

CASE WESTERN RESERVE UNIVERSITY
FRANCES PAYNE BOLTON SCHOOL OF NURSING

BYLAWS OF THE FACULTY

APPROVED 4/23/2025

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 university assemblies as requested.

ARTICLE II

RESPONSIBILITIES OF THE FACULTY OF NURSING

Section 1. Overall Responsibilities

As colleagues, faculty members have obligations that derive from membership in the community of scholars. They respect and defend the academic freedom of their associates, both colleagues and students. In the exchange of criticism and ideas, they acknowledge debts and strive to be objective in their professional judgment of colleagues and students. They accept their share of faculty responsibilities for governance of the university.

Section 2: Specific Responsibilities

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, reappointment, 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 university assemblies as consistent with the process designated in the Faculty Handbook.
- g. Make recommendations to the Board of Trustees for the 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 the 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 1b. Subject to approval by the provost, the types and titles of special faculty are as follows:

- a. Lecturer
All persons designated as lecturers are those:
 - a. Who have responsibility for teaching one or more courses included in the school's curricula, and
 - b. 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 the policies and procedures of the School of Nursing.
- c. Preceptor
All persons designated as preceptor are those:
 - 1. Those 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 the policies 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 regular faculty 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 the 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.

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.

1. The School of Nursing adheres to all policies related to tenure found in the CWRU Faculty Handbook, Article 1, Chapter 3 (Policies and Procedures for Members of the Faculty).
2. The School of Nursing adheres to all policies related to "Non-University Activities of Faculty Members During the Contractual Period*" found in the CWRU Faculty Handbook, Article III, Chapter 3 (Policies and Procedures for Members of the Faculty).
3. Criteria for Appointment, Reappointment, Promotion and Tenure

The criteria for tenure track and non-tenure track faculty as stated in the Appointment, Reappointment, Promotion and Tenure documents are explicated in Attachment A. Performance is expected to be in accordance with the CWRU Faculty Handbook Articles on Appointments, Reappointments, Resignations, Promotions and Tenure.

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 vice chair shall preside.

Section 2. Secretary

The Secretary shall be appointed annually by the Executive Committee. The functions of the Secretary are to:

- a. Serve as an *ex-officio* voting member of the Executive Committee.
- b. Monitor the preparation and distribution of the minutes of the faculty meetings.
- c. Sign the official copy of the minutes.
- d. Coordinate with the faculty chair to schedule dates/times/room of monthly faculty and executive committee meetings.
- e. Coordinate with the faculty chair to prepare and distribute agendas for monthly faculty and executive committee meetings.
- f. Coordinate with the faculty chair regarding nominations and elections of standing committees.

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, the dean, the Chair of the Executive Committee, or upon request of three voting faculty members.

Section 3. Quorum

Twenty-five percent of the voting members of the faculty shall constitute a quorum.

Section 4. Voting Body

See Article III, Sections 2 and 3 of these bylaws

Section 5. Notice

The Chair or, on the Chair's designation, the Secretary shall notify each faculty member at least one week before each regular or special meeting, specifying the time and place of the meeting.

Section 6. Meeting Format

Meeting by Authorized Communications Equipment: The faculty and standing committees may choose to allow participation in meetings by video conference or telephone, provided that all participants can hear each other simultaneously and participate in all matters before the faculty or standing committee. Participation by such means shall constitute presence in person at a meeting.

ARTICLE VII

Section 1. Committees of the School of Nursing

Standing Committees- The School of Nursing shall have the following standing committees:

- a. Executive Committee of the Faculty
- b. Budget Committee
- c. Committee on Curricula
- d. Committee for Evaluation of Programs
- e. Grievance Board
- f. Academic Integrity Board
- g. Committee on Faculty Appointment, Reappointment, Promotion and Tenure
- h. PhD Council of the School of Nursing

Other Committees

- i. Committee on Admission to the PhD Program
- j. Committee on Admission to the Master of Nursing Program (MN)
- k. Committee on Admission to the Doctor of Nursing Practice Program (DNP)
- l. Committee on Admission to the Master of Science in Nursing Program (MSN)
- m. Bachelor of Science in Nursing (BSN) Progression Committee

