UNIVERSITY OF VIRGINIA SCHOOL OF NURSING
FACULTY ORGANIZATION BY-LAWS

ARTICLE I

Name

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

ARTICLE II

Purpose

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

ARTICLE III

Functions

The functions of the Faculty Organization shall be to:

A. Establish the philosophy, purposes, and objectives of the educational programs of the School of Nursing and revise these as necessary;

B. Assure that programs of the School of Nursing are consistent with the philosophy, purposes, and goals of the School;

C. Establish academic and faculty policies of the School of Nursing and monitor their implementation;

D. Promote the development of nursing knowledge, nursing research, faculty practice, and professional service; and

E. Promote the general welfare of the School of Nursing, the faculty and students, the alumni, nursing at the University of Virginia, and the profession as a whole.
ARTICLE IV

Membership

The membership of the Faculty Organization shall be the regular faculty members of the School of Nursing who hold the rank of professor, associate professor, assistant professor, or instructor with full rights and responsibilities of such membership. Regular faculty members hold tenure track positions and full-time appointments in the School of Nursing or full-time joint appointments with the School of Nursing and another University of Virginia department/school as long as 50 percent or more of their appointments in the School of Nursing. The membership of the Faculty Organization shall also include general faculty members with 50 percent or more of their appointments in the School of Nursing and who hold the rank of professor, associate professor, assistant professor, or instructor. (Regular and general faculty members with less than 50% appointment in the School of Nursing may petition the Steering Committee for voting privileges if they have an ongoing appointment to teach one or more courses/clinical sections each year and have also demonstrated an ongoing commitment to the School of Nursing.)

ARTICLE V

Officers

Section 1. The officers of the Faculty Organization shall be a chairperson, chairperson-elect and a secretary/treasurer. Officers shall serve on the Steering Committee and perform duties prescribed by these by-laws and by the parliamentary authority adopted by the organization.

Section 2. The chairperson of the Faculty Organization shall be a faculty member of the School of Nursing.

Section 3. The duties of the chairperson shall be to:

A. Lead the Faculty Organization in achieving the mission of the School of Nursing and serve as an advocate for all areas of concern to the Faculty Organization;

B. Represent the Faculty Organization (or appoint a representative from the Steering Committee, as appropriate) to strategic committees within the School of Nursing, Health Sciences Center, and University;

C. Preside over meetings of the Faculty Organization according to Robert’s Rules of Order, Newly Revised;

D. Present an annual report of the actions and recommendations of the Faculty Organization to members at the annual meeting; and
E. Develop the agenda for each meeting in association with the Steering Committee and distribute a copy to members of the organization.

F. The term of office for the chairperson shall be two years.

Section 4. The chairperson-elect shall be elected every other year to serve during the second year of the chair’s term. The chairperson-elect shall:

A. Preside over Faculty Organization meetings in the absence of the chairperson and as delegated by the chairperson;

B. Assume responsibilities as designated by the chair; and

C. The term of office for the chairperson-elect shall be one year, at the end of which the chairperson-elect shall become the chairperson and serve a two-year term.

Section 5. The secretary/treasurer shall be elected in even-numbered years. The duties of the secretary/treasurer shall be to:

A. Collect annual faculty dues;

B. Manage the Faculty Organization budget;

C. Record the minutes of meetings;

D. Provide a copy of the minutes to each member within two weeks following meetings;

E. Maintain the permanent files of the Faculty Organization with accurate master copies of all minutes of the organization, including committees; and

F. Record attendance for all meetings of the organization.

G. The term of office for the secretary/treasurer shall be 2 years.

Section 6. Officers may not serve more than two consecutive terms.
ARTICLE VI

Meetings

Section 1. Regular meetings of the Faculty Organization shall be held at least four times each academic year unless otherwise determined by the members of the organization or the Dean of the School of Nursing and shall be for the purpose of taking action on recommendations from committees, considering unfinished business, and referring business to standing committees.

Section 2. Special meetings of the Faculty Organization may be called by the chairperson at the written request of the chairperson of a standing committee or at least five members of the organization. The purpose of the meeting shall be stated in the call and at least three working days' notice shall be given, except in cases of emergency.

