

**UNIVERSITY OF PITTSBURGH  
SCHOOL OF NURSING**

**BYLAWS**

ARTICLE I. NAME

Section 1. The name of the organization is the Faculty Organization of the University of Pittsburgh - School of Nursing

ARTICLE II. MEMBERSHIP

Section 1. The faculty of the School of Nursing shall

- A. be composed of the Chancellor, the Provost, the Senior Vice Chancellor of the Health Sciences, the Dean of the School of Nursing, and professors, associate professors, assistant professors and instructors who are employed by the University through the School of Nursing for no less than half time.
- B. constitute the voting body of this organization

Section 2. Associate members shall

- A. be composed of assistant instructors, adjunct faculty, teaching and research fellows, graduate assistants, research associates, members of the administrative staff who do not hold faculty appointments, individuals who are employed by the University through the School of Nursing for less than half time and individuals who have secondary appointments in the School of Nursing.
- B. have voice and be eligible to serve on committees.

Section 3.

- A. Associate members and students may be appointed to committees as noted in these bylaws.
- B. They shall have voice and each separate standing committee shall determine Voting privileges.

Section 4. The Dean of the School of Nursing shall serve as chair. In event of absence, the Dean shall appoint a chair pro team.

ARTICLE III. PURPOSE

Section 1. The purpose of this organization is to provide programs in nursing education to foster excellence in practice and research.

Section 2. This organization shall

- A. Develop, implement and evaluate educational programs designed to prepare
  - 1) nurses at the baccalaureate level
  - 2) nurses at the master's level
  - 3) Nurses at the doctoral practice level
  - 4) nurse researchers at the doctoral level
- B. Create an environment that emphasizes a commitment to student learning and encourages maximum personal and professional development.
- C. Provide services to the local, regional, national and international community and the profession at large through a variety of channels.
- D. formulate policies for the School of Nursing which are consistent with University policies.

#### ARTICLE IV. ORGANIZATION

- Section 1. The faculty and the associate members shall be organized under the department chairs who are directly responsible to the Dean.
- Section 2. Any member of this organization is privileged to contact the Dean directly.
- Section 3. The work of the faculty is to
- A. consider and vote upon policy and curricular issues placed on the agenda by school committees after departmental discussion. Issues brought to the faculty should be summarized, distributed to faculty in advance and recorded in or attached to the minutes of the meeting.
  - B. discuss and, when appropriate, vote upon issues which involve all faculty and do not fall under the jurisdiction of an established committee.
  - C. Nominate at least two eligible faculty members who give their consent to serve, for each position on Faculty Assembly. These nominees shall be reported by the School of Nursing member of the Senate Committee for Elections on or before February 15, two out of three years as directed by a representative from the Senate Office.
  - D. Elect an eligible faculty member to serve a two-year term on the Senate Committee for Elections not later than October 31. This will be coordinated between the Director of the University Senate office and the Dean of the School of Nursing.

#### ARTICLE V. MEETINGS

- Section 1. The Faculty Organization shall meet at least six times during the academic year, once in the opening month of the Fall Term and thereafter according to the calendar established for the academic year.
- Section 2. Any regularly scheduled meeting may be canceled by the Dean.
- Section 3. Special meetings may be called by the Dean or when at least five members of the organization submit a written request which includes an outline of the subject(s) to be discussed.
- Section 4. A written agenda shall be submitted to the members of the organization at least four days prior to a meeting. Members and committees wishing to have items placed on the agenda shall submit them to the Dean in writing at least two weeks prior to any regularly scheduled meeting. The Dean may add items that require immediate attention although they were received too late to appear on the written agenda.

#### ARTICLE VI. COMMITTEES

- Section 1. **Standing Committees**
- A. The members of standing committees, shall serve for a minimum of two years, except the Appointment, Reappointment, Promotion and Tenure Committee, Planning and Budget Committee, and Councils.
  - B. The chair of standing committees shall call a meeting of the new committee members during May to elect a new chair for the coming year, except the Appointment, Reappointment, Promotion and Tenure Committee, the Councils, the Planning and Budget Committee, and the Continuing Education Committee. The newly elected chair shall have served on the committee the preceding year, shall be a full-time faculty member, and shall not be enrolled as a student in any of the School's nursing programs.
  - C. Any standing committee may appoint one of its members to serve as chair of an ad hoc committee to carry out any portion of the work of the committee. Other members of the ad hoc committee shall be appointed

by the chair of the standing committee and may include a member of the organization who meets the criteria for appointment to the standing committee.