Section 2. 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 voting privileges.
- b. Persons holding appointments as special faculty shall serve on committees and vote in committees unless otherwise indicated in these bylaws.
- c. Student members: As specified in these bylaws, certain standing committees have student members. Their role is to share the student's perspective. Students serving on standing committees of this faculty shall vote in committees unless otherwise indicated by these bylaws. The Associate Dean for Academic Affairs shall work with the USNA and GSNA student associations and Program Directors to recruit students.
- d. A faculty member shall 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 shall not constitute a term.
- f. In the absence of a chair and vice chair, an administrative person serving as an ex-officio member of a standing committee shall convene the first meeting of the year, assist with the committee's administrative functions, and provide continuity in the committee's activities.
- g. A quorum of any standing committee shall be one-half of the voting members unless stated explicitly in the bylaws.
- h. Electronic voting: Electronic voting is permitted by standing committees for issues that do not require extensive discussion (i.e., non-substantive matters) or in

extraordinary circumstances requiring a time-critical vote. The chair of a standing committee shall submit a motion for electronic voting. The issue under consideration is approved only if a majority of the voting members of the committee vote in favor within seven days. The motion expires if the issue does not receive a majority vote within seven days.

Section 3. Election and Appointment

The members of all standing committees shall be elected by the voting faculty or appointed as specifically stated. Faculty members nominate themselves or can be nominated by colleagues for positions on the ballot prepared by the Executive Committee. Committee vacancies shall be filled by Executive Committee appointment. Elections shall be held in the spring semester.

Section 4. Term of Office

The members shall serve for a specified term on each appointed or elected standing committee as designated in Article VII, Sections 7-19 of these bylaws. The term shall begin following Commencement in May of each year.

Section 5. Chair and Vice Chair

- a. Chair- The vice chair shall assume the position of committee chair at the first meeting following Commencement in May of each year (during the third year of their term). The chair shall serve for one year.
- b. Vice Chair—The following standing committees shall elect a vice chair during the first meeting following Commencement in May of each year: the Executive, Budget, Curricula, and Evaluation Committees. The vice chair shall have served as a committee member for one year and shall serve as vice chair for one year.

Section 6. Reporting

- a. Following each meeting, the standing committee chair shall submit approved minutes to the Executive Committee via the Secretary of the Faculty.
- b. Each standing committee chair shall submit an annual report to the Executive Committee via the Secretary of the Faculty by May 1.

Section 7. 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 (1) elected voting faculty shall hold the rank of instructor, assistant professor, associate professor, and professor.
 3. *Ex-officio* members: dean of the school of nursing, associate dean for academic affairs, associate dean for research, secretary of the faculty

b. Term - Faculty shall be elected for a term of three (3) years. Four (4) faculty members shall be elected in even years, and four (4) faculty members shall be elected in odd years. At least one instructor, associate professor, and special faculty member shall be elected in even years, and at least one assistant professor and professor shall be elected in odd years.

Chair—The vice chair shall assume the position of committee chair at the first meeting following Commencement in May of each year (during the third year of their term). The chair shall serve for one year.

Vice Chair - The executive committee shall elect a vice chair during the first meeting following Commencement in May of each year. The vice chair shall have served as a committee member for one year and shall serve as vice chair for one year.

- c. Meetings – At least four (4) meetings shall be held between September 1 and May 31.

d. Functions

1. Identify immediate and long-range issues needing faculty study and action.
2. Provide all faculty with the opportunity to discuss proposals for faculty action.
3. Prepare the agenda for each faculty meeting.
4. Prepare and submit proposed changes to the bylaws to all faculty. Review the bylaws at least 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 *ad hoc* committee with a specific written charge. The *ad hoc* committee shall confine itself to fulfilling this charge unless

otherwise authorized in writing by the Executive Committee. The maximum term of the *ad hoc* committee shall be twelve (12) months, subject to extension at the discretion of the Executive Committee.

7. Act on behalf of the faculty between regular faculty meetings. The Chair of the Executive Committee shall report such action 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 student progression/retention cases as requested by program directors, students, or the academic integrity board.
11. Review annual reports of standing committees to identify recommendations for further action.