Section 3. Two months (meetings) prior to the annual meeting of the Faculty Organization, the Nominating Committee shall present a ballot and request nominations from the floor. The chairperson of the Faculty Organization will appoint two tellers to count ballots. Following the meeting, the Nominating Committee shall provide each member with a ballot to be returned to a designated location. Voting shall be completed over the following two-week period. Results shall be announced one month prior to the annual meeting of the Faculty Organization. Transition meetings with old and new officers and committee members will be held in the month prior to the annual meeting, during which chairpersons will be elected. Officers and committee members shall officially begin their terms of office after the annual meeting.

Section 4. The final regular meeting of the academic year shall be the annual meeting and shall be for the purpose of receiving annual reports from the chairpersons of the Faculty Organization and standing committees and conducting necessary business prior to the end of the academic year.

Section 5. Committee reports that include recommendations shall be distributed at least three working days prior to the meeting at which they will be considered.

Section 6. A majority of the members of the Faculty Organization or a standing committee shall constitute a quorum unless designated otherwise in these by-laws.
ARTICLE VII

Standing Committees

Section 1. The work of the Faculty Organization shall be conducted by the following standing committees and their subcommittees:

A. Steering Committee
B. Baccalaureate Program Committee
C. Master’s/Post-Master’s Program Committee
D. Doctoral Program Committee
E. Appointment, Promotion and Tenure Committee
F. Committee on Information Technology
G. Diversity Committee
H. International Committee
I. Nominating Committee
J. Research Committee

Section 2. Chairpersons of Standing Committees

A. Chairpersons of standing committees shall be a faculty member elected by the membership of each committee following the announcement of the results of the annual election and prior to the end of the academic year. The chairperson of the Doctoral Program Committee shall be a member of the doctoral faculty.

B. The term of office for chairpersons shall be two years and shall begin at the end of the committee meeting at which their election is announced. One term must elapse before a chairperson will be eligible for re-election as chairperson of the same standing committee. The term of office of a chairperson may be in addition to terms as member of a standing committee.

C. The chairperson of each standing committee shall:

1. Preside over meetings of the committee;
2. Be responsible for selected administrative activities related to the purposes of the committee;
3. Coordinate the work of subcommittees related to the purposes of the committee;
4. Implement actions in the strategic planning documents that are related to the purposes of the committee;
5. Implement procedures for School of Nursing evaluation plans as related to the purposes of the committee; and

6. Perform other responsibilities and duties prescribed by the by-laws that are related to the purposes of the committee.

D. A member of the organization may not serve as chairperson of more than one standing committee at a time.

E. In the event of a vacancy in a chairperson position, the Nominating Committee will hold a special election to fill the membership of the committee. The specific standing committee shall then elect a new chairperson from the membership of the committee.

Section 3. Members of Standing Committees

A. Members of standing committees shall be members of the Faculty Organization unless otherwise specified in these by-laws.

B. Members shall be elected and announced one month prior to the annual meeting of the Faculty Organization (see Article VII, Section 3). Terms shall be two years in length or until their successors are elected. Terms shall officially begin after the annual meeting. One-half of the members of each committee shall be elected in alternate years.

C. A member shall not serve on more than two standing committees at a time with the exception that chairpersons of the Baccalaureate Program Committee; the Master's/Post-Master's Program Committee; the Doctoral Program Committee; the Appointment, Promotion, and Tenure Committee; the Committee on Information Technology; the Diversity Committee, the International Committee and the Research Committee, who shall also serve on the Steering Committee.

D. A member shall not serve more than two consecutive terms on a standing committee, unless specified by these by-laws.

E. In the event of a vacancy on a standing committee, the Nominating Committee shall hold a special election to fill the position for the remainder of the term. Such a member may hold two additional terms, provided that he/she will not have served more than five consecutive years.

F. Student members shall be appointed to standing committees by the Assistant Dean for Student Services. Student members shall serve one-year terms, may not serve more than two consecutive terms on a standing committee, and may not serve on more than one committee at a time.
G. Health System appointees to School of Nursing committees are made by the Nursing Cabinet. They must have a demonstrated interest in academic programs and have a minimum of a master’s degree to be eligible to serve on the BSN or MSN program committees and a doctorate to serve on the Doctoral Program Committee. Such members shall serve two-year terms, may not serve more than two consecutive terms on a standing committee, and may not serve on more than one committee at a time.

