

**Faculty Senate  
Executive Committee**  
Thursday, January 13, 2011  
10:00 a.m. – 12:00 p.m. – Adelbert Hall, Toepfer Room

AGENDA

10:00 a.m.	Approval of Minutes from the December 10, 2010 Executive Committee meeting, <i>attachment</i>	A. Levine
	President's Announcements	B. Snyder
10:05 a.m.	Provost's Announcements	B. Baeslack
	Chair's Announcements	A. Levine
10:10a.m.	Report by Budget Committee	JB Silvers
10:25a.m.	Report by Committee on Information and Communication Technology	K. Lyytinen
10:35a.m.	Report by Committee on Research	B. Kirsh
10:45a.m.	Report by Committee on University Libraries	M. Quinn Griffin
10:55a.m.	School of Nursing By-laws <i>attachment</i>	K. Ledford E. Click or K. Montgomery
11:10a.m.	Honorary Degree Nomination <i>attachment</i>	A. Levine
11:15a.m.	USG and GSS Faculty Awards <i>attachment</i>	A. Levine
11:30a.m.	Considering Consolidation of Some Faculty Senate Committees <i>attachment</i>	A. Levine
11:40a.m.	Update on CSE Proposal and SAGES	A. Levine



Faculty Senate Executive Committee  
Minutes of the January 13, 2011 meeting  
Adelbert Hall, Toepfer Room

**Committee Members in Attendance**

Bud Baeslack	Ken Loparo	Jonathan Sadowsky
Jessica Berg	Diana Morris	Sorin Teich
Gary Chottiner	Carol Musil	Liz Woyczynski
Alan Levine	Roy Ritzmann	

**Committee Members Absent**

Sue Hinze  
Barbara Snyder

**Others Present**

Bob Kirsh	JB Silvers	Mary Quinn Griffin
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**Call to Order and approval of minutes**

Professor Alan Levine, chair, Faculty Senate, called the meeting to order at 10 a.m. The minutes of the December 10, 2010 meeting of the Faculty Senate Executive Committee were approved as submitted.

**Provost's Announcements**

Provost Bud Baeslack said that there are lots of plans and activities for spring 2011, and he thanked the members of the Executive Committee and the standing committee chairs for all their efforts.

**Chair's Announcements**

Prof. Alan Levine, chair, Faculty Senate, called for a moment of silence in honor of the Prof. Mark Smith, the late chair of the Faculty Senate Committee on Faculty Compensation who was killed in a car accident. He said that the Faculty Senate will review the updated Climate Action Plan in February. Later in the semester the Faculty Senate will review the pilot faculty conciliation and mediation program. The Nominating Committee is starting to recruit new members for the faculty senate standing committees.

Last spring the Faculty Senate approved amendments to the Faculty Handbook to raise the importance of academic advising and mentoring activities by placing them under teaching responsibilities rather than service responsibilities. The resolution requested that each of the schools and the college present updated plans for academic advising and mentoring to the Provost and the Faculty Senate by December 2010. To date, only the College of Arts and Sciences has submitted a plan. Prof. Levine will send a reminder to the deans and executive committees of the other constituent faculties.

Prof. Levine also raised the issue of course evaluations. Completion rates need to be improved; incentives and disincentives for students to complete course evaluations may be necessary. A senator said that standardizing course evaluation forms, increasing student participation rates and use for all classes is critical for course evaluations to be considered in the promotion and tenure process. Another member of the Executive

Committee said that although completion rates were higher when course evaluations were completed in class with pencil and paper, online course evaluations could also be completed in class. A senator noted that incentives and disincentives might enforce thoughtless compliance. Another senator said that using class time for students to complete course evaluation forms would help increase the importance of the course evaluations; students would be motivated to provide more thoughtful feedback if they know that course evaluations are carefully considered. Another member of the Executive Committee noted that course evaluation forms are required in the Law School; professors preface the requirement with comments in class about how much student course evaluations are valued at the Law School. Provost Bud Baeslack reiterated that student course evaluations are used in the promotion and tenure process. Course evaluations figure more prominently in borderline cases, where strong or weak course evaluations can make a difference. It's important to have a quality instrument to measure teaching effectiveness.

#### **Report by Faculty Senate Budget Committee**

Prof. JB Silvers, chair, Faculty Senate Budget Committee, reported on the committee's discussions regarding a new university budget committee. A new university committee would plan strategically for the future; faculty members on the committee would be knowledgeable and highly involved. The faculty senate committee will continue to monitor and evaluate how funds are currently distributed; faculty members should make reports between their constituent faculty budget committees and the Faculty Senate Budget Committee. The committee suggests that the faculty senate committee be renamed the Faculty Senate Finance Committee. The new university committee would be appointed this spring. The committee's activities would be monitored and evaluated so that needed changes to the Faculty Handbook - concerning the Faculty Senate Budget Committee and its relationship to the new University Budget Committee - would be informed by the experience gained over the next semester or two. Senators had some questions about how the Faculty Senate could provide input on which faculty are appointed to the University Budget Committee. The role of liaison members, who would serve on both committees, especially for the initial trial period, was considered important.

#### **Report by Committee on Information and Communication Technology**

Prof. Kalle Lyytinen, chair, Faculty Senate Committee on Information and Communication Technology, gave a report about the committee's activities to date. The committee's report is attached to these meeting minutes.

#### **Report by Committee on Research**

Prof. Robert Kirsch, member of the Faculty Senate Committee on Research, gave a report on the committee's activities to date.

Prof. Levine commented on the importance of including a sunset clause when university wide research centers and institutes are established so that regular evaluations are required before funding is renewed. Another senator commented that the university lacks summer research funds that are available at other universities; Provost Baeslack commented that the schools and the college would be responsible for providing those funds.

#### **Report by Committee on University Libraries**

Prof. Mary Quinn Griffin, chair, Faculty Senate Committee on University Libraries reported on the committee's activities to date. The committee's report is attached to these meeting minutes

A senator criticized the university library's decision to stop ordering print copies of scholarly journals to save money on subscription and storage costs.

#### **School of Nursing By-laws**

Prof. Ken Ledford, chair, Faculty Senate Committee on By-laws and Profs. Elizabeth Click and Kathleen Montgomery from the School of Nursing presented the amended School of Nursing By-laws. Amendments were made to keep the school by-laws consistent with changes to the Faculty Handbook. The proposed changes ensure faculty involvement in the academic affairs of the school.