Section 8. 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*
3. The associate dean for finance and administration for the school of nursing shall serve in an advisory (non-voting) capacity.

b. Term - Voting faculty shall be elected or appointed for a three- (3) year term, with one (1) faculty member elected and one (1) faculty member appointed each year.

c. Chair - The vice chair shall assume the position of committee chair at the first meeting following Commencement in May of each year during the third year of their term. The chair shall serve for one year.

d. Vice Chair - The budget committee shall elect a vice chair during the first meeting following Commencement in May of each year. The vice chair shall have served as a committee member for one year and shall serve as vice chair for one year.

e. Functions

1. Review budgets for consistency with strategic plan priorities.
2. Review fiscal reports biannually and as needed.

3. Advise the dean on fiscal matters.
4. Review with the dean the number and type of faculty and staff positions.
5. Recommend to the Dean the allocation of resources.
6. Select a member of the Budget Committee to serve on the Senate Finance Committee for a term of two years.

Section 9. 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 are elected for a term of three (3) years.

c. Chair - The vice chair shall assume the committee chair position at the first meeting following Commencement in May of each year during the third year of their term. The chair shall serve for one year.

d. Vice Chair - The Committee on Curricula shall elect a vice chair during the first meeting following Commencement in May of each year. The vice chair shall have served as a committee member for one year and shall serve as vice chair for one year.

e. Functions - The Committee on Curricula shall:

1. Review recommendations from the faculty originating at the program level regarding progression policies, curriculum content, degree requirements, instruction, and establishment and dissolution of academic programs other than degree programs that require additional review approval procedures as noted in the Faculty Handbook.
2. Make recommendations to the faculty regarding proposed changes in 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.

Section 10: 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.
 - 3. The BSN, MSN, MN, DNP, and PhD program directors are *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 - Voting faculty are elected for a term of three (3 years).
- c. Chair - The vice chair shall assume the position of committee chair at the first meeting following Commencement in May of each year during the third year of their term. The chair shall serve for one year.
- d. Vice Chair - The committee shall elect a vice chair during the first meeting following Commencement in May of each year. The vice chair shall have served as a committee member for one year and shall serve as vice chairperson for one year.
- e. Functions – The Committee for Evaluation of Programs shall:
 - 1. Implement, monitor, and revise an ongoing system for evaluation.
 - 2. Report findings and recommendations to the faculty for action.

Section 11. Grievance Board

The Grievance Board shall 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: The committee shall be composed of:
 - 1. Four (4) elected voting members. A representative group of students shall 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 for academic affairs.
 - 2. One (1) of the elected faculty members shall be designated as chairperson by the dean or dean's designee.
 - 3. The chair, two faculty members and two students shall constitute a

quorum for the grievance hearing.

4. If, for any reason, there are not at least two (2) faculty members 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 grievance notice.
2. Submit recommendations to the dean upon adequate deliberations following the hearing.

Section 12: Academic Integrity Board

The Academic Integrity Board shall 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 - The committee shall be composed of:

1. Three (3) faculty voting members 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 by 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 - All members shall undergo training regarding academic integrity policies and processes before serving on the committee.
- d. Functions
 1. Schedule and conduct hearings 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 deliberation following the hearing.

Section 13. Committee on Faculty Appointment, Reappointment, Promotion and Tenure

- a. Membership – The committee shall be composed of:
 1. The dean of the school, who serves as chairperson.
 2. All voting members of the faculty holding the rank of professor with tenure.
 3. Additional members may be appointed from among the tenured faculty at the dean's discretion, 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 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. When deliberating faculty promotions and tenure, the committee will meet without the dean present and then submit these recommendations in writing to the dean.
 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 14. PhD Council of the School of Nursing

a. Membership – The committee shall be composed of:

