members and five (5) elected by the faculty have voting privileges. The PhD coordinator (appointed) and the Executive Associate Dean for Academic Affairs or designee are ex-officio, non-voting members;

b. One (1) PhD student representative for committee business, except when discussions of a confidential or sensitive nature are on the agenda, appointed (non-voting);
c. For the student affairs function of the PhD C/SA, the five (5) elected members with one (1) being chair and one (1) being chair-elect have voting privileges; the PhD Program Coordinator does not vote in student affairs issues;
d. Members must be tenured or tenure track faculty;
e. Members will select PhD C/SA chair and chair-elect from the five (5) elected committee members.

5) The PhD C/SA shall meet at least once in each of the fall and spring semesters and at other times as determined by the respective chairs to complete the work of the committee.

F. Faculty Affairs

1) The purpose of the Faculty Affairs Committee is to serve as the voice of advocacy for faculty in addressing matters related to faculty rights and responsibilities. The Faculty Affairs Committee is a closed committee; only faculty elected to the committee may attend.
2) The committee develops, reviews, and monitors the implementation of standards, policies procedures related to, but not limited to:
    a. Academic freedom
    b. Appointments, tenure, and promotions
        i. Initial appointment
        ii. Re-appointments
        iii. Tenure
        iv. Promotion
    c. Faculty workload
    d. Faculty evaluation
        i. Annual faculty review
        ii. Merit pay (adjustment in base salary)
        iii. Bonus pay (one-time cash payments)
        iv. Course evaluation
        v. Student evaluation of faculty teaching
        vi. Peer evaluation of faculty teaching
    e. Sabbatical applications
    f. Emeritus appointment
    g. Administrative review (evaluation of school administrative faculty)
3) The functions of the Faculty Affairs Committee shall be to:
    a. Develop, review, and monitor implementation of policies and procedures related to the rights and responsibilities of faculty;
    b. Develop and review policies related to faculty appointments, reappointments, tenure and promotion;
    c. Develop, review, and monitor implementation of policies related to faculty workload;
    d. Develop, review, and monitor policies and procedures for mediation of faculty grievances; and
    e. Develop, review, and monitor implementation of faculty evaluations by students, peers, and administrators.

f. Nominate a member to serve on the campus sabbatical review committee
g. If requested by faculty member, review sabbatical applications

4) The membership of the Faculty Affairs Committee shall consist of:
   a. The chairperson, associate or full professor, tenured, elected by members of the committee;
   b. A chair-elect, associate or full professor, tenured, elected by members of the committee;
   c. Six (6) faculty members, including the chair and chair-elect;
   d. Two (2) full professors (one (1) could be clinical full professor), two (2) associate professors (one (1) could be clinical associate professor) and two (2) assistant professors (clinical or tenure-track) or higher;
   e. Three (3) new members will be elected in odd years and two (2) new members will be elected in even years and will serve a two (2) year term;
   f. Committee must be represented by all core campuses
   g. Administrative liaison(s) appointed by the dean or designee.
5) The committee shall meet a minimum of at least once during the fall and spring semesters and other times as determined by the respective chairs to complete the work of the committee.

G. Faculty Awards

1) The purpose of the Faculty Awards committee is to evaluate applications for the Dean's Award for Partnership, Dean's Award for Innovation, Core Values Faculty Award, Karen Cobb Award for Creative Teaching in Nursing, Elizabeth Lion University Service Award, and the Trustee's Teaching Awards (IUB, , IUFW, and IUI only). The Faculty Awards Committee is a closed committee; only faculty elected to the committee may attend.
2) The functions of the Faculty Awards committee shall be to:
   a. Invite faculty to apply for awards;
   b. Verify availability of award funds with Office of Resource Management and/or Development Office;
   c. Evaluate the six award applications;
   d. Make recommendations to potential award recipients regarding eligibility for campus, university and professional awards;
   e. Vote for award winners
   f. Notify award winners; invite award winners to recognition ceremonies as appropriate;
   g. Request award payments from the SON Business Office; and
   h. Review/revise application formats as needed.
3) The membership of the Faculty Awards Committee shall consist of:
   a. The chair, elected by the committee;
   b. A chair-elect, elected by the committee;
   c. Six (6) representatives total (inclusive of the chair and chair-elect) consisting of at least one (1) tenure-track or tenured faculty, one (1) non-tenure track faculty, and one member from each campus of the Core.
   d. Members are elected from the Faculty Assembly and will serve two (2) years, staggered terms.

