THE UNIVERSITY OF TEXAS AT EL PASO
SCHOOL OF NURSING
BYLAWS OF THE SCHOOL OF NURSING FACULTY ORGANIZATION

ARTICLE I

The name of the organization shall be the School of Nursing Faculty Organization of The University of Texas at El Paso, herein referred to as the “Organization” and the “School”. These Bylaws shall apply to the Faculty Organization of The University of Texas at El Paso School of Nursing.

ARTICLE II
PURPOSE AND FUNCTIONS
SECTION 1. The purpose of the Organization shall be to:

1.1 Provide for academic governance.

1.2 Promote a climate to enhance the scholarly and professional pursuits of students and faculty.

1.3 Facilitate the development and the implementation of the educational programs of the School.

1.4 Facilitate opportunities for faculty members to continue to develop professionally.

1.5 Manage productive communication within the School of Nursing for receiving reports, taking action, and promoting esprit de corps.

1.6 Provide channels for communication and collaboration between the School of Nursing and the departments within other colleges and the University.

SECTION 2. The functions of the Organization shall be to:

2.1 Develop, implement, and evaluate curricula in the School of Nursing.

2.2 Develop, implement, and evaluate all facets of the School of Nursing.

2.3 Promote academic and professional development of the faculty through practice, research, and service.

2.4 Conduct the business of the Organization.

ARTICLE III
MEMBERS AND VOTING

1.1 All faculty who hold at least a 50% appointment with the School of Nursing shall be voting members.
1.2 Part-time faculty who hold <50% appointment, adjunct faculty, and Professors emeriti of the School shall constitute the associate membership and shall have all membership privileges except that of voting.

ARTICLE IV
ELIGIBILITY TO SERVE, ELECTIONS, OFFICERS, AND DUTIES OF OFFICERS
SECTION 1. Eligibility to Serve and Election of Officers

1.1 All full-time voting faculty members having completed one year of service shall be eligible to serve as officers in the Organization.

1.2 The Chairperson shall serve one year.

1.3 The Chairperson elect shall be elected to serve one year as Chairperson-elect and then serve as Chairperson for one year.

1.4 The secretary shall serve one year and may be elected for no more than two consecutive terms.

1.5 Officers are voting members of the Organization.

1.6 Elections shall be by plurality voting.

1.7 In the event of a tie vote, a run off election shall be held.

1.8 The slate of nominees shall be presented by the nominating committee, and the Chairperson shall also accept nominations from the floor and conduct elections by acclamation.

1.9 In the event of a vacancy in the office of Chairperson, the Chairperson-elect shall become Chairperson for the unexpired term and for the subsequent year as originally elected.

1.10 In the event of any other vacancy, the person with the next highest number of votes in the original preceding election will be appointed by the Chairperson to fill any unexpired term. If no one is available to serve, the Chairperson shall conduct an election to fill the vacancy.

1.11 The yearly term for Organization officers runs from August of the academic year through the succeeding August.
SECTION 2   Duties of Officers

SECTION 2.1   Chairperson
The Chairperson shall:

2.11 Appoint a temporary alternate in the absence of elected officers.

2.12 Prepare agenda and distribute to the membership at least one week prior to meeting.

2.13 Call meeting to order after having ascertained that a quorum is present, preside at meetings, and declare meeting adjourned when the membership so votes or at the time prescribed in the agenda.

2.14 Manage the Organization business communications.

2.15 Prepare annual report to be submitted to the College Organization.

SECTION 2.2   Chairperson Elect
The Chairperson elect shall:

2.21 Serve in the absence of the Chairperson.

2.22 Serve as chairperson of the Bylaws Committee.

2.23 Maintain an official current copy of the Organization By-Laws.

SECTION 2.3   Secretary
The Secretary shall:

2.31 Maintain a record of the proceedings of all Organization meetings.

2.32 Develop and distribute a master list of standing committee membership to all faculty.

2.33 Develop and distribute a master calendar of standing committee and organization meetings to all faculty.

2.34 Distribute minutes to all members and associates within two weeks following meetings.

2.35 Hard copy and electronic copy of the SONFO minutes and signed attendance sheet shall be retained by the SON Administration.

