

UNIVERSITY OF PITTSBURGH
SCHOOL OF NURSING

ADMINISTRATIVE POLICIES AFFECTING THE
SCHOOL OF NURSING

TITLE OF POLICY: Governance

ORIGINAL DATE: July 2008

LAST REVIEW/REVISION DATE: January 2008

POLICY:

The School of Nursing mission, vision, values, and philosophy are reviewed periodically and revised, as appropriate, to reflect congruence with the University, reflect professional nursing standards and guidelines, and consider the needs and expectations of the community of interest.

Policies of the University and School of Nursing support the program's mission, goals, and expected outcomes. The faculty and students of the School of Nursing are involved in the governance of the program and in the ongoing efforts to improve program quality.

The School of Nursing bylaws, policies, mission and programs are regularly reviewed and revised by Total Faculty Organization (TFO).

PROCEDURE:

1. School of Nursing Mission, Vision, Values and Philosophy Statements

The Dean's Council, in collaboration with TFO, reviews the mission, vision and philosophy of the School of Nursing every three years to assure congruence with the mission of the University of Pittsburgh. These documents are prominently posted in the School of Nursing and on the School of Nursing website.

2. School of Nursing Bylaws

The Bylaws/Policies Committee reviews the University of Pittsburgh School of Nursing Bylaws every three years or more frequently if needed to accurately reflect current SON function and consistency with University Policy.

- a. The Dean's Council and Chairs of standing committees are asked to review current Bylaws and submit suggested revisions to the Bylaws/Policies Committee.
- b. After review in the Bylaws/Policies Committee, department representatives present the revised Bylaws to their respective departments for discussion and feedback to the Bylaws/Policies Committee.
- c. The Bylaws/Policies Committee then reviews all departmental feedback and submits suggested revisions to the Deans office for review and placement on the agenda of Total Faculty Organization (TFO) for discussion and vote.
- d. If approved at TFO, the Chair of the Bylaws/Polices Committee sends recommended changes to the Dean's Office for final review and posting to the School of Nursing website.

- e. School of Nursing Bylaws are posted to the School of Nursing Intranet.

3. School of Nursing Policies

The Bylaws/Policies Committee reviews all current policies every three years on a rotating basis, or more frequently if needed to accurately reflect current SON function and consistency with University Policy. New policies are developed as needed and may be submitted to the Bylaws/Policy Committee from the Office of the Dean, Student Services or any Committee, Department or Council within the School of Nursing. A log will be maintained by the administrative support staff person to the Chair of the Bylaws/Policies Committee for each policy under revision, review and approval.

- a. Annually, the Chair of The Bylaws/Policies Committee designates committee members the responsibility to review and revise General, Undergraduate and Graduate Polices in need of review, approval and posting. The Chair also designates at least one committee member to work with the Dean's Office for review of administrative policies.
- b. The Bylaws/Policies Committee reviews all drafts of policies to assure consistency with policies of the University of Pittsburgh and Schools of Health Sciences at the University of Pittsburgh.
- c. The Bylaws/Policies Committee determines a course of action that assures input into any policy from Departments, Students Services, Faculty Councils and/or the Dean's Council.
- d. The Chair of the Bylaws/Policies Committee submits revisions of current policies or new policies to the Dean's office for vote at Total Faculty Organization (TFO).
- e. The Dean's Office places policies on the TFO agenda for discussion and vote. The policies are presented to the faculty by the Chair of the Bylaws/Policies Committee.
- f. If approved at TFO, the Chair sends the policy to the Bylaws/Policy Committee administrative support staff person who makes final modifications to the policy and returns the policy to the Chair of the Bylaws/Policy Committee for final review and forwarding to the Dean for final review and posting.
- g. School of Nursing Policies are prominently posted on the School of Nursing website.

Reviewed by Dean's Council: 08-09

Revised by Dean's Council: