# Bylaws of Faculty Organization

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Glossary

Bylaws of the Faculty Organization of the University of Maryland School of Nursing April 2021
Article I: Faculty Organization

Section 1. Name. The name of the organization shall be the Faculty Organization of the University of Maryland School of Nursing.

Section 2. Purpose. The purpose is to define the scope of inclusion of faculty within the Faculty Organization.

Section 3. Structure. The Faculty Organization shall consist of all Regular Members, full or part-time. Associate Members shall be represented within the Faculty Organization by their respective department chairs. The Faculty Organization will convene at the Faculty Assembly and be represented by the Faculty Council, standing committees, and ad hoc task force or workgroup representation. The powers, duties, and privileges of these bodies shall be exercised in harmony with the general University policies and Faculty Council bylaws.

Section 4. Membership. Regular Members and associate members shall comprise the membership of the Faculty Organization.

a. Regular. All persons holding a primary faculty appointment in the SON who are full-time or part-time shall be Regular Members. They shall have the power to vote and to hold office.

b. Associate. Anyone appointed to the SON faculty that does not qualify for Regular Membership will be an Associate Member. Persons in this category of membership shall not hold office nor be voting members.
Article II: All Faculty Assembly

Section 1. Membership. The members shall be all Regular Members of the Faculty Organization.

Section 2. Purpose. The purposes of the All Faculty Assembly shall be to provide a regular and systematic means for the faculty to be engaged and to participate, to be effective in shared governance and policy making, to provide a means for communication, and to be responsive to staff and student issues.

Title: The Faculty Assembly will also be known as the All Faculty Assembly.

Officers. The officers of the All Faculty Assembly shall be the chair, chair-elect, and secretary of Faculty Council.

Chair. The chair of Faculty Council shall be chair of the Faculty Assembly. The chair shall:

a. Convene as well as preside at all faculty business components of all Assembly meetings.
b. Receive, compile, and distribute Assembly meeting agenda.
c. Receive written recommendations from committees that require Assembly action for placement on the Assembly agenda.

Chair-Elect. The chair-elect of Faculty Council shall:

d. Convene and preside at all Assembly meetings in the absence of the chair.
e. Serve as member ex-officio of committees if designated by the chair.

Secretary. This officer shall be the same as the secretary of Faculty Council and shall:

f. Review minutes of all measures formally enacted at Assembly meetings and distribute these minutes to all respective members.
g. File the original minutes in the open designated electronic repository.
h. Receive, compile, and archive the annual reports of the standing committees at the end of the academic year.
i. Lead the Nominations and Elections subcommittee to facilitate ballot preparation, the annual election process, and distribution of committee lists.
j. Assume such other duties as may be assigned by the chair.

Section 3. Meetings. The Faculty Assembly shall have regular meetings and may have special meetings.

a. Regular. The All Faculty Assembly shall meet at least two times during each academic year.
b. Special. The chair may call a special meeting upon the request of the Faculty Council or upon the request of a majority of the Regular Members of the Faculty Organization.
c. **Quorum.** Two-thirds of the Regular faculty shall constitute a quorum, which is necessary for business to be conducted.

**Section 4. Functions.** The All Faculty Assembly shall:

a. Act upon policies and recommendations on matters referred by Faculty Council, committees of the Faculty Organization, and as otherwise provided for in the bylaws.

b. Approve the School’s mission statement and all major curriculum changes pending the Dean’s approval of financial, legal, political, and managerial considerations.

c. Provide for discussions and take appropriate actions on any matter of concern to the membership of the organization.

d. Elect at large members of Faculty Council to include the chair, chair-elect, secretary; an associate or assistant dean who holds a faculty position; all at large members of standing committees and departmental representatives and representatives to Governance Council, University of Maryland Baltimore (UMB) Faculty Senate, Academic Standing Committee, and Judicial Boards according to the criteria specified in the Student Code of Conduct.

e. Direct the Faculty Council to appoint special committees, task forces, or workgroups to study problems of concern to the School and define the tasks of these committees.

f. Serve as a forum at which information of general interest pertaining to the University of Maryland School of Nursing is disseminated.

g. Exercise such authority as may be delegated to it by the President or President’s designee’s (e.g., the Dean) of the University of Maryland.
Article III: Faculty Council

Section 1. Membership. The Faculty Council membership shall include the following:

a. Ex-officio members. The dean is an ex-officio member of the Faculty Council. The immediate past chair of Faculty Council shall serve as ex-officio member. The chairs of all standing committees of Faculty Council shall serve as ex-officio members. Ex-officio members of the Faculty Council and standing committees have voting privileges.

b. Elected members shall be:
1) One faculty representative from each department. These faculty members shall represent their department at all formal meetings and will serve as a communication coordinator between the council and the departments.
2) One senator to be selected from the School of Nursing representatives of the UMB Faculty Senate.
3) One Faculty Council chair.
4) One chair-elect on the alternating year of the chair.
5) One faculty secretary.
6) One of the associate or assistant deans, who holds a faculty position.
7) Quorum: Two-thirds of the eligible voting members of the committee.

c. Criteria for elected members. Qualifications for election are:
1) Regular Membership within the Faculty Organization for at least two academic years, with the exception of the associate or assistant dean.

d. Term. Elected members shall serve for two academic years and no more than two consecutive terms. In the event an elected member is unable to complete the term, the procedure described in Article III, Section 4f shall be followed.

e. Attendance. If a member has more than two unexcused absences per year, the member shall be dropped from the committee, and a vacancy shall be created in that committee. The vacancy will be filled through a departmental special election according to the procedure described in Article III, Section 4f.

f. Administrative support. Administrative support will be coordinated by the Office of the Dean.

Section 2. Officers.

a. The Faculty Council chair shall be elected biennially by and from the faculty at large.

b. The chair and past-chair or the chair and the chair-elect shall represent faculty at the Governance Council and Academic and Student Affairs Council.
c. The chair-elect shall be elected by and from the Faculty at large biennially during the alternating year of the chair.
d. The secretary of faculty council shall be elected by and from the Faculty at large biennially and is the same as the secretary of the All Faculty Assembly.

Section 3. Meetings. There shall be regular meetings and there may be special meetings.

a. Regular. The Faculty Council shall meet at least six times during each academic year. Any member of the Faculty Organization may attend or request to be placed on the agenda. Faculty Organization members may be invited to participate in an advisory capacity without vote.
b. Departmental Meetings. Departmental representatives of the Faculty Council will be responsible for attending specific departmental meetings to communicate, seek input, and elicit feedback from faculty of each department on matters related to the School of Nursing.
c. Special. The chair may call a special meeting, or a majority of the Council membership may call a special meeting. Special meetings are open to any member of the faculty.

Section 4. Functions. The Faculty Council shall:

a. Receive concerns from the faculty and represent faculty on professional issues.
b. Receive and process information and provide feedback to ad hoc committees, planning committees and workgroups on issues that affect faculty and faculty life.
c. Respond to proposals brought forth from the Governance Council and Academic and Student Affairs Councils.
d. Faculty Council has the authority to vote on proposals from Governance Council and Academic and Student Affairs Council.
e. Establish a Bylaws subcommittee to carry out bylaws revisions as needed, and a periodic full review at least every 5 years.
f. Establish a Nominations and Elections subcommittee, under the direction of the secretary, to accept nominations, conduct elections, and announce results.
g. Receive and act on requests from standing committees, in unusual circumstances, to waive quorum requirements for a specific period of time. membership requirements for a specific period of time when qualified committee members are not available.
h. Provide for discussion of faculty and administrative concerns and make recommendations to appropriate individuals or groups within the School of Nursing and/or UMB.
i. Act as the body of authority for the Assembly in situations demanding action between Assembly meetings.
j. Review proposed changes to the academic policy pertaining to new certificate and specialty programs; major curriculum changes; admissions; progression and graduation; faculty evaluations, remunerations, appointments, promotion, and tenure (APT).
1. Any response to proposals may include:
   a) Approval to present at the Faculty Assembly,
   b) Referred to an appropriate group for further study, or
   c) Opposed.

k. Oversee mechanisms and procedures for annual faculty evaluations, for APT criteria and review, and for faculty merit.

l. Provides updates to the Faculty Organization about new and emerging national, regional, and local developments that impact the nursing profession.