2.36 Handle official correspondence of the Organization.
ARTICLE V
MEETINGS
SECTION 1 Regular Meetings

The Chairperson shall call at least one regular meeting at the beginning and end of each semester at the designated time for organizational meetings. Every attempt will be made to set a designated time for organizational meetings, which does not coincide with any class meetings. If this is not possible, the meeting time will be set to accommodate the schedules of the majority of faculty members. All faculty and student representatives will attend scheduled meetings.

SECTION 2 Special Meetings

Special meetings may be called by the Chairperson, or following a petition of a minimum of one-third of the voting members of the organization.

SECTION 3 Quorum

A majority of voting members of the Organization shall constitute a quorum.

SECTION 4 Proxy Voting

A nursing faculty member who must be absent for illness or school related business shall notify the Chairperson prior to the meeting or as soon as possible, and may authorize any member to submit his/her proxy vote for a specific meeting. The authorization must be in writing to the Chairperson specifying the individual who has been designated as the proxy.

ARTICLE VI
COMMITTEES
SECTION 1 General Rules for Committees

1.1 Voting members shall constitute faculty

1.2 The Dean of the School and the Organization Chair shall serve as ex-officio members of all committees, except for the Nominating Committee.

1.3 Each committee shall meet in the first six weeks of the fall semester to establish the calendar for committee meetings.

1.4 Each committee shall submit the calendar, the names of the officers of the committee, a roster of committee members, and the goals to the Organization secretary - prior to the 2nd fall meeting.

1.5 Ad Hoc Committees may be appointed as needed by the Chairperson of the Organization or by the Chairperson of any standing committee. They may also be formulated by a motion from nursing faculty at a regular or special meeting.
1.6 A majority of members must be present for committees to take action.

1.7 Committees shall present policy proposals for nursing faculty review at least one week prior to Organization meetings.

1.8 Each standing committee shall select a chairperson and secretary. The Chairperson and Secretary will be elected annually at the first meeting of the committee.

1.9 Elected members shall serve staggered two-year terms, and may serve no more than two consecutive terms.

1.10 Each committee must file four (4) copies of minutes including official attendance lists: one in the Dean's office, the second in the Organization record book, and the third to the chairperson of the Organization. The original signed document will be kept in the Office Manager Archives Room.

SECTION 2 Standing Committees

The Standing Committees shall be:
Nominating Committee
Bylaws Committee
Admissions, Progression and Graduation Committee
Undergraduate Curriculum Committee
Graduate Studies Committee
Nursing Educational Resource Committee
Nursing Program Evaluation Committee
Faculty Orientation and Development Committee
Faculty Evaluation Committee for Nursing
Faculty Recruitment and Search Committee
Undergraduate Course Managers Committee

SECTION 2.1 Nominating Committee

The Nominating committee shall:

2.11 Be comprised of three (3) members of the School. Members must have served as faculty of the School for a minimum of two (2) academic years.

2.12 Nominate candidates for Organization offices and standing committees after soliciting members' agreement to serve.

2.13 Prepare and circulate slate of nominees at least one week before the last scheduled meeting during the Spring semester.
2.14 Election shall be held at the last scheduled meeting of the Spring semester.

SECTION 2.2 Bylaws Committee

2.21 The Chairperson-elect of the School of Nursing Faculty Organization shall serve as Chairperson of the Bylaws Committee.

2.22 Be comprised of two (2) members of the School, one tenure track and one clinical track. Members must have served as faculty of the School for a minimum of two (2) academic years.

2.23 Shall meet a minimum of one time during the Fall semester to review the bylaws and consider requests for revisions.

2.24 Requests for revisions may originate from individual faculty, committees, and the Organization.

2.25 Shall present drafts to the faculty organization of proposed revisions for discussion and action. Distribute copies of proposed revisions to all members one week prior to the meeting.

SECTION 2.3 Admissions, Progression and Graduation Committee for all the Undergraduate Nursing Programs

2.31 Be comprised of five (5) members of the undergraduate SON faculty, at least one student representative, and the Compliance Coordinator as needed. The Assistant Dean for Student Affairs and Associate Dean for Academic Affairs shall be ex-officio.

2.32 Shall meet at least monthly once each semester and as necessary.

2.33 Shall enforce and implement current admission policies in the selection process of the applicants for admission to all of the undergraduate programs.

2.34 Develop, review, and implement policies related to admissions, progression and graduation of students in the undergraduate programs.