**Honorary Degree Nomination**

Prof. Alan Levine, chair, Faculty Senate introduced the nomination by Provost and the Honorary Degree Committee for an honorary degree for a distinguished author and politician. The Faculty Senate Executive Committee approved the nomination.

**Approval of the Wednesday, January 19, 2011 Faculty Senate meeting agenda**

The agenda for the January 19 faculty senate meeting was approved. The meeting was adjourned at 12 p.m.

APPROVED  
by the  
FACULTY SENATE EXECUTIVE COMMITTEE



ELIZABETH H. WOYCZYNSKI  
SECRETARY OF UNIVERSITY FACULTY

## FSCICT Report for the Academic Year 2010-2011

Kalle Lyytinen, Chair of FSCICT

1/12/2011

Main issues that have been accomplished

- Mission charge and name change to Faculty Senate Committee on Information and Communication Technology (FSCICT).
- implementing the new IT project prioritization process and discussing how new priorities for infrastructure investment have been set up in the prioritization committee for year 2010.
- Review of ITS budget and current breakout for IT investment within the unit.
- Review of an inquiry concerning overall IT spending. The report was prepared by school's financial officers based on their operating budgets and lines of items. Review shows that c.a. 40 % of all IT cost is outside ITS budgeting at school level excluding research related IT spending. A request by several senators was made to ask ITS to explore with the Budget Officers the availability of more 'granular, dept level data'.
- Review of IT security measures and challenges especially the impact of using identity finder in removing sensitive personal and financial data. Problem currently people run the identity software, but do not do anything with findings. Another issue is what are PHI identifiable topics? So far 23 million matches. Still 13 million unaccounted though we know the big number sites and can address them..Major challenges are in Med, Bioengineering, Chemistry, Nursing, which all get personal data. We need to also inform about these challenges during IRB policy practices. Other challenges currently FISMA and STUX Network worm.
- Review of main budget items for ITS. IT has become entitled for capital budgeting for the first time. Initially there was 4 million \$/ year for network update and expansion, but it is now cut down 2.2 \$ million / year. ITS has committed to another 3 million. Main investment into network edge- outside world- as to provide multiple data pathways to Internet. Today 1 Gbit, 10 years ago 34 Mbit, and soon will add another 1 to 2 Gbit. Replacement of new wireless capability by adding new controllers to wireless networks. Today 3000 simultaneous users. Minor items: a new storage environment and virtualization of data center which enables to offer student virtual machines.
- Review of peer institution IT spending across universities covering both central and decentralized spending. Problem in Case is the lack of de-centralized IT investment and related innovation. Money for HPC initiative is currently removed. Only \$3.5 million dedicated for research computing centrally. At the same time no high investment in faculty in doing computational research. Overall spending in Case is

also lower than centralized spending in many other universities, which should be a concern in the long term. Current challenge is the removal of the high performance computing initiative.

- Review of service and cloud development in IT services. Currently more opportunities to use networks as services on top of e-mail. Other areas for servicing in the future are data centers and some standard services (Blackboard).
- Future activities
  - o Review of IT governance in schools and related IT spending
  - o Review of desktop SLAs and future contract preparation
  - o Budgeting priorities and principles related to IT (investments, allocation charge-back)
  - o - ITS strategic plan for Year 2012-2013
  - o Plan for 2011-2012

# Summary of Faculty Senate Research Committee Meeting minutes

## September 10 - December 10, 2010

### 1. Establishing and managing multi-disciplinary research centers

- Governance of inter-departmental and inter-school centers, e.g., resulting from Provost's Alliance initiative
- Questions raised:
  - What are the existing policies of the various schools and UH? (Some have policies, some do not).
  - How are centers across schools managed, especially when policies conflict?
  - Alliances:
    - Do they report to the Provost or to a school?
    - Do PI's of Alliances need to sign an agreement that clarifies working relationships?
    - How to have buy in and communication with Deans when center reports to provost?
- Input from people with knowledge and recent experience
  - Stuart Rowan: Institute for Advanced Materials
    - Described this Provost-funded Institute to bring together materials researchers from Engineering, Arts & Sci, Medicine, Dental schools
    - Some funds used for research, some for infrastructure and core facilities
    - Questions:
      - Will they receive a return on indirect costs?
      - What's the 'value added' from operating this Center?
      - Will the Center have a departmental, school or institute based business plan?
      - What is the role of fundraising (e.g., name the Center after someone)
      - How do we track metrics of these Centers to develop and sustain them?
  - Shannon French: Inamori Center
    - Operates from a \$10M endowment
    - Discussed how it reports to and works for ALL the Deans of Schools because it is a university center
    - Warned that naming a center can limit funding because others don't want to put their name under an existing name; suggested slicing things away and naming them (i.e. a lecture series sponsored by a company, person, etc.)
- Action items for FSRC on multi-disciplinary centers
  - An official policy must be put in writing
  - Need to put together a launch team to help people start new Centers and to end Centers that have run their course
  - Chris Ash will write a proposal for University wide Centers and Institutes
  - FSRC will make recommendations on this proposal

### 2. National Research Council Data-Based Assessment of Research Doctorate Programs

- ***Dr. Charles Rozek (Dean of the School of Graduate Studies) presented:***
  - The process used by the NRC to assess PhD programs, and how to access the results.
  - Described some CWRU-specific issues (e.g., graduate programs not eligible for the study because of insufficient graduation rates).
- ***Questions for the Provost's office:***
  - What changes (positive and negative) have happened since 2005-2006 that would impact these results?
  - Are there significant correlations between the NRC data and our own internal assessments done during the University's Strategic Planning?
    - What administrative policies need to be changed to enhance future ratings?
    - What PhD programs need to be strengthened, merged, etc. to improve the overall ratings?

- How do we compare to our aspirational competitor universities?
- What are the significant regional consequences of this study (e.g., OSU, UM competition)?
- Suggestions for the Capital Campaign:
  - To fund graduate and undergraduate fellowships, especially first year graduate fellowships. Most competitive universities have these already.

### **3. CWRU Climate Action Plan**

- John Ruhl presented CWRU's Climate Action Plan in response to the 2008 President's Climate Commitment to attain net zero carbon emissions by 2050.
- Several possible actions that would impact research activities were discussed:
  - office/lab temperatures and the impact on certain equipment and experimental procedures
  - increasing density of research space
  - centralized computer power control
  - travel for scientific purposes
- Initial FSRC recommendations
  - Use the national initiative to force vendors to dramatically increase energy efficiency of equipment (e.g., computers).
  - Better consider likely technological improvements in both energy efficiency and in energy generation in planning for this initiative.