1. Eleven (11) elected voters with voting privileges. Eligibility criteria:
 - a. Research doctorate *and*
 - b. 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*
 - c. Currently teaching a course in the PhD nursing program
2. Director of the PhD program, who shall serve as chair.
3. *Ex officio* members with voting privileges
 - a. Dean of the school of nursing
 - b. Director of the PhD in nursing program
 - c. Associate dean for academic affairs
 - d. Associate dean for research
4. One (1) PhD student representative (non-voting)

b. Elections

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

c. Term

1. Three (3) year terms of office will be staggered, with elections held yearly with the following rotating schedule:
 - a. Year A: election of 1 full professor, one associate professor, and two assistant professors.
 - b. Year B: election of 1 full professor, two associate professors, and one assistant professor.
 - c. Year C: election of 1 full professor, one associate professor, and one assistant professor.
2. Members may serve for no more than two (2) consecutive terms (unless otherwise deemed necessary by the PhD council).
3. If a Council member is unable to fulfill their term for any reason, the remaining members of the PhD Council will appoint another eligible faculty member to fulfill the term.

d. Meetings

1. Monthly meetings shall 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 six (6) elected members of the PhD council.

e. Functions

1. Establish and maintain criteria for the appointment of the 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 regarding admission, progression, and evaluation of courses and the PhD program.
5. Collaborate with Student Services and Recruitment in the school of nursing.
6. Communicate with and obtain feedback from the pool of nursing faculty 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 and fellowships.

Section 15. Committee on Admission to the PhD Program

a. Membership - The committee shall be composed of:

1. Six (6) members are voting faculty members with research doctorates (e.g., PhD, DNSc, EdD). A minimum of 50% of committee members will be nurses with research doctorates.
Eligibility for election:
 - a. Research doctorate (e.g., PhD, DNSc, EdD) *And*
 - b. 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*
 - c. 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. The director of the PhD program is an *ex-officio* member.
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 ballots.

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 described 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.

Section 16. Committee on Admission to the Master of Nursing (MN) Program

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

1. 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.
2. 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
3. Recommend admission of applicants to the director of the MN program

Section 17. 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.
4. Program lead faculty shall participate in MSN admissions per the direction of the committee chair.

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 member shall be appointed for a term of one (1) year annually by the director of the MSN program.

c. 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 18. Committee on Admission to the Doctor of Nursing Practice (DNP) Program

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.
3. Admission to DNP program specialty tracks, such as Nurse Anesthesia, will be determined by the respective specialty track faculty in accordance with their admission requirements.

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 19. 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.

b. Term

Faculty shall be elected for a term of two (2) years. One (1) member shall be elected and one (1) shall be appointed in even years; one (1) faculty shall be elected and one (1) faculty appointed in odd years. Elected and appointed faculty shall serve two (2) year terms. The director of the BSN program shall appoint faculty.

c. Functions

1. Advise the director of the BSN program on issues of progression of individual undergraduate nursing students.
2. Make recommendations to the director of the BSN program regarding separating undergraduate students from the school of nursing.

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.
- c. One school of nursing senator shall serve on the Senate Executive Committee. That individual shall serve on the School of Nursing Executive Committee as an *ex-officio* member.

Section 2. Election

- 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.
- c. The School of Nursing Senators shall elect one member yearly to serve on the Senate Executive Committee. That individual shall serve on the School of Nursing Executive Committee.

Section 3. Reporting

The school of nursing senator representative to the Senate Executive Committee shall provide a report at each meeting of the nursing faculty.

COMMITTEES OF THE UNIVERSITY FACULTY SENATE

Section 1. Representation

Eligible faculty members shall represent the school of nursing on Senate committees as designated in the Faculty Handbook and by the Senate Nominating Committee.

Section 2. Election

The members shall be elected to Senate committees according to policies and procedures of the CWRU Faculty Handbook and the Senate Nominating Committee.

- a. Should a Senate committee position become vacant during the member's term, the position shall be filled according to policies and procedures of the CWRU Faculty Handbook.

Section 3. Reporting

Faculty members of Senate committees shall provide reports to the school of nursing executive committee and nursing faculty as needed or upon request of the executive committee.