2.35 Review documents to verify compliance with admission standards, policies, and protocols of all of the undergraduate programs. Approve applicants for the upcoming enrollment period according to policies for all the undergraduate programs. Identify alternates for unfilled seats.

2.36 Assist in reviewing student records for awards and scholarships available to undergraduate nursing students.
SECTION 2.4  Undergraduate Curriculum Committee

2.41 Membership shall be comprised of seven (7) elected faculty members, one representing each semester of study, (4 through 8), one (1) doctoral faculty member at large, and one (1) student representative. Three of the faculty members shall serve a two-year term and be elected in the odd years, and three of the faculty members shall serve a two-year term and be elected in the even years. The doctoral faculty member at large shall serve a two-year term and be elected in the even years. The student representative shall be appointed for a one year term.

2.42 The committee is charged with overall responsibility for the operation of the Undergraduate nursing programs, including:
   (1). Recommending members for faculty membership.
   (2). New degree programs.
   (3). Undergraduate course offerings.
   (4). Undergraduate catalog listings and updates.
   (5). Review of course descriptions and objectives for undergraduate courses.
   (6). Development of procedures for approving requests for substitution of courses within official degree plans.
   Recommendations will be transmitted through regular channels within the school and to the designated University departments as needed.

2.43 Develop the philosophy, objectives and curriculum, to include process and content, of the Undergraduate Nursing Programs within the policies of The University of Texas at El Paso.

2.44 Review and approve all proposals for new Nursing courses, major changes in Nursing course objectives, and other changes in course titles, credit, or other curricular matters for the Undergraduate programs and forward recommendations to the Organization for appropriate action.

2.45 Evaluate the undergraduate nursing curriculum based upon the Program Evaluation Matrix and make recommendations to the Organization.

SECTION 2.5  Graduate Studies Committee

2.51 Membership shall include all the School of Nursing faculty who are also regular/full members of the Graduate Faculty of the University of Texas El Paso and clinical nursing faculty who have at least 50% faculty appointment and approved to teach graduate nursing courses for the current academic year. Other members include at least one (1) graduate student representative who shall be appointed from currently enrolled graduate students for a one-year term. The Dean of the School of Nursing will determine the qualified graduate faculty for each academic year and make this list available to the Chairperson prior to the first meeting of the fall semester.
2.52 Responsibilities of the committee:
The committee is charged with overall responsibility for the operation of the Graduate nursing programs, including:

(1) Recommending members for Graduate Faculty membership.
(2) New degree programs.
(3) Graduate course offerings.
(4) Graduate catalog listings and updates.
(5) Review of course descriptions and objectives for graduate courses.
(6) Development of policies and procedures related to student admission, progression, admission to candidacy, and eligibility for graduation.
(7) Development of procedures for approving requests for substitution of courses within official degree plans.
Recommendations will be transmitted through regular channels within the school and to the graduate school as needed.

2.53 Develop the philosophy, objectives and curriculum, to include process and content, of the Graduate Nursing Program within the policies of the University of Texas at El Paso.

2.54 Review and approve all proposals for new Nursing courses, major changes in Nursing course objectives, and other changes in course titles, credit, or other curricular matters for the Graduate programs and forward recommendations to the Organization for appropriate action.

2.55 Evaluate the graduate nursing curriculum based upon the Program Evaluation Matrix and make recommendations to the Organization.

SECTION 2.6 Nursing Educational Resource Committee

2.61 Be comprised of two (2) elected faculty members, Director of the Simulation Laboratory, Director of the Independent Learning Center, library contact for the School of Nursing, the nursing liaison to the library appointed by the Dean of the School of Nursing and one (1) seventh or eighth semester student representative.

2.62 Review current holdings of the University Library, Independent Learning Center, and the Simulation laboratory.

2.63 Make recommendations for development, utilization and future development of services and acquisition of materials, both software and hardware, for the University Library holdings, Independent Learning Center, and the Simulation laboratory.

2.64 Evaluate the educational resource requirements of the faculty in order to support quality education and scholarly pursuits.
2.65 Make recommendations for approval, acquisition, and distribution of resources to the Organization.

SECTION 2.7 Nursing Program Evaluation Committee

2.71 Be comprised of three (3) members of the School of Nursing, two members of graduate faculty, and one member of undergraduate faculty. At least one (1) member shall be doctorally prepared. Ex-officio member is Director of Program Evaluation.

