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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, and to 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 dean.
- b. Organize and execute the educational program of the School of Nursing including admission and progression policies, curriculum content, degree requirements, 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 of initial appointments to the ranks of instructor, assistant professor, associate professor and professor.
- d. Establish and revise policies relating to appointment, re-appointment, promotion and tenure for voting 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 consistent with the process designated in the Faculty Handbook.
- g. Make recommendations to the Board of Trustees of awarding of degrees in nursing.

### 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. The goal of the School of Nursing is to reach such a majority.

##### Section 2            Voting members

The president and the provost of the university and all persons holding full-time tenured/tenure track 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 3            Special Faculty (Non-voting members)

Special 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 except as noted in Article VII, Section I b. Subject to approval by the provost, the types and titles of special 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 for established university ranks.

b.            Clinical Faculty

Includes all persons designated at the ranks of clinical professor, clinical associate professor, clinical assistant professor, clinical instructor, and clinical lecturer, 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
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.

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 appointees at the same ranks and tracks as shown in Attachment A.

e. Research Faculty

Persons designated at university ranks of research assistant professor, research associate professor, or research professor are those whose primary responsibilities are related to the research mission of the school and university. Neither teaching nor service (other than that related to the research mission) is part of the responsibilities of the research faculty member.

1. Research experience and qualifications are comparable to those of tenured/tenure track faculty at corresponding ranks.
2. Appointment as a research faculty member is contingent upon the availability of research funds to cover costs of the research and compensation. The appointment will terminate either prior to or at the end of the appointment period in the absence of sufficient funds to cover these costs.
3. In the case of new appointments and promotions, the Committee on Appointment, Reappointment, Promotion and Tenure will provide a full review, comparable for that done for appointments and promotions of regular faculty to the ranks of assistant professor, associate professor, and full professor.

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

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. 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 September 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 faculty.

Section 3. Executive Committee Meetings – At least four (4) meetings shall be held between September 1 and May 31.

- Section 4.        Quorum – Twenty five percent of the voting members of the faculty shall constitute a quorum.
- Section 5.        Voting Body– See Article III, Sections 2 and 3 of these bylaws.
- Section 6.        Notice - The Chair, or, on the Chair's designation, the Secretary shall notify each member of the faculty at least one week before each regular and special meeting. Such notification shall be in writing and shall specify the time and place of the meeting.
- Section 7.        Meeting by Authorized Communications Equipment- The faculty and Standing Committees may choose to allow participation in meetings by means of telephone, video conference, or similar communications equipment provided that all persons participating in the meeting can hear each other at the same time and can participate in all matters before the faculty or standing committee. Participation by such means shall constitute presence in person at a meeting.

## 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 exofficio 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 unless otherwise indicated 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 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 appointment 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 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.
- h.        In lieu of an in-person meeting, e-mail voting is permitted for standing committees on certain issues. E-mail voting should be used for issues that do not require extensive discussion (i.e, nonsubstantive matters), or in extraordinary circumstances requiring a time-critical vote. Any member of a standing committee may move to submit a matter for e-mail voting by emailing all members of the committee and the Secretary of the Faculty of the School of Nursing. The motion for e-mail voting requires the unanimous consent of all standing committee members. Any member wishing to veto the e-mail voting motion must do so within seven calendar days from the date of the motion. The issue under consideration is approved only if a majority of the total members of the standing committee vote in favor of the issue within fourteen calendar days of the original motion for e-mail voting. If the issue does not receive a majority vote within fourteen days, the motion expires.

#### Section 2        Election and Appointment–

- a.        The members of all standing committees shall be elected by the voting faculty or appointed as specifically stated. Faculty nominate themselves or can be nominated by colleagues 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.
- b.        Outgoing and incoming committee members will create a transition plan and identify a committee chair before Commencement each year with newly elected and appointed members assuming duties beginning fall semester.

#### 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 6-15 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 selected by the Executive Committee 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 report at least one time per semester and following each regularly scheduled meeting if they occur more often.

Section 6      Executive Committee of the Faculty

a.      Membership – The committee shall be composed of:

1.      Eight (8) elected faculty members: seven (7) members shall be voting faculty; one (1) shall be special faculty.
2.      At least one elected voting faculty from each rank: instructor, assistant professor, associate professor, and professor.
3.      The dean of the School of Nursing – *ex-officio*.
4.      The associate dean for academic affairs– *ex-officio*.
5.      The associate dean for research – *ex-officio*.
6.      The secretary of the faculty – *ex-officio*.
7.      School representative to Faculty Senate Executive Committee – *ex-officio*

b.      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. At least one instructor, associate professor, and special faculty are elected in even years and at least one assistant professor and professor are elected in odd years.

c.      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. Review the bylaws at a minimum of every five years or as needed.
5. Prepare a ballot and conduct an election for 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 sabbaticals.
10. Evaluate specific cases of student progression/retention as requested by program directors, students, or academic integrity board.
11. Review evaluation data in agreement with School of Nursing Systematic Evaluation plan.
12. Review the Strategic Plan annually.