- D. Any standing committee may submit appropriate recommendations to departments for discussion and to the Faculty Organization for decision.
- E. Standing committees shall include an evaluation of the committee's purpose and functions in its annual report.
  - 1. Any supplemental committee which has been in existence for three consecutive years shall be reviewed for status as a standing committee by the Faculty Organization at the March meeting.
  - 2. The chairperson of the supplemental committee shall be responsible for presenting a recommendation.

Section 2. The **Admission, Progression and Graduation Committee** shall

- A. Be composed of seven members (one member from each department shall have primary teaching responsibility in the baccalaureate program and one member from each department shall have primary teaching responsibility in the master's and/or DNP programs).
- B. Implement policies and procedure relevant to the admission, progression and graduation of all baccalaureate and master's and DNP students.
- C. Review all policies related to the admission, progression and graduation of all baccalaureate and master's and DNP students and make recommendations as needed.
- D. Provide consultation as necessary to those reviewing applications to baccalaureate and master's and DNP programs.
- E. Oversee the development, administration and evaluation of the baccalaureate and master's and DNP comprehensive examination.

Section 3. The **Diversity Committee** shall

- A. Be composed of one faculty member from each department, three staff members, a SSO representative, one undergraduate from Chi Eta Phi, a minority alumni representative (ex-officio member), and the Associate Dean for External Relations.
- B. Uphold and promote diversity activities and investigate individual concerns brought to the Diversity Committee's attention.
- C. Identify strategies to assist faculty, students, administrators and staff that would increase knowledge of and sensitivity to diverse populations on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, disability, or status as a military veteran.
- D. Make recommendations in order to increase diverse representation of students, faculty, administrators and staff.
- E. Develop an annual Cultural Diversity training session to present to faculty and staff.
- F. Support expansion of "diversity" resources in the Health Sciences Library System.
- G. Apprise all faculty, students, administrative and staff applicants of diversity committee strategies.

Section 4. The **Appointment, Reappointment, Promotion and Tenure Committee** shall

- A. Serve in an advisory capacity to the Dean on all matters pertaining to appointment, reappointment, promotion and tenure.
- B. Serve in an advisory capacity to the department chairs for faculty progression activities.
- C. Review annually the qualifications and criteria for appointment, reappointment and promotion to faculty positions at all levels in both tenure and non-tenure tracks and recommend appropriate changes.
- D. In matters of reappointment:
  - 1. Evaluate the performance of tenure stream faculty members according to the Qualifications and Criteria for Appointment, Reappointment, and Promotion guidelines.
  - 2. Make recommendation to the Dean for temporary removal of a faculty member out of the tenure stream.
- E. In matters of promotion:
  - 1. Delegate to the Dean the authority to consider promotion from Instructor to Assistant Professor (upon completion of doctoral degree).
  - 2. Delegate to the Dean the authority to prepare a slate of faculty to serve on two levels of review (one department and one school level ) for each consideration of promotion to associate or full professor or for the conferral of tenure. All tenured faculty members who are at the level to which promotion is recommended or above will be asked to participate in one of the two levels of reviews. It is possible that a faculty member might participate in a review at the Department and School level. It should be understood that a faculty member has only one vote in any given case. One external reviewer will be asked to participate on the school committee. Other external reviewers may be invited as needed.
- F. Make recommendation to the Dean for rank determination for a newly employed Associate Professor or Professor.
- G. Be chaired by the Dean.
- H. Be appointed by the Dean and be composed of at least four additional members of the faculty who hold the rank of professor.

Section 5. The **BSN Council** shall

- A. Be composed of all full-time and part-time faculty who teach or advise undergraduate students at the School of Nursing.
- B. Include the following non-voting members: Associate Director of Recruitment, student appointed by NSA, student appointed by RN Options Program, department chairpersons and any representatives of the Office of the Dean.
- C. Elect the chair-elect who will serve for a one year term followed by a one year term as chair.
- D. Have the chair serve as liaison with Dean of School Nursing, Faculty Organization, and other School of Nursing committees.
- E. Plan, implement, and evaluate the undergraduate program, including the traditional, RN-Options and Accelerated 2nd Degree BSN tracks in collaboration with the Curriculum Committee.
- F. Elect a curriculum committee composed of representatives from each department and the RN-Options and Accelerated 2nd Degree BSN tracks which reviews and makes recommendations regarding undergraduate courses and presents them to BSN council.

- G. Make recommendations to all standing committees and Faculty Organization regarding any issues related to undergraduate programs.
- H. Identify and develop strategies that address undergraduate program issues related to students and faculty.
- I. Foster ongoing communication between members of the undergraduate faculty.

Section 6. The **Bylaws/Policies Committee** shall

- A. Be composed of two members from the BSN Council, one member from MSN Council, one member from DNP Council, one member from PhD Council, a representative from the Student Services Office, and one graduate and one undergraduate student.
- B. Review all policies every three years on a rotating basis or as required and revised as necessary.
- C. Review the current bylaws every three years and at such times when faculty action requires a change in the bylaws.
- D. Review and act on recommendations for new policies and bylaws.
- E. Submit policies to the Assistant Dean of Student Services or designee who will ensure that policies are distributed in a timely manner to appropriate faculty and/or students onto the School of Nursing Website.

Section 7. The **Evaluation Steering Committee** shall:

- A. Be composed of one faculty from each department, the Associate Dean for Graduate Clinical Education, the Associate Dean for Undergraduate Education, the Assistant Dean for Student Services, a representative from the Center for Research and Evaluation, the chair of the Planning and Budget Committee, one student from the undergraduate, and one student from the graduate programs and one member from BSN, MSN, DNP and PhD council.
- B. Provide leadership to develop comprehensive and systematic evaluation processes within the School of Nursing as well as monitor and document that the utilization of outcome data are being used in decision making, consistent with the mission of the School of Nursing and University regarding education, research and service.
- C. Ensure that a comprehensive plan and systematic evaluation process is in place within the School of Nursing to evaluate student learning outcomes, faculty outcomes and fiscal outcomes using data on program effectiveness to foster ongoing quality improvement.
- D. Review and revise the evaluation plan as necessary.
- E. Monitor outcomes of the evaluation process
- F. Provide recommendations and data to relevant committees and councils for action.
- G. Ensure that evaluation policies and procedures are defined and consistently applied.
- H. Define evaluation outcome measures.

Section 8. The **Faculty Practice Council** shall:

- A. Be composed of four members from the non-tenure track (one from each department). A representative of the Dean shall be an ex-officio member
- B. Provide leadership to mentor non-tenure faculty

- C. Establish guidelines for faculty in the non-tenure track that outlines the requirements for the Distinguished Clinical Scholar Award
- D. Review candidates and make recommendations to the Dean regarding the recipient of the Distinguished Clinical Scholar Award
- E. Serve as a consultant to the Dean or Dean's designee on faculty practice issues

Section 9. The **Faculty/Staff Welfare Committee** shall

- A. Be composed of three faculty, two staff members elected by the staff group, a SSO representative, and the Director of AER. The Building Manager shall be an ex-officio member.
- B. Address the needs of faculty/staff in the areas of development, economic and/or professional issues, health, safety, and overall welfare.
- C. Recommend changes, designed to improve the health and safety of the personnel and users of the School of Nursing, to the appropriate administrator.
- D. Present programs to faculty and staff that would promote the health and general welfare of these individuals

Section 10. The **MSN Council** shall

- A. Be composed of all full-time and part-time faculty at the School of Nursing who teach and/or advise MSN students, the Assistant Dean of Student Services, the Coordinator for the RN-Options track, and student representatives from the MSN programs.
- B. Elect a chair-elect who will serve for a one year term followed by a one year term as Co- chair.
- C. Have a Co-chair serve as a liaison with the Dean of the School of Nursing, Total Faculty Organization, and other School of Nursing committees and departments.
- D. Elect/appoint a curriculum committee composed of representatives from each department which reviews and makes recommendations regarding courses in the masters and doctor of nursing practice programs and presents them for vote to the MSN Council.
- E. Plan, implement, and evaluate the Master's programs.
- F. Make recommendations to all standing committees and Total Faculty Organization regarding any issues related to Master's and Identify and develop strategies that address issues related to students and faculty.
- G. Foster ongoing communication among the faculty membership.

Section 11 The **DNP Council** shall

- A. Be composed of faculty who meet any of the following criteria:
  - Teaching in the DNP PROGRAM
  - Advising DNP students
  - One DNP student from the Graduate Nursing Student Organization.
  - The Assistant Dean of Student Services shall be an ex-officio member.
  - The Associate Director of Recruitment is a non-voting member and can attend the meeting for regular reporting.