ARTICLE X

REVISION OF BYLAWS

- a. 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 non-voting, at least two (2) weeks before the meetings at which the vote is taken.
- b. 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 Rule of Order (most recent revision)

ARTICLE XII
PREVIOUSLY APPROVED VERSIONS OF SCHOOL OF NURSING BYLAWS

1978-79, 1979-1980, 1981-1982, 1982-1983, 1985-1986

Amended 5/1992 and approved by faculty senate 5/1992

Amended 1/1995 and approved by faculty senate 4/1995

Corrections to the 11/2002 amendments 12/12/02 and approved by faculty senate 1/2003

Amended 4/2004 and approved by faculty senate 5/2004

Amended 2/2007, Amended 5/2009, Amended 1/2010, Amended 4/2010

Approved by faculty senate 1/2011

Approved by faculty senate 10/2011

Approved by faculty senate 10/25/2012

Approved by faculty senate 1/2014

Approved by faculty senate 12/17/2014

Approved by faculty senate 9/21/2016

Approved by faculty senate 11/05/2019

Approved by faculty senate 4/23/2025

**CASE WESTERN RESERVE UNIVERSITY
FRANCES PAYNE BOLTON SCHOOL OF NURSING
BYLAWS ATTACHMENT A**

Criteria for Appointment, Reappointment, Promotion, and Tenure for voting Tenured/tenure-track, and Non-tenure Track and Special Faculty Members			
	Full time Tenured/Tenure Track	Full-time Non-tenure Track	Special Faculty
Obligations	Teaching research and track service to the university community	2 of the 3 listed for tenure track	1 of the 3 listed for tenure track
Lecturer	Criteria not applicable	Criteria not applicable	Academic qualifications and competencies are other than those for established university ranks.
Instructor	Criteria not applicable	1. Master's degree in nursing or master's degree in a field of special need. 2. Evidence of competence in teaching and the practice of nursing of in a field of special need. 3. Recognized professional expertise and leadership in a specialty area.	1. Master's degree in nursing or master's degree in a field of special need. 2. Evidence of competence in teaching and the practice of nursing of in a field of special need. 3. Recognized professional expertise and leadership in a specialty area.

Criteria for Appointment, Reappointment, Promotion, and Tenure for voting Tenured/tenure-track, and Non-tenure Track and Special Faculty Members			
Assistant Professor	<ul style="list-style-type: none"> 1. Earned doctorate. 2. Experience in teaching and research in area of expertise. 3. Scholarly productivity as evidenced by research, publications in refereed journals, school/professional committee memberships, and state and local recognition. 	<ul style="list-style-type: none"> 1. Earned doctorate. 2. Experience in teaching and research in area of expertise. 3. Scholarly productivity as evidenced by research, publications in refereed journals, school/professional committee memberships, and state and local recognition 	<ul style="list-style-type: none"> 1. Earned doctorate. 2. Experience in teaching and research in area of expertise. 3. Scholarly productivity as evidenced by research, publications in refereed journals, school/professional committee memberships, and state and local recognition
Associate Professor	<ul style="list-style-type: none"> 1. Excellence in teaching 2. Evidence of academic leadership 3. Research productivity and scholarship 4. Contribution to international scholarship through publications and presentations 5. University, school, and professional organization committee membership. 6. Contributions to national 	<ul style="list-style-type: none"> 1. Excellence in clinical practice 2. Evidence of academic and clinical leadership 3. Clinical scholarship 4. National and international recognition in the profession 5. University, school, and professional organization committee membership. 6. Contributions to national organizations 	<ul style="list-style-type: none"> Excellence in clinical practice 2. Evidence of academic and clinical leadership 3. Clinical scholarship 4. National and International recognition in the profession 5. University, school, and professional organization committee membership. 6. Contributions to national organizations

	organizations		
Professor	<p>1. Major University, School and professional organization committee leadership</p> <p>2. Substantive scholarly contributions nationally and internationally</p> <p>3. Influence in public policy on a national or international level.</p>	<p>1. Major University, School and professional organization committee leadership.</p> <p>2. Substantive scholarly contributions nationally and internationally</p> <p>3. Influence the development of professional policies through national or international leadership activities</p>	<p>1. Major University, School and professional organization committee membership</p> <p>2. Substantive scholarly contributions nationally and internationally</p> <p>3. Influence the development of professional policies through national or international leadership activities</p>