## Section 7

### Budget Committee

- a. Membership – The committee shall be composed of:
  1. Six (6) voting 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 – Voting faculty are elected or appointed for a three (3) year term with one (1) faculty elected and one (1) faculty appointed each year.
- c. Functions
  1. Review proposed budgets for consistency with strategic plan priorities.
  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.
  5. Recommend to the Dean allocation of resources to faculty.

## Section 8

### Committee on Curricula

- a. Membership – The committee shall be composed of:
  1. Four (4) voting faculty members and one (1) special faculty member.
  2. No more than four (4) and a minimum of one (1) student from any of the following programs: BSN, MSN, MN, or DNP.
  3. Program directors for the BSN, MN, MSN and DNP programs – *ex-officio*.
  4. The Associate Dean for Academic Affairs – *ex-officio*.
  5. The Registrar for the School of Nursing will serve in an advisory (non-voting) capacity.
- b. Term – Voting faculty shall be elected for a term of two (2) years. Two (2) voting faculty members shall be elected in even years and two (2) voting and one (1) special faculty member shall be elected in odd years. Students are selected by the appropriate student association and serve for one (1) year. The Associate Dean for Academic Affairs will work with the USNA and GSNA student associations and Program Directors to recruit students.
- c. Functions
  1. Evaluate the curricula and courses in the BSN, MN, MSN, and DNP programs, and other approved academic programs.
  2. Recommend to faculty changes to existing programs or courses, creation of new programs, specialties, majors or courses, and deletion of current programs, specialties, majors or courses.

## Section 9

### Committee on Admission to the Master of Nursing Program (MN)

- a. Membership – The Committee shall be composed of:
  1. Five (5) elected and three (3) appointed faculty members all of whom must be voting faculty. If needed additional faculty may be appointed, including special faculty.
  2. Director of the MN Program who shall serve as chair.

- b. Term – Faculty shall be elected for a term of two (2) years; three (3) members shall be elected in even years and two (2) members elected in odd years. Appointed faculty members shall be appointed for a term of one (1) year annually by the director of the MN program.

- c. Functions

1. Evaluate MN program admission policies and criteria and recommend changes to the faculty.
2. Interview non-nurse, post-baccalaureate applicants to the MN program.
1. Recommend admission of applicants to the director of the MN program.

Section 10      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 faculty.
2. Director of the DNP program who shall serve as chair.

- b.            Term – Faculty shall be elected for a term of two (2) years; two (2) members shall be elected in even years and one (1) member elected in odd years. Two (2) faculty shall be appointed for a term of one (1) year annually by the Director of the DNP Program .

- c.            Functions

1. Evaluate DNP program admission criteria and policies and recommend changes to the faculty.
2. Interview applicants for admission to the DNP program.
3. Recommend admission of applicants to the Director 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) elected members and one (1) appointed member; all must be voting faculty.
2. Director of the MSN Program, who shall serve as chair.
3. All elected and appointed committee members must teach in the MSN program.

- b.            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. One (1) faculty shall be appointed for a term of one (1) year annually by the director of the MSN program.

- a.            Functions

1. Evaluate admission policies and criteria, for the MSN Program and recommend changes to the faculty.
2. Interview applicants, if appropriate.
3. Admit qualified applicants for admission to the MSN program.

Section 12      Bachelor of Science in Nursing (BSN) Progression Committee

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

1. Two (2) elected and two (2) appointed faculty members all of whom must be voting faculty.
  2. Director of the BSN Program, who shall serve as chair.
- c. Term – Faculty shall be elected and appointed for a term of two (2) years. One (1) 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.
- d. Functions
1. Advise the director of the BSN program on issues of progression of individual undergraduate nursing students.
  2. Make recommendation to the director of the BSN program regarding separation of undergraduate students from the school of nursing.

Section 13                      Grievance Board

The Grievance Board will hear matters related to School of Nursing-related grievances which may include, but are not necessarily limited to; (1) All aspects of the educational process, involving student performance, evaluation, grading, status, and/or progression; (2) Data pertaining to student records, grades, etc., which are not covered by the Federal Family Educational Rights and Privacy Act regulations and procedures; (3) Questions of professional conduct by or toward students; and (4) Actions perceived by students as unfair, discriminatory, or intimidating.

- a. Membership
1. Four (4) voting members shall be elected. A representative group of students will be appointed to equal the number of faculty serving on each hearing panel by 1) the student governing body, or 2) if unavailable, the associate dean of academic affairs.
  2. One (1) of the elected faculty members will be designated as chairperson by the dean.
  3. A Chair, two faculty members and two students will constitute a quorum for the committee meeting.
  4. If for any reason there are not at least two (2) faculty and two (2) student members of the Grievance Board available to hear the grievance, 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 – Faculty shall be elected for a term of two (2) years. Two (2) shall be elected in odd-numbered years and two (2) in even-numbered years.
- c. Functions
1. Schedule and conduct hearings according to policy and procedure after notification of an official notice of a grievance.
  2. Submit recommendations to the dean upon adequate deliberations following the hearing.

Section 14                      Academic Integrity Board

The Academic Integrity Board will hear matters related to any activity that compromises the academic integrity of the University, or subverts the educational process; as described in the student handbook. To the extent that the matter relates to student standing or promotion, it shall be considered by the Executive Committee instead.

- a. Membership
1. Three (3) voting members of the faculty shall be elected. An equal number of students and faculty will be selected to serve on the Academic Integrity Board. Student representatives shall be appointed as needed from the Graduate Student Nurses Association. All will serve as voting members.
  2. One (1) of the elected faculty members will be designated as Chairperson by the Dean or designee.



3. Two faculty members and two students will constitute a quorum for the committee meeting.
  4. If for any reason there are not at least two (2) faculty and two (2) student members of the Academic Integrity Board available to serve, the Executive Committee of the faculty shall designate faculty member(s) as replacements and the Executive Committee of the Graduate Student Nurses Association designate student member(s) as replacements.
  5. Associate Dean for Academic Affairs – *ex officio (non-voting)*.
  6. Administrator from Student Services – *ex officio (non-voting)*.
- b. Term
- Faculty shall be elected for a term of two (2) years. Two (2) faculty shall be elected in odd -numbered years and one (1) in even-numbered years.
- c. Training
1. Undergo training regarding Academic Integrity policies and processes prior to serving on the committee.
- d. Functions
1. Schedule and conduct hearing according to policy and procedure after official notification of a potential violation of academic integrity for which the School of Nursing has jurisdiction.
  2. Submit recommendations to the associate dean for academic affairs upon adequate deliberations following the hearing.

Section 15                      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 with tenure.
- b. Functions
1. Recommend to the faculty revisions or changes in the definitions of faculty appointments to the School of Nursing. (see attachment A)
  2. Make recommendations for emeritus status.
  3. 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 faculty of nursing and to the Faculty Senate.
  4. Review procedures relevant to faculty appointments, reappointments, promotion and tenure and make recommendations for needed change through appropriate channels to the faculty of nursing and to the Faculty Senate.
  5. Recommend appointments, reappointments, promotions and tenure for the voting 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 16

### Committee for Evaluation of Programs

#### a. Membership

The committee shall be composed of:

1. Four (4) voting faculty members and one (1) special faculty member.
2. A minimum of one (1) student and no more than four (4) students from any of the following programs: BSN, MSN, MN, DNP or PhD. The Associate Dean for Academic Affairs will work with the USNA and GSNA student associations and Program Directors to recruit students.
3. The program directors for the BSN, MSN, MN, DNP and PhD Programs – *ex officio*.
4. The Associate Dean for Academic Affairs – *ex officio*.
5. The Director of Institutional Research for the School of Nursing – *ex officio*.

#### b. 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.

#### c. Functions

1. Implement, monitor and revise an ongoing system for evaluation.
2. Report findings and recommendations to the faculty for action.

## Section 17

### PhD Council of the School of Nursing

#### a. Membership

1. Eleven (11) elected members with voting privileges.
  - a. Eligible for election:
    - i. Research doctorate (e.g., PhD, DNSc, EdD).. And
    - ii. Eligible to chair PhD dissertations as defined by the School of Graduate Studies (SGS) (i.e. tenured, tenure-track, or special approval from the SGS) Or
    - iii. Currently teaching a course in the PhD nursing program
2. Composition:
  - Full professors = 3 ii.
  - Associate professors = 4 iii.
  - Assistant professors = 4
3. Ex officio members (with voting privileges) will include:
  - a. Dean of the School of Nursing
  - b. Director of PhD program in nursing program
  - c. Associate Dean for Academic Affairs
  - d. Associate Dean for Research.
  - e. Chairperson of the PhD admissions committee (if not already serving as an elected member of PhD Council)

3. One PhD student representative (non-voting)

b. Elections

Faculty members will nominate themselves or be nominated by colleagues. Members will be elected from the pool of nursing faculty members who meet the eligibility criteria defined above. Eligibility for placement on the ballot will be verified by a two (2) to three (3) member subcommittee of the PhD Council.

c. Terms of office

1. Terms of office will be staggered with elections held in the Spring semester each year with the following rotating schedule:

- a. Year A: election of 1 full professor, 1 associate professor, and 2 assistant professors.
- b. Year B: election of 1 full professor, 2 associate professors, and 1 assistant professor.
- c. Year C: election of 1 full professor, 1 associate professor, and 1 assistant professor.