H. Student and faculty members are responsible for attending all regular meetings of the committee. Committee minutes will record names of members who are present and absent. The chairperson of a standing committee may recommend that the Nominating Committee hold a special election to replace any member of that committee who has been absent from two consecutive meetings or a total of three meetings during one academic year.

Section 4. Each standing committee shall:

A. Meet at least once during the academic year;

B. Elect a chairperson from the committee membership;

C. Select a secretary from among the members of the committee;

D. File a copy of the minutes with the recording secretary of the Faculty Organization;

E. Perform the functions of the committee as specified in the by-laws and assigned by the Faculty Organization;

F. Submit recommendations to the Faculty Organization or, when appropriate, to the Steering Committee of the School of Nursing;

G. Submit reports to the Faculty Organization as appropriate;

H. Submit a written annual report of committee activities no later than June 1 to the recording secretary of the Faculty Organization; and

I. Collaborate with faculty and administrators to carry out the purposes of the committee.

Section 5. Baccalaureate Program Committee

A. The Baccalaureate Program Committee shall be responsible for designing and monitoring the quality of the undergraduate programs offered by the School of Nursing.
B. The committee shall have six voting members including:

1. Baccalaureate Program Director;

2. Four faculty members, two from each academic department, elected by members of the department;

3. One undergraduate student;

4. One representative of the Professional Nursing Staff Organization of the Health System, appointed by the PNSO Cabinet, ex officio*;

5. Assistant Dean for Undergraduate Student Services, ex officio*;

6. Associate Dean for Academic Programs, ex officio*; and

7. Dean of the School of Nursing, ex officio*.

C. In addition to the functions enumerated in Article VII, Section 4, the Baccalaureate Program Committee shall:

1. Plan and implement activities related to the baccalaureate educational mission of the School of Nursing;

2. Monitor baccalaureate programs to ensure that implementation is consistent with the program goals and objectives;

3. Recommend changes in curriculum, instruction, and admission/educational policies; and

4. Assist in the orientation of new faculty.

Section 6. Master’s/Post-Master’s Program Committee

A. The Master's/Post-Master's Program Committee shall be responsible for designing and monitoring the quality of the Master's/Post-Master's Program offered by the School of Nursing.

*Unless otherwise specified, “ex officio” represents nonvoting status.
B. The Committee shall have seven voting members including:

1. Master's/Post-Master's Program Director;
2. Chairperson of the Master's Admissions Subcommittee;
3. Four members, two from each academic department, elected by members of the department;
4. One master’s student;
5. One representative of the Professional Nursing Staff Organization of the Health System, appointed by the PNSO Cabinet, ex officio*;
6. Assistant Dean for Graduate Student Services, ex officio*;
7. Associate Dean for Academic Programs, ex officio*; and
8. Dean of the School of Nursing, ex officio*.

C. In addition to the functions enumerated in Article VII, Section 4, the Master's/Post-Master's Program Committee shall:

1. Plan and implement activities related to the Master's/Post-Master's Program educational mission of the School of Nursing;
2. Monitor the Master's/Post-Master's Program to ensure that implementation is consistent with the program goals and objectives;
3. Recommend changes in curriculum, instruction, and educational policies;
4. Appoint a subcommittee and a chair to implement admission procedures for the master's/post-master's program; and
5. Assist in the orientation of new faculty.

*Unless otherwise specified, “ex officio” represents nonvoting status.
Section 7. Doctoral Program Committee

A. The Doctoral Program Committee shall be responsible for designing and monitoring the quality of the doctoral program offered by the School of Nursing.

B. The Committee shall have six voting members including:

1. Doctoral Program Director;
2. Four members of the doctoral faculty, elected by that faculty;
3. One doctoral student;
4. One representative of the Professional Nursing Staff Organization of the Health System, appointed by the PNSO Cabinet, ex officio*;
5. Assistant Dean for Graduate Student Services, ex officio*;
6. Associate Dean for Academic Programs, ex officio*; and
7. Dean of the School of Nursing, ex officio*.