### **4. Non-scientific barriers to research**

- Health plan for post-docs
  - Complaint from post-doc representative that the currently offered plan is maybe too "deluxe" for some individuals and they would prefer some choices/flexibility. Charles Rozek described the major effort needed to put the current plan in place at a reasonable cost.
  - One of the issues seem to be the low number of people officially designated as "post-docs", which may be semantics (i.e., vs. "research associates", etc.).
- Strong support for the announced phase-in of a health subsidy plan for graduate students.
- Concerns about Purchasing being uncooperative relative to non-preferred vendors.



## **Report of Faculty Senate Committee on University Libraries to Faculty Senate Executive Committee**

With the appointment of the University librarian, Mr. Arnold Hirshon, the committee has spent time reviewing, discussing and providing input for a number of new initiatives he is planning for the university libraries.

### **1. Strategic Plan**

The plan will have a three part: Environmental Scan, Visioning, and Planning Priorities

**Part 1: Environmental Scan.** This working group is composed of library staff have been assigned to identify 2-3 trends/key issues for each of the five areas that will direct the strategic plan. Five areas: education; scholarly research and publishing; information technology; teaching and learning; and society. Completion date: January 2011

**Part 2: Visioning.** Developing mission, vision and value statements of the library. This will be a highly participative process open to all library staff and to the campus community. The dates for this session are set for January 18-19, 2011. Completion date end of January 2011.

**Part 3: Planning Priorities.** Articulation of proposed KSL strategic objectives, priorities, and success metrics for the next 3-5 years with the university's strategic goals. Also benchmark strategic plan with their peer research libraries. A small Strategic Planning Team will be formed that is representative of faculty, students, and university staff. Initial draft, will be circulated on campus for comment. Completion Date - April 2011.

### **2. Taskforce on Acquisition and Retention of Library Materials**

Dr. Hirshon has set up a taskforce with faculty from each school. The first meeting will be held in January. This taskforce will report their findings to the FSCUL. These findings are critical as the university plans and budgets for acquisition of library materials particularly as we consider potential changes in Ohiolink. The candidate selected for the Executive Director position has declined the appointment so the Interim Director will continue through June 2011. A crucial piece of information is that it is still unknown how the current budget issues for the State of Ohio will affect OhioLINK and ultimately the CWRU libraries.

Members of the Faculty Senate Committee on University Libraries are not members on the strategic planning team or on the Task Force on the Acquisition and Retention of Library Materials. This group will be involved throughout the entire planning process and will be given continuous updates. The final draft of the strategic plan will **not** be approved without the input and approval of this Committee. This intentional strategy was to make sure there was wide faculty input.

### **3. Library Development and the Capital Campaign**

A request has been made to the Provost and the Vice President of Development to create a development position for the library, funding is not available so Mr. Hirshon is looking at funding alternatives. The Faculty Senate Committee on University Libraries is extremely supportive of having a development position for the library. With the implementation of new initiatives, the budget issues with Ohiolink, increasing costs of acquisitions etc development support is a key factor in improving the current library services. It is too strategic and too critical

not to have this position filled prior to the capital campaign being launched in another year. Priorities for the capital campaign will be generated from the strategic plan.

#### **4. Faculty Study Space**

The need for faculty study space within the library has been an ongoing issue for the Faculty Senate Committee on University Libraries over the past couple of years. Arnold Hirshon has started a pilot initiative with six faculty carrels available within KSL. Eight faculty applied, six received their study spaces (1/1/11 to 8/15/11), the two additional faculty did not meet the criteria. This is a first step to resolve the faculty study space issue as faculty particularly those in arts and humanities are requesting individual locked private offices for study spaces as is common at academic libraries in the AAU. This committee will continue to monitor this issue.

#### **5. Research Commons**

Pilot project is to have a designated research commons area for faculty, graduate students, and post-docs. Minor modifications will be made to the Mather Reading room along with Card access. Pilot will start this semester. This area may be reserved for special meetings (e.g., graduate students' research presentations, special events, etc.). Pilot will be evaluated and other ways to support this group will be solicited. .

#### **6. KSL Café**

The KSL café is estimated to open early this semester. The vending machines will remain in the lower level. Furniture throughout the library will be repurposed to accommodate seating for the café and create more open space to work and study; and relocating the lockers (most likely to the lower level). Procedures for using the lockers will also be changed and updated. Another initiative taking place is a student competition to redesign the KSL first floor.

#### **7. The National Institutes of Health Public Access Policy**

This is an information item. The National Institutes of Health Public Access Policy requires that all articles resulting from research supported in whole or in part by NIH must be deposited within 12 months of publication into the National Library of Medicine's PubMed Central, a free digital archive of biomedical and life sciences journal literature. The Cleveland Health Sciences Library has been working for a few years with Case researchers and their administrative staff educating them on ways to comply, and emphasizing the copyright issues that needed to be addressed. Last spring, NLM reached out to Case to participate in a pilot database they were developing to track institutions' compliance with the Policy. Case's NIH research funding is among the highest in the country, so NLM figured we'd be a good test site. The data reported out is real, however, and the negative consequences of *not* meeting an acceptable level of compliance would be severe. Our first challenge is to clear out the backlog of articles stuck somewhere in the submission process. Then we will develop a campus protocol to monitor the submission of new articles from manuscript acceptance through successful deposit into PMC. Getting this right is critical since proposed new legislation – the Federal Research Public Access Act – will expand the mandate to all research funded by U.S. government agencies with annual extramural research expenditures over \$100 million. Articles resulting from that funding must be made publicly available on the internet within 6 months of publication. In a related initiative, the Interagency Working Group on Digital Data (IWGDD) is developing guidelines for long-term access and preservation for federally-generated research data.