2. Members may serve for not more than two (2) consecutive terms (unless otherwise deemed necessary by the PhD council).

3. 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. Provide advice to the program director on issues related to admission, progression, and evaluation of courses and PhD program.

5. Collaborate with the Office of Student Services and Recruitment at the School of Nursing in PhD student recruitment.

6. Communicate with and obtain feedback from the pool of nursing faculty members who hold research doctorates (e.g., PhD, DNSc, EdD).

7. Monitor the progress of the PhD program in meeting quality indicators.

8. Recommend to the Dean qualified applicants for the initial and continuing award of scholarships or fellowships.

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)

3. A quorum will be defined as 6 voting members of the PhD Council.

Section 18

Committee on Admission to the PhD Program

a. Membership

1. Six (6) members; all voting faculty members with research doctorates (e.g., PhD, DNSc, EdD). A minimum of 50% of committee members will be nurses with research doctorates.

a. Eligibility for election:

i. Research doctorate (e.g., PhD, DNSc, EdD). And

ii. Eligible to chair PhD dissertations as defined by the School of Graduate Studies (SGS) (i.e. tenured, tenure-track, or special approval from the SGS) Or

iii. currently teaching a course in the PhD nursing program

2. Chairperson elected from the PhD admissions committee (will serve as Ex-officio member of PhD Council if not already serving as an elected member).

3. Director of the PhD program is a member Ex-officio.

4. Ad hoc members – in the event of increased workload or unavailability of elected members, members of the PhD Council may serve as interviewers and cast a ballot.

b. Election

Faculty members will nominate themselves or be nominated by colleagues; members will be elected by the pool of nursing faculty members who meet the eligibility criteria to serve on the PhD Council as defined above.

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 Director of PhD Program and School of Graduate Studies qualified applicants for admission to the PhD in nursing program.

## 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 faculty of nursing shall elect senators to the Faculty Senate. The number of senators shall be 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 Senators 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

These bylaws may be amended by a two-thirds affirmative vote of the voting members present at any meeting, provided copies of proposed changes have been distributed to all members, both voting and nonvoting, 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

##### 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 Tenured/tenure Track, and Nontenure Track and Special Faculty Members

	<u>Full-Time Tenured/tenure Track</u>	<u>Full-Time Nontenure Track</u>	<u>Special</u>
<b>Obligations:</b>	teaching, research and track service to the University community	2 of the 3 listed for tenure track	1 of the 3 listed for tenure
<b>Lecturer</b>	criteria not applicable	criteria not applicable	Academic qualifications and competencies are other than those for established University ranks.
<b>Instructor</b>	criteria not applicable	<ol style="list-style-type: none"> <li>1. Master's degree in nursing or Master's degree in a field of special need.</li> <li>2. Evidence of competence in teaching and in the practice of nursing or in a field of special need.</li> <li>3. Recognized professional expertise and leadership in a specialty area.</li> </ol>	<ol style="list-style-type: none"> <li>1. Master's degree in nursing or masters degree in a field of special need.</li> <li>2. Evidence of competence in teaching and in the practice of nursing or in a field of special need.</li> <li>3. Recognized professional expertise and leadership in a specialty area.</li> </ol>
<b>Assistant Professor</b>	<ol style="list-style-type: none"> <li>1. Earned doctorate.</li> <li>2. Experience in teaching and research in area of expertise.</li> <li>3. Scholarly productivity as evidenced by research, publications</li> </ol>	<ol style="list-style-type: none"> <li>1. Earned doctorate.</li> <li>2. Excellence in clinical practice and teaching.</li> <li>3. Scholarly productivity as evidenced by publications in clinical</li> </ol>	<ol style="list-style-type: none"> <li>1. Earned doctorate.</li> <li>2. Excellence in clinical practice and teaching.</li> <li>3. Scholarly productivity as evidenced by publications in clinical</li> </ol>

in refereed journals, presentations, and professional journals, presentations, and professional journals, presentations, school/professional committee school/professional committee school/professional committee memberships, and state and local memberships, and state and local memberships, and state and local recognition. recognition. 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>