Article IV: Standing Committees

Section 1. General. Standing committees shall have the following general characteristics:

a. Membership. There shall be three categories of membership:
   1) Ex-officio. Certain Regular Members shall be ex-officio members of standing committees. The immediate past chair of a standing committee shall serve in an ex-officio capacity for one year.
   2) Elected. Prior to the spring All School Assembly, regular members of the Faculty Organization will elect representatives to serve, as specified in these bylaws, on the Faculty Council; Baccalaureate Clinical Nurse Leader (BCNL), Master’s (MSN), Doctor of Nursing Practice (DNP), and Doctor of Philosophy (PhD) Curriculum Committees; the Student Affairs, Judicial Board and Academic Progressions Committees; the Appointment, Promotion, and Tenure Committee; UMB Faculty Senate; and the associate or assistant dean member of the Faculty Council. Standing committee membership shall reflect all campuses and membership will be determined equitably. The Nominations and Elections subcommittee will determine the eligible positions, and generate a nomination ballot followed by an election ballot for distribution to the Faculty Organization for voting.
   3) Staff/Student/Alumni. Staff members, students, and alumni may serve as members on certain committees. Alumni members participating in any part of the organization are obligated to comply with the same SON and UMB policies (e.g., privacy of personnel and student information) as SON personnel and students.

b. Terms. The term of membership shall be two years unless otherwise specified. Membership begins July 1 and extends to June 30 of the last year of the term unless otherwise specified. Faculty can run for no more than 2 committees at a time. An elected member may serve no more than two consecutive terms. If a vacancy occurs on any committee whose membership is elected by specific organizational units, the appropriate representative group shall hold special elections within four weeks. If a vacancy occurs on any committee whose membership is elected by the regular members of the Faculty Organization, the procedure described in Article III, Section 4f shall be followed. The replacement member shall complete the term without forfeiting eligibility for election at a succeeding term. Committees will make every effort to stagger terms in order to provide opportunity for succession planning. Committee membership rules may be waived by the Faculty Council in order to maintain adequate committee membership.
c. **Attendance.** If a committee member has more than two unexcused absences per year, the member shall be replaced on the committee.

d. **Officers.** All committees shall have a chair as provided for within the bylaws.

   The chair shall:
   1) Convene meetings.
   2) Designate a member to serve in his/her absence.
   3) Call the initial meeting of the newly elected committee.
   4) Appoint subcommittees/task forces necessary to enable the committee to carry out its functions.
   5) Prepare the annual report for committee approval prior to submission of the report to the fall All Faculty Assembly.

e. **Meetings.** Committees shall meet as frequently as necessary during the year to fulfill their functions. Meetings may be convened by the chair of the committee or by a majority of the committee members.

f. **Reports.**

   1) Each committee will file the original minutes in the open designated electronic repository.
   2) Each committee shall submit a written annual report to the secretary of the Faculty Council for presentation at the fall All School Assembly. Any committee chair or designated representative may comment on the report of the committee's activities to the members at the spring All Faculty Assembly. The annual reports along with comments will be included in the minutes posted on the intranet.

g. **Recommendations.**

   1) Recommendations from committees that require All School Assembly, or All Faculty Assembly action shall be forwarded in writing to the secretary prior to the Faculty Council meeting for placement on the Assembly agenda.
   2) If accepted for placement on the Assembly agenda, each recommendation shall be made available in writing by the committee chair to the faculty membership for consideration at least 10 days prior to the Assembly meetings.

h. **Voting.** Privileges of voting shall be extended to all Regular Members of standing committees. Regular Members refer to ex-officio, elected, and staff/student/alumni members. A quorum shall be two-thirds of the elected voting members of a committee.

i. **Removal or Creation of Standing Committees.** Standing committees may be
removed or created after consideration and vote of Faculty Council. Decisions to remove or create a committee must also be presented to the Governance Council for consideration by Faculty Council Chair.