1978 – 79  
1979 – 80  
1980 – 81  
1981 – 82  
1982 – 83  
1985 – 86  
amended 5/92  
approved by faculty senate 5/92  
amended 1/95  
approved by faculty senate 4/95  
corrections to the 11/02 amendments 12/12/02  
approved by faculty senate 1/03  
amended 4/04  
approved by faculty senate 5/04  
[amended 2/07](#)  
[amended 5/09](#)  
[amended 1/10](#)  
[amended 4/10](#)

CASE WESTERN RESERVE UNIVERSITY  
FRANCES PAYNE BOLTON SCHOOL OF NURSING

BYLAWS OF THE FACULTY

ARTICLE I

PURPOSE OF THE BYLAWS

These bylaws of the Frances Payne Bolton School of Nursing of Case Western Reserve University (1) ~~Define~~ the duties of the Faculty of Nursing, committees and officers, (2) ~~Provide~~ for establishment of committees and (3) ~~Provide~~ for election of representatives of the Faculty of Nursing to the Faculty Senate, ~~University Undergraduate Faculty Executive Committee, and to college university~~ assemblies as requested.

ARTICLE II

RESPONSIBILITIES OF THE FACULTY OF NURSING

Section 1: This faculty shall have responsibility to:

- a. Adopt rules to govern its procedures, provide for its committees and make recommendations to the ~~d~~Dean for such organization of the teaching staff as it may determine.
- b. Organize and execute the educational program of the School of Nursing including admission ~~and progression~~ policies, curriculum content, degree requirements, ~~and instruction, and establishment and dissolution of academic programs, other than degree programs which require additional review and approval procedures as noted in the Faculty Handbook.~~
- c. Make recommendations to the ~~dean~~ ~~president~~ of initial appointments to the ranks of ~~instructor, assistant professor, associate professor and professor, promotion to these ranks and recommendations for tenure appointments.~~
- d. ~~Elect members to the Faculty Senate to the University Undergraduate Faculty Executive Committee, and to college assemblies as requested.~~
- e. Establish policies relating to appointment, re-appointment, promotion and tenure for

Comment [EC1]: Keep as suggested as is with the suggested phrase.

voting full-time faculty and policies for appointment and promotion for special faculty members.

e. Make recommendations to the dean for tenure and promotion of faculty.

f. Elect members to the Faculty Senate and to university assemblies as requested.

## ARTICLE III

### MEMBERSHIP

#### Section 1 Exception to Rule In Faculty Handbook

Because of the practice nature of the discipline, the Provost has granted the School of Nursing an exception to the Faculty Handbook provision requiring that a majority of the voting faculty shall be tenured or tenure track positions. The goal of the School of Nursing is to reach maintain such a majority of positions at the rank of assistant professor and above as tenured or tenure track positions.

**Comment [ehw2]:** The committee was uncertain what this meant.

**Comment [EC3]:** The Son does not understand the confusion from the Senate Bylaws committee. More clarification is needed.

#### Section 2 Full-Time Faculty (Voting mMembers (full-time faculty))

The president and the chief academic officer of the university next in rank to the president and all persons holding full-time ~~tenured~~ tenure track ~~or tenure~~ and full-time non-tenure track appointments to Faculty of Nursing at the rank of professor, associate professor, assistant professor, and instructor shall be voting members of the faculty.

#### Section ~~32~~ Special Faculty (Non-voting members)

Special ~~f~~Faculty shall consist of faculty members who are appointed by the dean of the school and 1.) hold full-time academic appointments but have specific, limited responsibilities for the duration of a specific project or for a limited duration, or 2.) hold part-time academic appointments. Special faculty shall have voice but no vote. Subject to approval by the provost, the types and titles of sSpecial faculty are as follows:

a. Lecturer

All persons designated as lecturer are those:

1. Who have responsibility for teaching one or more courses included in the school's curricula; and
2. Whose academic qualifications and competencies are other than those may not meet criteria for established university ranks.

b. Clinical Faculty

Includes all persons designated at the university ranks of clinical professor, clinical associate professor, clinical assistant professor, and clinical instructor, and -whose primary appointments are in service agencies whose resources provide settings, by agreement, for students and faculty to have opportunities to engage in education, research and service in accordance with policy and procedures of the School of Nursing.

c. Preceptor

All persons designated as preceptor are those:

1. Whose academic qualifications and competencies are other than those for established university ranks may not meet criteria for established university ranks; and

2. Whose primary appointments are in -service agencies whose resources provide settings, by agreement, for students and faculty to have opportunities to engage in education, research and service in accordance with policy and procedures of the School of Nursing.

**Comment [ehw4]:** This language is included in this Preceptor category, the above Lecturer category and the below Adjunct Appointments category.

Do you also want the same language in the above Clinical Faculty category?

Adding it is not required, we just want to be sure that the omission in the Clinical Faculty category is intentional.

**Comment [EC5]:** Only lecturer and preceptor are persons whose academic qualifications may not meet criteria for established university ranks. The other titles include people who do meet the academic qualifications.

d. Adjunct Appointments

Persons designated at university ranks of adjunct professor, adjunct associate professor, adjunct assistant professor, and adjunct instructor are those:

1. Whose special competencies can provide a desired complement for some designated service, activity or development of the School of Nursing; and
2. Whose academic qualifications meet criteria established for full-time appointees at the same ranks and tracks as shown in Attachment A.

c. ~~Emeritus Faculty~~

#### ARTICLE IV

##### SELECTION OF TRACK

Tenure or non-tenure track must be identified at the time of appointment or promotion to assistant professor or higher. The pre-tenure period in the School of Nursing begins at the rank of assistant professor or higher in the tenure track and is nine (9) years in length.

Tenured and tenure track faculty member obligations to the university include 1) teaching, 2) research and scholarship, and 3) service to the university community. Non-tenure track faculty member obligations include two of the three.

#### ARTICLE V

##### OFFICERS

Section 1. Chairperson – The president of the university shall preside at faculty meetings. In the president's absence, the chair of the Executive Committee shall chair the meeting; in the absence of the Executive Committee chair, the dean's designee shall preside.

Section 2. Secretary – The secretary shall be appointed annually by the executive committee elected annually by the faculty. The functions of the secretary are:

- a. Monitoring the preparation of the minutes of the faculty meetings. Signing the official copy of the minutes.
- b. Being responsible for distribution of these minutes to the faculty.
- c. Serving on the Executive Committee.

#### ARTICLE VI

##### MEETINGS

Section 1. Regular Meetings – At least four (4) regular meetings shall be held between ~~from~~ ~~September~~ and through May.

Comment [ehw6]: Setember 1 and May 31

Section 2. Special Meetings – Special meetings may be called by the president, by the dean or upon request of three members of the voting full-time faculty.

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Section 3. Executive Committee Meetings – At least four (4) meetings shall be held between ~~from~~ ~~September~~ and through May.

Section 4. Quorum – Forty percent ~~One-half~~ of the voting members of the faculty shall constitute a quorum.

Section 5. Voting Body – See Article III, Sections ~~24~~ and ~~32~~ of these bylaws.

## ARTICLE VII

### STANDING COMMITTEES

#### Section 1      Membership and Voting Privileges

- a. The president of the university and the dean of the School of Nursing shall serve as members ex-officio of all faculty committees. Ex-officio status here and in subsequent sections of the bylaws carries with it voting privileges.
- b. Persons holding appointments as special faculty may serve on committees and may vote in committees as designated in these bylaws.
- c. Students serving on standing committees of this faculty may vote in committees unless otherwise indicated by these bylaws.
- d. A faculty member may serve in run for no more than two (2) elected positions per year on standing committees of these bylaws.
- e. An elected member shall be eligible for no more than two (2) consecutive terms on the same committee. An aAppointentas to fill a vacancy on a committee does not constitute a term.
- f. An administrative person serving as an ex-officio member of a standing elected committee shall convene the first meeting of the year, assist with administrative functions of the committee and provide continuity in the committee activities.

g. A quorum of any standing committee shall be one half the voting members unless specifically stated in the by-laws .

Section 2      Election and Appointment – The members of all standing committees shall be elected by the voting full time faculty or appointed as specifically stated. Faculty nominate themselves for positions on the ballot prepared by the Executive Committee. Committee vacancies will be filled by Executive Committee appointment. Elections will be held spring semester with newly elected and appointed members assuming duties beginning fall semester. designated as provided for in Article VII, Section 6b of these bylaws.

Section 3      Term of Office – The members shall serve for a specified term on each appointed or elected committee as designated in Article VII, Sections 6-153 of these bylaws.

Section 4      Chairperson – When the chairperson of a standing committee is not designated, and an ex-officio member is not regularly a member of the committee, a faculty member randomly selected by the Executive Committee Subcommittee on Bylaws shall convene the first meeting of the academic year.  
The chairperson of each standing committee shall be elected annually in the fall by committee members, unless otherwise specified.

Section 5      Reporting – Each standing committee shall submit a written annual report to the faculty for each faculty meeting at the last regular faculty meeting in May.

#### Section 6      Executive Committee of the Faculty

- a. Membership – The committee shall be composed of:
  1. Eight (8) faculty members: six (6) members shall be voting full time faculty; two (2) shall be special faculty.
  2. The dean of the School of Nursing – eEx-officio.
  3. The executive associate dean for academic programs or an administrative

officer who has academic status, appointed by the dean – ~~e~~Ex-officio.

4. The associate dean for research – ~~e~~Ex-officio.

5. The secretary of the faculty – ~~e~~Ex-officio.

~~b. Election – Faculty nominate themselves for positions on the ballot prepared by the Executive Committee.~~

~~e. Term -~~ Faculty shall be elected for a term of two (2) years. Four (4) faculty members shall be elected in even years and four (4) faculty members elected in odd years.

~~c~~d. Functions

1. Identify immediate and long-range issues needing faculty study and action.

2. Provide all faculty the opportunity for discussion of proposals for faculty action.

3. Prepare the agenda for each faculty meeting.

4. Prepare and submit proposed changes in the bylaws to all faculty.

5. Prepare a ballot and conduct an election for all elected positions within the school and university. Electronic ballots are permissible.

6. Appoint *ad hoc* committees of the faculty. The Executive Committee shall provide each such *ad hoc* committee with a specific charge stated in writing and the *ad hoc* committee shall confine itself to the fulfillment of this charge unless otherwise authorized in writing by the Executive Committee. The maximum term of any such *ad hoc* committee shall be twelve months, subject to extension at the discretion of the Executive Committee.

7. Act on behalf of the faculty between regular meetings of the faculty. Such action shall be reported by the chairperson of the Executive Committee at the next regular meeting of the faculty.

8. Make appointments to fill vacancies on standing and *ad hoc* committees unless otherwise stated in these bylaws.

9. Make recommendations to the dean on faculty-requested academic leaves of absence.

10. Evaluate specific cases of student progression/retention as requested by program directors or students.

#### Section 7 Budget Committee

~~a. Membership – The committee shall be composed of:~~

~~1. Six (6) voting full-time faculty members three (3) of whom are elected and three (3) of whom are appointed. Appointments are made by the Executive Committee.~~

~~2. The dean of the School of Nursing – *ex-officio*~~

~~b. Term – Full-time Voting faculty are elected or appointed for a three (3) year term with one (1) faculty elected and one (1) faculty appointed each year. Appointments are made by the Executive Committee.~~

~~b.~~

~~c.~~ Functions

~~1. Review proposed budgets for consistency with strategic plan priorities.~~

**Comment [ehw7]:** Appointments are made by the Executive Committee. Please add who elects the 3 faculty members.

**Comment [EC8]:** Elected members of the Budget Committee and all standing committees are elected by the voting faculty as stated in Article VII, section 2. There is no need to repeat this under every committee.



2. Review fiscal reports biannually and as needed.
3. Advise the dean on fiscal matters.
4. Advise the dean on the number and type of faculty and staff positions.
- 4.5. Recommend to the dean allocation of resources to faculty.

Section 87      Committee on Curricula

- a. Membership – The committee shall be composed of:
  1. Four (4) voting full-time faculty members and one (1) special faculty member.
  2. Four (4) students: one (1) from the BSN program, one (1) from the MSN program, one (1) from the MN program, and one (1) from the DNPND program.
  3. Program directors for the BSN, Grad Entry, MSN and DNPND programs – *ex-officio*.
  4. The executive associate dean for academic programs – *ex-officio*.
- ~~b. Election – Faculty nominate themselves for positions on the ballot prepared by the Executive Committee. Students are selected by the student body in an election held by the appropriate student association.~~
- ~~c. Term – Voting Full-time faculty shall be elected for a term of two (2) years. Two (2) full-time voting faculty members shall be elected in even years and two (2) full-time voting and one (1) special faculty member shall be elected the remaining half of the faculty members elected in odd years. in odd years. Students are shall be selected by the the appropriate student association and shall serve for one (1) year annually. Special faculty shall be appointed by the Executive Committee.~~
- ~~d. Quorum – One half of the faculty who are voting members of the committee shall constitute a quorum.~~
- e. Functions
  1. Evaluate the curricula and courses in of the BSN, MN, MSN, and DNPND programs and recommend, and other approved academic programs, changes to the faculty.
  2. Recommend policies to the faculty changes to existing programs or courses, creation of new programs, specialties, majors or courses, and deletion of current programs, specialties, majors or courses, regarding the progression and graduation of students.
  3. Establish guidelines (based on criteria stipulated by donors) for prizes and awards and selects students to receive such prizes and awards.
  4. Arrange meetings of faculty teaching in the programs to discuss and draft recommendations to the faculty regarding the curricula.
  5. Appoint ad hoc committees as needed to facilitate the work of the Committee on Curricula. Recommend policies to the faculty regarding the progression and graduation of students.