2.72 Evaluate the outcomes of the undergraduate and graduate nursing programs.

2.73 Analyze results of the nationally-standardized testing package examinations currently used.

2.74 Evaluate longitudinal studies to determine graduate satisfaction, employment status, and employer satisfaction.

2.75 Formulate recommendations for program revision.

2.76 Insure implementation of recommendations for accrediting agency purpose.

SECTION 2.8 Faculty Evaluation Committee for Nursing

2.81 Be comprised of one representative for each five full-time faculty members in the School of Nursing. Committee composition should represent the tenured / tenure track / clinical faculty composition in the School.

2.82 Conduct periodic faculty evaluations and make recommendations to the Dean of the School of Nursing.

2.83 In the event that a committee member(s) is/are to be considered for promotion, she/he must resign from that committee. The nominating committee shall prepare a slate and conduct an election to replace the person(s).

2.84 Committee recommendations for promotions and tenure shall be made by members of rank no lower than that to which the colleague under consideration aspires. The Nominating Committee shall conduct an election to reconstitute the committee according to these specifications as necessary.

2.85 Evaluate, revise and recommend to the faculty written criteria and procedures for evaluation for appointment, promotion, tenure, retention, merit, and termination within the policies of the University.

2.86 Implement University policies and/or guidelines regarding professional activities of the faculty.
2.87 Develop and recommend criteria and procedures when appropriate for awards for outstanding faculty.

2.88 Review, resolve and/or refer academic concerns to the Dean of the School of Nursing, Associate Dean, Assistant Deans, and/or faculty as appropriate.

2.89 Assist faculty members in preparing for promotion or tenure.

SECTION 2.9 Faculty Recruitment and Search Committee

2.91 Be comprised of four (4) members of the School of Nursing faculty, two tenured or tenure track and two clinical track faculty.

2.92 Develop a written plan for recruitment of new faculty members to the School.

2.93 Identify appropriate avenues for advertising vacancies and make recommendations to the Dean of the School as appropriate.

2.94 Design an itinerary to be enacted for prospective faculty during campus visits.

2.95 Develop guidelines for evaluation of potential candidates, compile results, and forward to the Dean of the School as appropriate.

SECTION 3.0 Undergraduate Course Managers Committee (UGCMC)

3.01 The UGCMC is a non-elected, administrative committee.

3.02 The UGCMC is composed of each undergraduate course manager and the undergraduate semester coordinators appointed by the Dean of the School and the Associate Dean.

3.03 The UGCMC will meet monthly to review issues that affect the successful implementation of course objectives or that impede the efficient and effective administration of any undergraduate course in the School.

3.04 The UGCMC will articulate with other SON standing committees to implement policies and procedures to insure the successful administration of all undergraduate courses within the School.

3.05 All action items emanating from the UGCMC will be forwarded to the appropriate elected standing committee (ex. UGCC or APG Committee) or directly to the SONFO for vote.
Section 3.10  Faculty Development and Orientation Committee

3.11 The Faculty Development and Orientation Committee is comprised of four committee members: two tenure/tenure track members and two clinical track members.
3.12 The committee will meet once each semester and as needed.
3.13 The committee plans, implements, and evaluates professional faculty development activities, which includes new faculty orientation.

ARTICLE VII
AMENDMENTS

The Bylaws, Rules and Policies of the School of Nursing Faculty Organization may be amended at any meeting or by electronic vote by two thirds of eligible faculty members. The proposed amendment must have been circulated to all nursing faculty members at least one week prior to the regularly scheduled meeting.

ARTICLE VIII
PARLIAMENTARY RULES
SECTION 1  The School of Nursing shall be governed by Robert's Rules of Order, latest edition, in all cases where they are applicable.

SECTION 2  Standing Rules

2.1 Reports and committee activities will be written and submitted to the SONFO chairperson for attachment to the agenda which is distributed one week before the next scheduled SONFO meeting. Reports may be amplified verbally at the meeting.

2.2 Faculty concerns will be made known in writing or in person at the appropriate committee meeting for consideration. If nursing faculty action is required, the committee chairperson will present the item in the SONFO meeting.

2.3 Motions will be made in writing except for procedural activities such as acceptance of the minutes and adjournment.