C. In addition to the functions enumerated in Article VII, Section 4, the Doctoral Program Committee shall:

1. Plan and implement activities related to the Doctoral Program;
2. Monitor the Doctoral Program to ensure that implementation is consistent with the program philosophy, goals, and objectives;
3. Monitor curriculum, instruction, and policies of the doctoral program;
4. Recommend changes in curriculum, instruction, and educational policies to the doctoral faculty;
5. Elect a chairperson of the Doctoral Admissions Subcommittee from the elected PhD Program Committee membership.
6. Appoint a subcommittee to implement admission procedures for the doctoral program; and
7. Assist in the orientation of new faculty and students.

*Unless otherwise specified, “ex officio” represents nonvoting status.
Section 8. Appointment, Promotion and Tenure Committee

A. The Appointment, Promotion, and Tenure Committee shall be responsible for ensuring the quality of the School of Nursing faculty and operate in accordance with policies established by the School of Nursing and the University.

B. The Committee shall be composed of five elected tenured faculty members with a minimum of three full professors and a minimum of 1 associate professor. Deans and Department Chairs are not eligible to be elected as members of the Committee. A minimum of 3 full professors constitute a quorum for decisions about promotion to full professor. All five committee members shall constitute a quorum for promotion to other ranks and tenure considerations: three fifths (3/5) of the Committee shall constitute a quorum for all other matters. Committee members shall not be considered for promotion during their terms of office. One member will be appointed to each third-year review committee.

C. In addition to the functions enumerated in Article VII, Section 4, the Appointment, Promotion, and Tenure Committee shall:

1. Review and recommend changes in the criteria for faculty appointment, promotion, and tenure every 3-5 years;

2. On an ad hoc basis, shall appoint a general faculty member to serve as a collateral reviewer for general faculty members seeking promotion;

3. Develop and distribute guidelines and the calendar for preparing and submitting promotion and tenure materials to faculty;

4. Recommend appointment and rank to the Dean of the School of Nursing for faculty candidates; and

5. Recommend action to the Dean of the School of Nursing for faculty being considered for promotion and/or tenure.

Section 9. Steering Committee

A. The Steering Committee shall coordinate activities and functions of the Faculty Organization including standing committees and shall act for the organization between meetings.

B. The Committee shall have fifteen voting members including:

1. The three officers of the Faculty Organization: the chairperson, chairperson-elect, and secretary/treasurer;
2. Chairpersons of the following standing committees: Baccalaureate Program; Master's/Post-Master's Program; Doctoral Program; Appointment, Promotion and Tenure; Diversity Committee; Committee on Information Technology; International Committee; and Research Committee;

3. Dean, Associate Dean for Academic Programs, and Associate Dean for Research; and

4. An at-large member is to be elected from members of the Faculty Organization.

C. The chairperson of the Faculty Organization shall serve as chairperson of the Steering Committee.

D. In addition to the functions enumerated in Article VII, Section 4, the Steering Committee shall:

1. Set the agenda for Faculty Organization meetings;

2. Assure that the mission of the School of Nursing coincides with those of the Health Sciences Center and the University of Virginia;

3. Recommend changes in administrative policies and procedures affecting faculty;

4. Review the Strategic Plan of the School of Nursing and revise as necessary;

5. Implement procedures that ensure due process for faculty;

6. Evaluate the Faculty Organization in relation to achievement of the School of Nursing mission;

7. Propose revisions to the by-laws of the Faculty Organization; and

8. Establish annual faculty recognition process.

Section 10. Committee on Information Technology (CIT)

A. CIT shall be responsible for promoting, monitoring and evaluating the use of technology and computing. The committee shall review policies with respect to information technology and computing services for students, faculty, and staff at the University of Virginia School of Nursing.
B. CIT shall consist of the following members:

1. One faculty member from each department;
2. Faculty member at large to ensure representation of both the graduate and undergraduate programs;
3. Information Technology Group Leader;
4. Webmaster of UVA School of Nursing;
5. Director of Laboratory for Clinical Learning;
6. ITC Representative;
7. Designee from Office of Student Services;
8. Student representative;
9. One support staff representative;
10. Assistant Dean for Administration; and
11. Designee from the Center for Nursing Research (CNR).

C. In addition to the functions enumerated in Article VII, Section 4, the Committee on Information Technology shall:

1. Promote communication and education about technology in the School of Nursing.
2. Advise administration, faculty and the Steering Committee of the Faculty Organization about the acquisition and allocation of technological resources.
3. Develop and monitor the SON information technology strategic plan for integrating computing and informatics into teaching, research, and service.
4. Serve as the informational resource for faculty, students and administration on technological resources.
5. Evaluate the educational and training needs of students and faculty and staff, and will advise, support and help develop educational programs to meet these needs.

*Unless otherwise specified, “ex officio” represents nonvoting status.*
D. Sub-Committees:

1. The following sub-committees are established to support the work and meet the objectives of the CIT:

   a. The Software/Audiovisual sub-committee

   b. The Technology Review sub-committee

2. Software/Audiovisual Subcommittee

   a. The mission of the Software/Audiovisual Subcommittee (SAS) is to review software and audiovisual requests, and to purchase educational software/audiovisual aids for the School of Nursing. The acquisitions will primarily be student focused and used as course adjuncts.

   b. Membership will consist of the following:

      b-1. One elected member from each of the departments;
      b-2. Laboratory for Clinical Learning Director (Chair);
      b-3. Secretary for Laboratory for Clinical Learning; and
      b-4. SON Webmaster

   c. Process: The SAS meets twice a year, in November to approve spring semester requests and in April to approve fall semester requests. Faculty are to submit request for previews and purchase at least one month prior to the scheduled meeting. Preview and purchase requisition forms are available on the Intranet under "SAS".

3. Technology Review Subcommittee

   a. The mission of the TRS is to review requests for technology that would be adopted by the School of Nursing for the purposes of enhancing the teaching and research experiences. TRS will review requests for conformity with the School of Nursing’s Strategic Plan and existing infrastructure. The TRB will review existing academic technologies and make recommendations for change.

   b. The membership of the TRS shall be:

      b-1. Information Technology Group Leader -chairperson
      b-2. The chair(s) of the CIT
      b-3. A designee from the Center for Nursing Research
      b-4. An ITC representative who will serve as a non-voting consultant
      b-5. Director of the LCL

   c. Process: The TRS will meet as needed to review requests for technology. Faculty
will present their requests to the chairperson of the TRS. After reviewing requests for technology, TRS will make recommendations to the Dean and Steering Committee of the Faculty Organization.

Section 11. Nominating Committee

A. The Nominating Committee shall be responsible for developing a slate of nominees for election to the following positions: Faculty Organization officers; Faculty Organization Standing Committee Members; Faculty Senate; and Faculty Representative to the School of Nursing Advisory Board. The committee shall collect and tally the ballots and report election results one month prior to the annual meeting. Each year, the Nominating Committee shall advise the Professional Nursing Services Organization of their Cabinet’s need to appoint members to the three Faculty Organization program committees.

B. The committee shall have three faculty members elected by the Faculty Organization. The chair of the committee need not be tenured.

C. Members of the committee serve a two-year term or until their successors have been elected and may not succeed themselves. Two members shall be elected in even-numbered years and one in odd-numbered years.

D. In event of vacancies on the Nominating Committee, the committee shall hold a special election.

Section 12. Diversity Committee (DC)

A. DC shall be responsible for finding ways of improving the climate for minority and underrepresented groups of the School of Nursing community, improving recruitment and retention efforts of students and faculty, and investigating diversity issues.

B. DC shall consist of the following members:

1. One faculty member from each department
2. One support staff person
3. Assistant Dean for Graduate Student Services
4. One undergraduate student
5. One graduate student
6. Associate Dean for Academic Programs
7. One community member chosen by the other members of the DC

*Unless otherwise specified, “ex officio” represents nonvoting status.