Section 98      Committee on Admission to the ~~Master of~~ Doctor of Nursing Practice (MN) Program

- a. Membership – The Committee shall be composed of:
  - 1. ~~Five~~<sup>Ten (5/10)</sup> elected and ~~up to three~~<sup>two (3/2)</sup> appointed faculty members; all of whom must be ~~voting full-time voting members of the~~ faculty.
  - 2. Director of the ~~MN~~<sup>ND</sup> Program who shall serve as chair.
- ~~b. Election – Faculty nominate themselves for positions on the ballot prepared by the Executive Committee.~~
- ~~c. Term – Faculty shall be elected for a term of ~~two~~<sup>two (2)</sup> years; ~~three~~<sup>five (3)</sup> members shall be elected in even years and ~~two~~<sup>five (2)</sup> members elected in odd years. ~~Up to three (3) faculty shall be appointed annually by the director of the MN program executive associate dean for doctoral programs.~~~~
- ~~d. Two (2) faculty shall be appointed annually by the dean.~~
- e. Functions
  - 1. Evaluate ~~MN program~~ <sup>Doctor of Nursing</sup> admission policies and criteria and recommend changes to the faculty.
  - 2. Interview ~~non-nurse, post-baccalaureate~~ applicants to the ~~MN~~<sup>ND</sup> program.
  - 3. ~~Admit applicants to the MN.~~ <sup>Recommend qualified applicants for admission to the N.D.</sup> program.

Section 109      Committee on Admission to the Doctor of Nursing Practice Program (DNP)

- a. Membership – The committee shall be composed of:
  - 1. ~~Three (3) elected and two (2) appointed faculty members all of whom must be voting full-time faculty.~~
  - 2. ~~Director of the post-masters component of the DNP program who shall serve as chair.~~
- b. Term – Faculty shall be elected for a term of ~~two~~<sup>two (2)</sup> years; ~~two~~<sup>two (2)</sup> members shall be elected in even years and ~~one~~<sup>one (1)</sup> member elected in odd years. ~~Two (2) faculty shall be appointed annually for one (1) year terms by the associate dean for doctoral programs.~~
- c. Functions
  - 1. ~~Evaluate post-masters DNP program admission criteria and policies and recommend changes to the faculty.~~
  - 2. ~~Interview masters prepared nurse applicants for admission to the post-masters component of the DNP program.~~
  - 3. ~~Admit qualified applicants to the post-masters component of the DNP program.~~

Section 11      Committee on Admission to the Master of Science in Nursing (MSN) Program

- a. Membership – The Committee shall be composed of:
  - 1. Four (4) members; all must be ~~voting full-time voting members of the~~ faculty.
  - 2. Director of the MSN Program, who shall serve as chair.

b. ~~Election – Faculty nominate themselves for positions on the ballot prepared by the Executive Committee.~~

c. ~~Term –~~ Faculty shall be elected for a term of two (2) years; two (2) members shall be elected in even years and two (2) members elected in odd years.

d. Functions

1. Evaluate admission policies and criteria, for the MSN aster of Science in Nursing Program and recommend changes to the faculty.
2. Admit Recommend-qualified applicants for admission to the MSN master's program.
3. Interview applicants, if appropriate.

Section 129 Committee on Admission to the Bachelor of Science in Nursing (BSN) Program Admission and Progression Committee

a. Membership – The committee shall be composed of:

1. ~~4–Two (2) elected and two (2) appointed faculty Four (4) voting members all of whom must be voting full-time faculty of the faculty.~~
2. Faculty shall be appointed by the director of the BSN program.

2. Director of the B.S.N. Program, who shall serve as chair.

b. ~~Election – Faculty nominate themselves for positions on the ballot prepared by the Executive Committee.~~

c. ~~Term – One (1) f~~ Faculty shall be elected and one (1) shall be appointed in even years; one(1) faculty shall be elected and one (1) faculty shall be appointed in odd years; elected and appointed faculty shall serve two (2) year terms. Faculty shall be appointed by the director of the BSN program for a term of two (2) years; two (2) members shall be elected in even years and two (2) members elected in odd years.

d. Functions

1. Evaluate Bachelor of Science in Nursing admission policies and criteria and recommend changes to the Office of Undergraduate Admission. undergraduate admissions office.
2. Evaluate applications as requested by the uU Office of Undergraduate Admission. undergraduate a Admissions Office.

Section 134 Board of Appeals

a. Membership

1. Equal number of students and faculty.
2. Three (3) voting full-time voting members of the f Faculty shall be elected. Student representatives shall be appointed as needed by the Undergraduate Student Nurses Association and the Graduate Student Nurses Association with one each from the BSN, MSN, and MNND program.

**Comment [EC9]:** See Article VII, section 2 to answer question about how faculty are elected.

3. One (1) of the elected faculty members will be designated as chairperson by the dean.

4. If for any reason there are not at least two (2) faculty and two (2) student members of the Board of Appeals available to hear the appeal, the Executive Committee of the faculty shall designate faculty member(s) as replacements and the Executive Committees of the Student Associations designate student member(s) as replacements.

b. ~~Term Election~~ – Faculty shall be elected for a term of two (2) years. Two (2) shall be elected in odd-numbered years and one (1) in even-numbered years~~n nominate themselves for positions on the ballot prepared by the Executive Committee.~~

c. Functions

1. Schedule and conduct hearings according to policy and procedure after notification of an official appeal of a grievance or after official notification of a potential violation of academic integrity for which the School of Nursing has jurisdiction.

