

**UNIVERSITY OF PITTSBURGH
SCHOOL OF NURSING**

BYLAWS

ARTICLE I. NAME

- Section 1. The name of the organization is the Total 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-who are employed by the University through the School of Nursing for no less than half time across the three-term academic year.
 - B. constitute the voting body of this organization.
- Section 2. Associate members shall
- A. be composed of instructors, adjunct/volunteer faculty, teaching and research faculty, clinical, field and visiting faculty, ranks of senior lecturers and lecturers, 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 across the three-term academic year.
 1. <https://www.facultyhandbook.pitt.edu/bylaws-chapter-ii-faculty>
 2. have voice, but not a vote, and be eligible to serve on committees.
- Section 3. Associate members and students in good standing may be appointed to committees as noted in these bylaws.
- Section 4. The Dean of the School of Nursing shall serve as chair. In the event of absence, the Dean shall appoint a chair pro tem.

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 that 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 Total 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 a two-year term, with an option for a second 2-year term for a maximum of 4 years, with the exception the Appointment, Reappointment, Promotion and Tenure Committee. Members shall have at least 2-year hiatus prior to re-joining the same standing committee.
 - 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 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. Standing committees will have chair-elect, current chair, and past chair serving together every year. The immediate past chair serves one additional year as an appointed member of the committee. The chair may be elected for up to two 1-year terms and cannot serve as chair for more than 2 years. The members of standing committee shall serve from September 1 through August 31.
 - 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 Total 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 Total Faculty Organization at the March meeting.
 - 2. The chairperson of the supplemental committee shall be responsible for presenting a recommendation.
- Section 2. **The Deans Council shall**

Be composed of associate and assistant deans, department chairs and others appointed by the Dean. The Dean is chair of Dean's Council. Dean's Council provides administrative oversight and acts in an advisory to the Dean on all topics within the School of Nursing.
- Section 3. **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. Associate professors may serve as ad hoc.

Section 4.

The **Bylaws/Policies Committee** shall

- A. Be composed of one member from the BSN Council, one member from Graduate Clinical Academic Council, one member from PhD Council, a representative from the Student Affairs-Office, a representative from administration, one member from UP Greensburg, one member from UP Johnstown and one graduate and one undergraduate student in good standing.
- 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 Office of the Dean who will ensure that policies are distributed in a timely manner to appropriate faculty and/or students and onto the School of Nursing Website.

Section 5.

The **Diversity, Equity and Inclusion Committee [DEI]** shall

- A. Be composed of members with interest in diversity issues: one faculty member from each department; three staff members, a Student Affairs representative, one undergraduate from Chi Eta Phi, one graduate student in good standing, two minority alumni representative (ex-officio member), one representative from the Diversity Office in the School of Health Sciences (ex-official member), and the Chief Diversity Officer.
- B. Uphold and promote diversity, equity and inclusion (DEI) activities and address individual or group concerns brought to the Diversity, Equity and Inclusion Committee's attention.
- C. Identify resources and opportunities for the faculty, students, administrators and staff to learn and understand DEI issues. Collaborate with the school's administration to implement strategies that would increase sensitivity, knowledge and understanding of diverse populations on the basis of race, color, religion, national origin, socioeconomic status, ancestry, sex, gender and gender identity, age, marital status, familial status, sexual orientation, disability, or status as a military veteran.
- D. Collaborate with the Health Sciences Diversity office on exploration of systemic or institutional racism and other "isms" and bias that impacts diverse population and their access to health care.
- E. Make recommendations, consistent with the school's strategic plan, on increasing diverse representation of students, faculty, administrators and staff.
- F. Develop an annual training session related to DEI, to present to students, faculty and staff.
- G. Collaborate with the Health Sciences DEI office on DEI initiatives.
- H. The Chief Diversity Officer or representative from the committee will serve on the Faculty Search Committee.
- I. The DEI committee will review and monitor faculty and staff applicant pools to ensure adequate diverse recruitment.

Section 6.

The **Faculty/Staff Welfare Committee** shall

- A. Be composed of three faculty, two staff members elected by the staff group, a Student Affairs representative, and the Director of Operations and Communications. 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 7.

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), and two students in good standing (one from the prelicensure program and one from the graduate program) The Associate Budget Director shall serve as an appointed member. Faculty are elected for one 2-year re-appointment for a maximum of 4 years; 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.
- C. Serve in an executive advisory capacity to the Dean on matters pertaining to strategic planning and budgetary decisions.

Section 8.

The **Honors Committee** shall

- A. Be composed of one faculty from each department, Associate Dean for Research and Scholarship, one prelicensure student from Honors program in good standing, and Associate Dean for Undergraduate Education
- B. Be presided over by a Chair appointed by the Dean of the School of Nursing
- C. Promote the University Honors College mission, values, vision, and activities throughout the School of Nursing
- D. Identify strategies within the School of Nursing to assist students in completing Honors programming
- E. Emphasize the School of Nursing Honors Program for recruitment of prelicensure students and potential applicants for future doctoral education
- F. Review School of Nursing Honors Courses developed by faculty and School of Nursing student applications for the BPhil (BSN-H) degree
- G. Serve as a liaison to the University Honors College
- H. Recommend matching of Honors students' research interests with faculty mentors

ARTICLE VII. ACADEMIC ORGANIZATION

Section 1.

The **BSN Council** shall

- A. Be composed of six (6) voting members appointed by Dean's Council
- B. Ex Officio member of Associate Dean for Undergraduate Education
- C. Chair of Council will be selected by council members and serve as a liaison with the Dean of the School of Nursing, Total Faculty Organization, and other School of Nursing committees and departments
- D. Shall meet monthly
- E. Members will have oversight of the clinical undergraduate program and do not serve solely as representatives of their department
- F. Shall complete at least 1 hour orientation on understanding the basics of undergraduate program academics

Council Responsibilities:

Curriculum Oversight

- Review and evaluate BSN curriculum
- Submit annual report summarizing accomplishments and future goals to Dean's Council
- Assign curricular sections to council members, eliminating the need for a separate Curriculum Committee
- Replace the School Wide Curriculum Committee with quarterly joint meetings of BSN and Graduate councils to facilitate alignment
- Align with accreditation standards and evolving healthcare needs
- Support integration of current research, evidence-based practices and emerging trends

Program Development & Student Success

- Recommend strategies for student engagement, retention, and performance
- Explore pathways for transition into graduate programs
- Collaborate with faculty and administration to enhance undergraduate education

Governance & Representation

- Serve a term limited to 2 years with the possibility of re-appointment
- Establish voting structures and decision-making protocols
- Maintain strong communication with faculty, students, and leadership
- Participate in New Faculty Orientation

Effectiveness & Accountability

- Develop and monitor key performance indicators

- Provide data-driven recommendations to Dean's Council
- Report to the faculty at Total Faculty Organization and the Dean's Council; these reports should also be posted on the SoN Intranet

Section 2.

The **Graduate Clinical Academic Council** shall

- A. Be composed of six (6) voting members appointed by Dean's Council
- B. Ex Officio member of Associate Dean for Graduate Clinical Education
- C. Chair of Council will be selected by council members and serve as a liaison with the Dean of the School of Nursing, Total Faculty Organization, and other School of Nursing committees and departments
- D. Shall meet monthly
- E. Members will have oversight of the clinical graduate programs and do not serve solely as representatives of their major, or program, or department
- F. Shall complete at least 1 hour orientation on understanding the basics of graduate program academics

Council Responsibilities:

Curriculum Oversight

- Conduct regular reviews of MSN and DNP curricula
- Submit annual report summarizing accomplishments and future goals to Dean's Council
- Assign curricular sections to council members, eliminating the need for a separate Curriculum Committee
- Replace the School Wide Curriculum Committee with quarterly joint meetings of BSN and Graduate councils to facilitate alignment
- Ensure alignment with educational best practices and accreditation standards
- Evaluate feasibility of curriculum modifications to enhance student outcomes

Program Development & Integration

- Propose innovations in education, research, and practice
- Facilitate integration where appropriate between MSN and DNP programs
- Ensure equitable representation of all concentrations

Governance & Representation

- Serve a term limited to 2 years with the possibility of re-appointment
- Establish voting and decision-making protocols
- Collaborate with entities like Pitt's Center for Excellence in Digital Education [EDGE]

Effectiveness & Accountability

- Track key performance indicators to evaluate impact
- Report structured recommendations to Dean's Council
- Report to the faculty at Total Faculty Organization and the Dean's Council; these reports should also be posted on the SoN Intranet

Section 3.

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 Senior Associate Dean for Teaching and Learning 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 Associate Dean for Research and Scholarship of the School of Nursing, Total 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 Total Faculty Organization regarding any issues related to the PhD program.
- G. Review and Implement policies and procedure relevant to the admission, progression and graduation of all PhD students, and make recommendations as needed.
- H. Provide consultation as necessary to those reviewing applications to PhD program.
- I. Oversee the development, administration and evaluation of the PhD comprehensive examination.

ARTICLE VIII. QUORUM

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

ARTICLE IX. 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 X. 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.

Approved by Total Faculty Organization:

5/5/97; 3/23/98; 4/26/99; 5/15/2000; 2/2001; 7/2005, 1/2009, 4/2011, 6/2013,
8/2014, 08/2015, 02/02016, 11/2017. 02/2019, 10/2020, 04/2021, 08/2022, 04/2025, 09/2025

[S. Duplaga]