4) The committee shall meet at least twice a year or as needed to select recipients for the Trustee's Teaching Awards by the end of February and in the spring, to select recipients for all other awards.

H. Research & Scholarship Advisory Committee

1) The Research & Scholarship Advisory Committee is a partially open committee; closed portions of the meeting will be indicated on the agenda; open portions of the meeting will allow faculty to attend and speak at meetings. The purpose of the Research and Scholarship Advisory Committee is to serve as the voice of advocacy for faculty in addressing matters involving but not limited to:
    a. Promoting high levels of research and scholarship among the faculty;
    b. Establishing School of Nursing research priorities;
    c. Attending to faculty development needs;
    d. Evaluating the research mission;
    e. Establishing standards, policies, and procedures to support research and scholarship; and
    f. Furthering the role of research in the SON.
2) The functions of the Research and Scholarship Advisory Committee shall be to:
    a. Identify the overall research and scholarship priorities for School of Nursing faculty in collaboration with the Office of Research Support (ORS) and the School of Nursing Executive Team;
    b. Identify faculty development needs to achieve research and scholarship priorities;
    c. Review benchmark data for evaluating the SON research mission;
    d. Advise the ORS on policies and procedures related to faculty responsibilities for research and scholarship;
    e. Advocate for the needs of faculty in the conduct research and scholarship; and
    f. Collaborate with faculty governance to advance the research mission of the school.
3) The membership of the Research and Scholarship Advisory Committee shall consist of seven (7) elected members: One (1) chair, tenure-track/tenured faculty and one (1) chair-elect, tenure-track/tenured faculty elected by members of the committee. Committee must be represented by all Core campuses.
    a. Non-elected voting members may be considered for chair and chair-elect positions;
    b. Majority (4) of committee members should be tenure-track/tenured faculty with at least one (1) clinical track faculty member (any rank);
    c. Members will include the seven elected members and the Research Center Directors who are all voting members; the Executive Associate Dean for Research and the ORS Director of Operations are ex-officio, non-voting members.
4) The committee shall meet as needed to complete the work of the committee.

Section 4. Other Committees

A. Undergraduate and Graduate Curriculum (UGGC) Coordinating Committee

1) The purpose of the UGGC Coordinating Committee is to coordinate the

development and revision of the curriculum and student policies that apply to more than one program in the School of Nursing.

2) Meetings shall be convened by the Immediate Past-President, or the President in the absence of the Immediate Past-President, at least once per semester.
3) The curriculum functions of the UGGC Coordinating Committee shall be to share goals and priorities for respective graduate and undergraduate programs' curriculum and program policies and procedures within the School of Nursing.
4) The membership of the UGGC Coordinating Committee shall consist of chairs of BSN C/SA, MSN/DNP C/SA, and PhD C/SA committees.
5) The UGGC Coordinating Committee shall meet as determined by the respective chairs of the BSN C/SA, MSN/DNP C/SA, and PhD C/SA committees.

ARTICLE VIII. ELECTIONS

Section 1. Elections

The Nominations Subcommittee will submit a slate of candidates for the following offices: President-Elect and Standing Committee members. Standing Committee and subcommittee chairs will be selected by the respective committee members and the Chair should have served on the committee for at least one year.