2. Submit recommendations to the dean upon adequate deliberations following the hearing.

~~d. Term – Faculty shall be elected for a term of two (2) years. Two (2) shall be elected in the odd years and one (1) in the even years.~~

Section 142. Committee on Faculty Appointment, Reappointment, Promotion and Tenure

a. Membership

1. The dean of the school who serves as chairperson.

2. All voting members of the faculty holding rank of professor with tenure.

3. Additional members may be appointed from among the tenured faculty at the discretion of the dean so long as the number does not exceed the number of professors ~~appointed~~ with tenure.

b. Functions

1. ~~RTo~~ recommend to the faculty revisions or changes in the definitions of faculty appointments to the School of Nursing. (see attachment A)
2. ~~MTo~~ make recommendations for emeritus status.
3. ~~RTo~~ review university and school policies relevant to faculty appointments, reappointments, promotion and tenure and to make recommendations for needed change through appropriate channels to the ~~f~~Faculty of ~~n~~Nursing and to the Faculty Senate.
4. ~~RTo~~ review procedures relevant to faculty appointments, reappointments, promotion and tenure and ~~to~~ make recommendations for needed change through appropriate channels to the ~~f~~Faculty of ~~n~~Nursing and to the Faculty Senate.
5. ~~RTo~~ recommend appointments, reappointments, promotions and tenure for the ~~voting full-time~~ faculty.
6. Review the resources and time (taking into account rank and type of faculty appointment) needed for scholarly growth, academic achievement and professional development including the commitment of resources that accompanies an award of tenure, and recommend changes to the faculty of nursing and administration.

Section 153 Committee for Evaluation of Programs

a. Membership

The committee shall be composed of:

1. Four (4) ~~voting~~ faculty members: ~~all must be voting members of the faculty.~~
2. ~~Five~~ four (4) students: one (1) from each of the four programs, BSN, MSN, ~~MN, DNP, ND~~ and PhD selected by the appropriate student association.
3. The program directors for the BSN, MSN, ~~MN, DNP, ND~~ and PhD Programs – *ex officio*.
4. The executive associate dean for the academic programs – *ex officio*.

b. Election

~~Faculty members nominate themselves for positions on the ballot prepared by the Executive Committee and are elected by faculty ballot. Students are selected by their associations.~~

c. Term

Faculty shall be elected for a term of two (2) years; two (2) members to be elected in even years, and two (2) members elected in odd years. Student members shall be selected by the respective student associations annually.

d. Functions

1. Develop forms and procedures to evaluate educational process, course and program outcome criteria ~~and teaching effectiveness.~~ Individual faculty members and program directors will be responsible for evaluating courses and teaching effectiveness.
2. Implement, monitor and revise an ongoing system for evaluation.
3. Report its findings and recommendations to the ~~appropriate faculty committee or~~ for action.

Section 16 PhD Council of the School of Nursing

a. Membership

1. Nine elected members with voting privileges; all ~~regular~~ voting faculty members with research doctorates (e.g., PhD, DNSc, EdD); one (1) will serve as chair of the admissions committee; the composition of membership will include.
  - a. Two (2) to four (4) members from each rank: Assistant Professor, Associate Professor, and Full Professor.
  - b. The majority of Council members should be tenured or on the tenure-track.
2. Four (4) ex officio members (Dean, Associate Deans for Doctoral Education, Academic Programs, and Research; these members will have voting privileges.
3. The Director of Institutional Research in the School of Nursing (non-voting).
4. One PhD student representative (non-voting)

b. Elections

1. Faculty members will nominate themselves or be nominated by colleagues. ~~Members will be elected from the pool of nursing faculty members who hold research doctorates (i.e., PhD, DNSc, EdD) and have an active program of research (i.e., have conducted and published research within the past three (3) years) and are eligible to teach in the PhD program and/or advise/mentor PhD students.~~
2. Eligibility for placement on the ballot and the determination of the composition of the committee will be made by a ~~two (2) to three (3)~~ member subcommittee of the PhD Council.

c. Terms of office

1. Three Council members will be elected in the Spring semester each year to serve a ~~three (3)~~ year term so that the terms are staggered; members may serve for not more than two (2) consecutive terms.
2. If a Council member is unable to fulfill his or her term for any reason, the remaining members of the PhD Council will appoint another eligible faculty member to fulfill the term.

d. Functions

1. Establish and maintain criteria for appointment of PhD Council.
2. Establish and maintain all policies for admission, progression, candidacy, and graduation of students in accordance with the policies governing requirements for the PhD in Nursing and the School of Graduate Studies.
3. Develop, evaluate, and change the curricular requirements of the PhD in Nursing program.
4. Recommend to the School of Graduate Studies:
  - a. PhD nursing students for candidacy.
  - b. PhD students for graduation

5. Provide advice to the program director on issues related to admission, progression, and evaluation of courses and PhD program.
6. Collaborate with the Office of Student Services at the School of Nursing in PhD student recruitment.
7. Communicate with and obtain feedback from the pool of nursing faculty members who hold research doctorates (e.g., PhD, DNSc, EdD).
8. Monitor the progress of the PhD program in meeting quality indicators.

e. Meetings

1. Monthly meetings will be held during the academic year and as needed during the summer months.
2. Meetings will be open to all nursing faculty members with research doctorates (e.g., PhD, DNSc, EdD).

Section 17 Committee on Admission to the PhD Program

a. Membership

1. Six (6) members; all voting ~~regular~~ faculty members with research doctorates (e.g., PhD, DNSc, EdD).
2. Chairperson elected from PhD Council.
3. Director of the PhD program is a member Ex-officio.

b. Election

Faculty members will nominate themselves or be nominated by colleagues; members will be elected from the pool of nursing faculty members who hold research doctorates (e.g., PhD, DNSc, EdD) and an active program of research/scholarship and are eligible to teach in the PhD program and/or advise/mentor PhD students.

c. Terms of office

1. Faculty shall be elected in the Spring semester of each academic year for a term of ~~two (2)~~ years; three (3) members shall be elected in even years and three (3) members elected in odd years.
2. If a committee member is unable to fulfill his or her term for any reason, the remaining members of the PhD Council will appoint another eligible faculty member to fulfill the term.

d. Function

Recommend to the Associate Dean for Doctoral Education and School of Graduate Studies qualified applicants for admission to the PhD in nursing program.