- B. Be chaired by the DNP Director who will serve as a liaison with the Dean of the School of Nursing, Faculty Organization, and other School of Nursing committees and departments.
- C. Plan and implement and evaluate the DNP program which includes the curriculum, admission criteria, attrition rates and progression/ graduation of students.
- D. Recruit, admit and advise DNP students.
- E. Make recommendations to all standing committees and Faculty Organization regarding any issues related to the DNP program.

Section 12. The **PhD Council** shall

- A. Be composed of faculty approved for membership in the University Council on Graduate Study, and one student from the Doctoral Student Nursing Organization. The Assistant Dean of Student Services shall be an ex-officio member. The following are non-voting members: Associate Director of Recruitment will attend the meeting for regular reporting, department chairpersons only if non-graduate faculty and any representatives of the Office of the Dean only if non-graduate faculty.
- B. Be chaired by the PhD Director who will serve as a liaison with the Dean of the School of Nursing, Faculty Organization, and other School of Nursing committees and departments.
- C. Plan and implement the PhD program including the curriculum.
- D. Recruit, admit and advise PhD students.
- E. Evaluate the PhD program which includes the curriculum, admission criteria, attrition rates and progression/ graduation of students.
- F. Make recommendations to all standing committees and Faculty Organization regarding any issues related to the PhD program.

Section 13. The **Planning and Budget Committee** shall

- A. Be composed of the following elected members: Four senior faculty members (one from each department: three tenured and one non-tenure stream), two senior faculty at large (one tenured and one non-tenure stream), and four students (one from each of the BSN, MSN, DNP and PhD programs). The staff Evaluation Specialist and Associate Budget Director shall serve as an appointed member. Faculty are elected for three (3) year terms; students are elected for one (1) year terms.
- B. Be chaired by a faculty member of the committee who served on the committee the previous year, is selected by the committee membership and is not enrolled as a student in any of the school's nursing programs.
- C. Serve in an executive advisory capacity to the Dean on matters pertaining to strategic planning and budgetary decisions.
- D. Evaluate the adequacy of resources for the School's strategic plan.
- E. Communicate with Dean's Council to review the strategic plan, provide feedback, and advise on implementation.
- F. Provide reports to departments, staff, and student groups on activities of the committee.

Section 14. The **Committee on Continuing Education** shall

- A. Be chaired by the Director of Continuing Education and be composed of at least one faculty member (representing each department), a representative from Faculty Practice, the Continuing Education Director, and representatives from Advancement and External Relations and the ETI. The Associate Dean for External Relations shall be an ex-officio member.
- B. Serve as an Accredited Provider of continuing nursing education by the American Nurses Credentialing Centers (ANCC) Commission on Accreditation. The Provider Unit ensures adherence to the ANCC Accreditation Program criteria in the provision of continuing nursing education, and the awarding of contact hours.
- C. Assesses the learning needs of nurses within the local and regional tristate area.
- D. Establish annual goals for Continuing Education program/Provider Unit.
- E. Conducts an ongoing evaluation process to analyze the Provider Unit's overall effectiveness to fulfilling its goals and operational requirement to provide quality continuing nursing education.

Section 15. **The Curriculum Committee** shall

- A. Be composed of twelve faculty voting members: two from each council for a total of eight council representatives, three assistant/associate deans (undergraduate, graduate, student services), the chair of the Evaluation Steering Committee, and the following nonvoting members: Evaluation Specialist, a PhD student and a DNP student. Each academic department must be represented among the voting members.
- B. Be chaired by one of the elected council representatives.
- C. Monitor and evaluate the baccalaureate, master's and doctoral (DNP, PhD) curricula based on the School of Nursing philosophy, program purposes and objectives espoused by the faculty.
- D. Direct the review and approval of courses and program tracks.
- E. Ensure the various curricula are current, logically organized and internally consistent with particular attention to scaffolding of content across years and programs.
- F. Develop and inform faculty of the process of initiating changes in course descriptions, course objectives and/or course content

ARTICLE VII. QUORUM

- Section 1. A majority of the voting faculty present at the meeting shall constitute a quorum at all meeting of the organization.

ARTICLE VIII. AMENDMENTS

- Section 1. These bylaws may be amended by a two-thirds vote of the faculty present at a meeting, providing the faculty has had notification of the proposed amendments at least two weeks prior to the meeting.
- Section 2. These bylaws may be amended by the unanimous vote of the faculty present at a meeting without prior notification.

ARTICLE IX. PARLIAMENTARY AUTHORITY

- Section 1. In the absence of any bylaws to the contrary, Robert's Rule of Order, Newly Revised (Tenth ed., 2000) shall govern transactions of this organization.