1) Prior to a vote of removal by Faculty Council, a brief report including the reasons for discontinuation and an explanation of any work responsibilities must be presented by the Chair of the committee being discontinued.

2) For creation of a standing committee, draft bylaws consisting of membership, qualifications, terms, officers, meetings, and functions must be presented to the Faculty Council for review and vote. All decisions must also be presented to the Governance Council for consideration.

j. Administrative support. For the standing committees, a staff person from the associate dean member of the committee will take and transcribe the minutes. Each committee will appoint a member to review and validate the correctness of the minutes.

Section 2. Standing Committees. The Faculty Organization shall consist of the following standing committees.

a. Curriculum Committees

1) Membership
   a) Ex-officio members. Ex-officio members shall be the associate dean of the Baccalaureate program (Baccalaureate Clinical Nurse Leader [BCNL] Curriculum), the associate dean of the MSN programs (MSN and BCNL Curricula), the senior director of the DNP programs (DNP Curriculum), the associate dean of the PhD program (PhD Curriculum), the director of the Clinical Nurse Leader program (MSN and BCNL Curricula), the director of the Baccalaureate program (BCNL Curriculum), the director of the RN-to-BSN option (BCNL Curriculum), and a specialty director (DNP Curriculum). The immediate past chair will serve as an ex-officio member of the School of Nursing’s curriculum committees for one year. One ex-officio non-voting member from the University of Maryland Medical Center (UMMC) will be appointed by the Senior Vice President of Patient Care Services and Chief Nursing Officer at UMMC to serve on each of the curriculum committees.

b) Qualifications for election shall be:
   i) Current Regular Members in the School of Nursing Faculty Organization.
   ii) Membership on the faculty for one year or more at rank of instructor or above.
   iii) Membership in the Graduate School faculty for those representing the PhD programs.
c) Elected members.
   i) Members for the BCNL Curriculum Committee shall be: seven faculty members who teach in the Entry-Level program and have at least one year of teaching experience at that level and shall include equitable representation from all locations and programs.
   ii) Members of the MSN Curriculum Committee shall be: seven faculty members who teach in the MSN program and have at least one year teaching experience at that level and shall include representation from the CNL program faculty.
   iii) Members of the Doctor of Nursing Practice Curriculum Committee shall be: seven faculty members who teach in the Doctor of Nursing Practice program and have at least one year teaching experience at that level and shall include representation from the School of Nursing program at the Universities at Shady Grove.
   iv) Members of the PhD Curriculum Committee shall be: seven faculty members who teach in the PhD program, or have served or are currently serving as a research advisor or dissertation committee member.

d) Consultants. Additional faculty as well as representatives from Instructional Learning Technologies, directors of the Clinical Simulation Laboratory, and the Institute for Educators will be invited for consultation, as needed, to curriculum committee meetings.

e) Student members. Baccalaureate/CNL members shall be: two who are elected or designated through the Student Government Association (one BSN and one CNL student), one advanced practice MSN student elected through the Graduate Nursing Association, and one PhD and one DNP student member elected through the Doctoral Student Organization. These students shall be members of the committees representing the degree program in which they are currently enrolled.

f) Term. Elected members shall serve two years and may run for a second term. Elections will be staggered (each year, one half of the committee will be elected). The chair will serve a two-year term. Elected members shall not serve more than two consecutive terms.

2) Officers.
   a) The chair shall serve two years. A chair-elect shall be elected from the committee membership at the end of the incumbent chair’s first year (June meeting) and will succeed the incumbent chair at the end of the second year (July 1).
3) **Meetings.** The committees shall meet a minimum of 9 times per calendar year (January – December).