A. Election for the positions of Appointment, Promotion, and Tenure committee, President-elect of Faculty Council and the following standing committees: Bylaws, BSN C/SA and all subcommittees, MSN/DNP C/SA, PhD C/SA, Faculty Affairs, Faculty Awards, and Research & Scholarship will proceed as follows: Nominations from the faculty must be submitted to the President and President- elect on or before the first full week of April of each year. The list of candidates shall be circulated by the second full week of April to the voting members of the Faculty Assembly for election via electronic ballot. Faculty will have through the third full week of April to cast their vote. Elected members will assume committee responsibilities the following academic year on August 1.

B. The Nominations Subcommittee will prepare a slate of candidates for additional elections as needed

Section 2. Process for Faculty Voting

Voting will occur online by designated link and faculty will have one (1) week to vote. Once a vote has been cast, the system will not allow it to be altered. No votes will be accepted after the closing date and time.

Section 3. Process for Determining Results of Elections and Voting

A. Access to voting results will be by the Nominations Subcommittee. The Nominations Subcommittee should retain a digital copy of the election results.
B. A plurality vote of members voting shall constitute an election for elected positions.
C. In case of a tie, the choice shall be decided by lot.
D. The chair of the Nominations Subcommittee will report the results of the ballot via email to the Faculty Assembly.

Section 4. Election of Unit Delegates

Unit Delegates are to be selected within and by their respective units by the first full week in April. Should the unit fail to provide the Nominations Subcommittee with the filled slate of Unit Delegate seat(s), the President will notify the Unit Leader, who will be required to fill the vacant Delegate seat(s) within ten (10) business days. Should the Unit Leader fail to fill the vacant Unit Delegate

seat(s) after the elapse of the ten (10) business day period, the seat(s) will default to an At-Large Delegate seat(s) for the life of the two (2) year term.

Section 5. Certification of Faculty

By the first week of August and thereafter, as appointments by the trustees occur, the Immediate Past-President of the Faculty Assembly shall secure from the Human Resources Coordinator, the names, rank, tenure status, full/part-time status of all persons holding academic appointment to the School of Nursing at IUB, IUFW, and IUI.

Section 6. Vacancies

Vacancies shall be filled in accordance with the process delineated in Article V (Section 2), Article VI (Section 2), Article VIII (Section 1G) and Article IX (Section 1). Vacant positions shall be filled within twenty (20) business days.

ARTICLE IX. AMENDMENTS TO THE CONSTITUTION

Any proposed amendment to the Constitution must be endorsed by twenty (20) members of the Faculty Assembly, given to the Immediate Past-President ten (10) working days before the next Faculty Council or Faculty Assembly meeting, and circulated to the Voting Members of the Faculty Assembly five (5) working days before the meeting. Proposed amendments to the constitution may also be made by standing committees and forwarded to Faculty Council for a vote. If approved, proposed amendments will then be forwarded to the Voting Members of the Faculty Assembly for a vote five (5) working days before the meeting. All faculty holding full-time faculty status shall be Voting Members for constitutional amendments.

ARTICLE X: PROVISOS

1. Existing committees will continue to operate until new committees have been elected or appointed.
2. The approved new committees created by these bylaws take effect when the election results are reported.
3. If a committee vacancy is filled mid-term, it is expected that the member will complete the entire remaining term.

Revisions & Voting

Adopted and accepted by Core faculty vote 5/6/13

Updated by Core faculty vote 4/7/14, 10/6/14, 12/1/14, 3/11/15 (electronic), 12/7/15, 2/8/16 (electronic), 5/2/16, 11/7/16, 12/5/16, 2/13/17 (electronic), 11/6/17, 3/5/18, 12/3/18, 4/1/19, 5/6/19, 11/6/19, 2/3/20, 12/7/20, 5/3/21, 12/6/21, 5/2/22, 4/3/23, 5/1/23, 4/5/24 (electronic), 10/7/24, 5/5/25, 10/6/25, 5/4/26