C. In addition to the functions enumerated in Article VII, Section 4, the Diversity Committee
shall:

1. Further develop and monitor the SON goals for diversity;

2. Keep SON goals for diversity visible within the School;

3. Promote communication and education about diversity in the School of Nursing;

4. Advise administration, faculty and students about issues of diversity;

5. Serve as the informational resource for faculty, students and administration on diversity issues;

6. Evaluate the educational and training needs of students, faculty and staff, and advise, support and help develop educational programs and resources to meet these needs;

7. Monitor effectiveness of specific recruitment and retention strategies to increase the representation of underrepresented groups, especially African-Americans, Hispanics, and men as faculty in the SON;

8. Monitor effectiveness of specific recruitment and retention strategies to increase the representation of underrepresented groups, especially African-American, Hispanic, male students in the SON;

9. Conduct regular diversity “climate” audits through student, faculty, and staff; and

10. Develop collaborative relationships within the university and among other universities to establish and maintain diversity efforts.

Section 13. International Committee

A. The International Committee shall be responsible for coordinating and monitoring the international initiatives undertaken by the School of Nursing. This includes activities led by faculty, as well as the actions of student organizations.

B. The committee shall have six voting members including:

1. Four faculty members, two from each academic department, elected by members of the department;

*Unless otherwise specified, “ex officio” represents nonvoting status.*
2. One undergraduate student;

3. One graduate student;

4. Associate Dean for Academic Programs, ex officio*;

5. Assistant Dean for Student Services, ex officio*; and

6. Dean of the School of Nursing, ex officio*;

C. In addition to the functions enumerated in Article VII, Section 4, the International Committee shall:

1. Plan and implement activities related to the international initiatives of the School of Nursing (including the hosting of international visitors/students);

2. Recommend changes in curriculum, instruction, and admission/educational policies in accordance with the University of Virginia’s 2020 Initiative on International Affairs; and

3. Provide liaison with other UVA groups and committees dealing with international students and scholars.

Section 14  Research Committee

A. The Research Committee’s goal is to promote the research mission in the School of Nursing and growth of a research-intensive environment.

B. The Research Committee shall consist of the following voting members:

1. Director of the Doctoral Program;

2. Directors of School of Nursing Research Centers;

3. 1 doctoral candidate;

4. 1 senior faculty member elected from each department who is actively involved in a program of research;

5. 1 tenure-track junior faculty member elected at-large who is actively involved in a program of research;

*Unless otherwise specified, “ex officio” represents nonvoting status.

6. Dean (Ex Officio)*;
7. Associate Dean for Research (Ex Officio)*;

8. SON Grants Administrator (Non-voting); and

C. To accomplish its goal, the committee will:

   1. Identify and recommend policies and procedures that enhance the conduct of research.

   2. Collaborate with the Associate Dean for Research to develop and maintain a 5-year strategic plan for research.

   3. Identify activities to increase success in external funding.

   4. Assess system issues affecting research productivity, and propose, monitor and evaluate effectiveness of the implementation of solutions.

   5. Evaluate internal research proposals and recommend research awards.

   6. Advise the Associate Dean for Research and the Dean regarding decisions affecting the research environment.

**ARTICLE VIII**

**Special Committees**

**Section 1.** Ad hoc committees, special committees, and task forces, hereafter called special committees, shall be established by the Dean, standing committees, or the Faculty Organization as needed for accomplishing designated tasks and shall function according to the general provisions of these by-laws. Special committees shall be created for a term of one year and may be eligible for re-appointment for one year only.

**Section 2.** Members of special committees shall be appointed by the Dean, the Faculty Organization, or the appropriate chairperson of the standing committee.

**Section 3.** Each special committee shall be dissolved upon completion of its task and the submission of a full report of its activities to the appointing individual and/or committee.
ARTICLE IX

Amendment of the By-Laws

These by-laws may be amended at any regular meeting of the Faculty Organization by a two-thirds (2/3) vote provided that the amendment has been submitted in writing at least 30 days prior to the meeting or by unanimous vote if no previous notice has been given.

NOTE: These By-Laws include revisions approved by the SON Steering Committee and the Faculty Organization through 4/26/04.

8/20/04

I:\Faculty Organization\Fac Org Bylaws\Bylaws; Faculty Organization (Approved 04-26-04).doc