~~e. Articulation with Organizational and Committee Structures~~

~~Individual faculty members and program directors will be responsible for evaluating courses and teaching effectiveness.~~



## ARTICLE VIII

### SPECIAL COMMITTEES

Special committees may be designated to carry on faculty business not otherwise specified in these bylaws. Members shall be appointed by the dean. [Special committees shall submit regular reports to the faculty.](#)

## ARTICLE IX

### UNIVERSITY FACULTY SENATE

#### Section 1 Representation

- a. The ~~F~~<sup>n</sup>Faculty of ~~n~~<sup>n</sup>Nursing shall elect senators to the ~~University~~-Faculty Senate. The \_\_\_\_\_ number of senators shall be ~~appointed~~ in accordance with the Constitution of the University Faculty.
- b. The student body of the School of Nursing may have elected members on the Faculty Senate in accordance with the Constitution of the University Faculty.

#### Section 2 Election

- a. The senatorial elections shall be held in the spring term.
- b. Faculty ~~S~~<sup>S</sup>enators from the School of Nursing shall be voting members of the faculty. ~~"These senators shall be elected to serve three (3) year terms; one-third of them shall complete their term of office on commencement day each year." A Senator shall not be seated unless at least 40% of the voting members have returned ballots in the election.~~

## ARTICLE X

### REVISION OF BYLAWS~~UNIVERSITY UNDERGRADUATE FACULTY EXECUTIVE COMMITTEE~~

~~The faculty of the School of Nursing shall elect representatives to the University Undergraduate Faculty Executive Committee. The number of representatives and terms shall be in accordance with the Bylaws of the University Undergraduate Faculty. Election shall be held in the spring term. These bylaws may be amended by a two-thirds affirmative vote of the faculty voting members present at any meeting, provided copies of proposed changes have been distributed to all members, both voting and non-voting, at least two (2) weeks before the meetings at which the vote is taken.~~

~~If changes have not been distributed at least two (2) weeks in advance, these bylaws may be amended by a 95% affirmative vote by the voting members of the faculty present at any meeting.~~

## ARTICLE XI

### REVISION OF BYLAWS

~~These bylaws may be amended by a two-thirds affirmative vote of the faculty present at any meeting, provided copies of proposed changes have been distributed to all members, both voting and nonvoting, at least two weeks before the meetings at which the vote is taken.~~

~~If changes have not been distributed at least two weeks in advance, these bylaws may be amended by a 95% affirmative vote by the voting members of the faculty present at any meeting.~~

## ARTICLE XII

### PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised (most recent revision)

Case Western Reserve University  
 Frances Payne Bolton School of Nursing  
 Bylaws Attachment A (Effective July 1, 2005)

Criteria for Appointment, Reappointment, Promotion and Tenure for ~~Voting Full-Time (Tenured/tenure Track, and and Voting Nontenure Full-time Nontenure Track) and Special Faculty Members~~

~~"All faculty will have an expert knowledge of his or her academic field and a commitment to continuing development of this competence."~~

	<u>Full-Time Tenured/tenure Track</u>	<u>Full-Time Nontenure Track</u>	<u>Special</u>
<b>Obligations:</b> for tenure track	<del>teaching, research and scholarship,</del> service to the University community	_____ 2 of the 3 listed for tenure track	1 of the 3 listed
<b>Lecturer</b>	criteria not applicable	_____ criteria not applicable	Academic qualifications and competencies are other than those for established University ranks.
<b>Instructor</b> <del>or with</del>	criteria not applicable	1. Master's degree in nursing <del>or with</del> <u>Master's degree in a field of special preparation as an advanced</u> <del>masters degree in a field of special preparation as an advanced</del> <u>need, practice nurse. _____ practice need nurse.</u> 2. Evidence of competence in <del>teaching</del> <u>and in the</u> practice of nursing <del>and in teaching.</del> <u>or in a field of special need.</u>	1. Master's degree in nursing 2. Evidence of competence in <u>practice need nurse.</u> <u>and in the</u> practice of nursing <u>or in a field of special need.</u>
<b>Assistant Professor</b>	1. Earned doctorate. 2. Experience in teaching and research in area of expertise.	1. Earned doctorate. 2. Excellence in clinical practice and teaching.	1. Earned doctorate. 2. Excellence in clinical practice and teaching.

	3. Scholarly productivity as evidenced by research, publications in refereed journals, presentations, school/professional committee memberships, and state and local recognition.	3. Scholarly productivity as evidenced by publications in clinical and professional journals, presentations, school/professional committee memberships, and state and local recognition.	3. Scholarly productivity as evidenced by publications in clinical and professional journals, presentations, school/professional committee memberships, and state and local recognition.
<b>Associate Professor</b>	<ol style="list-style-type: none"> <li>1. Excellence in teaching.</li> <li>2. Evidence of academic leadership.</li> <li>3. Research productivity and scholarship</li> <li>4. Contribution to international scholarship through publications and presentations.</li> <li>5. University, School, and professional organization committee membership.</li> <li>6. Contributions to national organizations.</li> </ol>	<ol style="list-style-type: none"> <li>1. Expertise in clinical practice.</li> <li>2. Evidence of academic and clinical leadership.</li> <li>3. Clinical scholarship</li> <li>4. National and international recognition in the profession.</li> <li>5. University, School, and professional organization committee membership.</li> <li>6. Contributions to national organizations.</li> </ol>	<ol style="list-style-type: none"> <li>1. Expertise in clinical practice.</li> <li>2. Evidence of academic and clinical leadership.</li> <li>3. Clinical scholarship</li> <li>4. National and international recognition in the profession.</li> <li>5. University, School, and professional organization committee membership.</li> <li>6. Contributions to national organizations.</li> </ol>
<b>Professor</b>	<ol style="list-style-type: none"> <li>1. Major University, School and professional organization committee leadership.</li> <li>2. Substantive scholarly contributions nationally and internationally.</li> <li>3. Influence in public policy on a national and international level.</li> </ol>	<ol style="list-style-type: none"> <li>1. Major University, School and professional organization committee leadership.</li> <li>2. Substantive scholarly contributions nationally and internationally.</li> <li>3. Influence the development of professional policies through national or international leadership activities.</li> </ol>	<ol style="list-style-type: none"> <li>1. Major University, School and professional organization committee leadership.</li> <li>2. Substantive scholarly contributions nationally and internationally.</li> <li>3. Influence the development of professional policies through national or international leadership activities.</li> </ol>