4) **Functions.** The committees will:
   a) Formulate, implement, and refine, as needed, the philosophy, conceptual framework, and curricula to achieve programmatic and School of Nursing goals.
   b) Coordinate, evaluate, and revise the curricula to meet requirements of all appropriate regulatory and accrediting bodies.
   c) Initiate, complete, and monitor curricular self-studies as necessary for review by regulatory and accrediting bodies.
   d) Approve new core and elective course offerings and major changes in courses.
   e) Recommend major curricular or program changes to the Faculty Council and Faculty Assembly for approval and to the Governance Council for any change that has resource or fiscal implications.
   f) Facilitate curricular articulation between undergraduate, masters, and doctoral programs.
   g) Approve curricular or program change based on program evaluation findings or periodic program review.
   h) Ensure that all degree programs have an operational advisory committee consisting of alumni, stakeholders, and others who may have an interest in the program outcomes to provide guidance.

b. **Student Affairs Committee**

1) **Membership**
   a) **Ex-officio members.** One of the School’s associate deans, assistant deans, or directors will serve as an ex-officio member. One staff member appointed by the associate dean for Student and Academic Services will serve as an ex-officio member.
   b) **Faculty elected members.** Elected members shall be five faculty members from the School of Nursing and include representation from the School of Nursing program at the Universities at Shady Grove.
   c) **Student elected members.** One student member will be elected from each of the following student populations: baccalaureate/CNL, masters, and doctorate (DNP/PhD). Each of the student members will be elected by the student body, utilizing the student organizations for the election process.
   d) **Criteria for elected members.** Qualifications for election shall be:
      Faculty:
      i) Current Regular Member in the School of Nursing.
      ii) Membership on the faculty for one year or more.
      Student:
i) Currently enrolled and matriculating in an academic program at the School of Nursing.

e) **Term.** Elected faculty members shall serve two years and may run for a second term. Faculty elections will be staggered; each year, one half of the committee will be elected. The chair will serve a two-year term. Elected student members shall serve one year and may run for a second term.

2) **Officers.** The chair shall serve two years. A chair-elect shall be elected from the committee membership at the end of the incumbent chair’s first year (June meeting) and will succeed the incumbent chair at the end of the second year (July 1).

3) **Functions.** The committee shall function in an advisory and consulting role in the following ways:
   a) Review and recommend programs for student services that enhance student life, support programs of study, promote student retention, and recognize student achievement.
   b) Make recommendations concerning student advisement procedures and evaluate the effectiveness of such procedures.
   c) Review, recommend, and reassess, as needed, the School of Nursing code of conduct.
   d) Discuss issues and concerns of the student population and relay concerns to the appropriate administrative or academic departments.
   e) Assist the Office of Student and Academic Services with the development, implementation, and evaluation of student orientation.
   f) Assist in planning and promoting campus and School of Nursing activities/programs for students.
   g) Coordinate and enhance methods to increase awareness and sensitivity to diversity within the School of Nursing as it relates to race, ethnicity, gender, age, disability, religion and other factors.
   h) Assist the Office of Student and Academic Services with planning and implementation of convocation and/or commencement activities:
      i) Coordinate awards for convocation with Office of Student and Academic Services.
      ii) Recruit marshals for convocation and commencement.
      iii) Assist in the recruitment and selection of student speaker, keynote speaker, and singers for convocation.

4) **Meetings.** The Student Affairs Committee shall meet once a month as necessary. Appointed subcommittees shall meet as necessary.

c. **Appointment, Promotions, and Tenure Committee (APT)**

   1) **Membership.**
      a) The membership shall be composed of at least two and no more than
four professors and four associate professors. At least two full professors must be tenured; the remaining full professors may be non-tenured. Two associate professors must be tenured, and two must be on the non-tenure track. The dean, associate deans, assistant deans, and department chairs are not eligible to serve on the APT Committee.

b) **Term.** The term of office shall be for two academic years, with half the membership elected annually. Members must have been on the faculty in a full-time teaching or research position for at least one year with a primary academic appointment to the School of Nursing. Members may serve more than two consecutive terms if needed to properly constitute committee membership. Faculty members shall not be members of the APT Committee during the academic year that they or a family member will petition for promotion and/or tenure.

c) **Voting.** Only tenured faculty may vote on applications involving tenure. Only those committee members holding an academic rank higher than that currently held by the applicant may vote on applications involving promotion. APT members must absent themselves from discussion of and may not vote on any candidate or action if there is an actual or perceived conflict of interest.

2) **Officers.** The chair shall be a tenured associate or full professor, elected by and from the committee members each year.

3) **Functions.** It is the responsibility of each member to maintain absolute confidentiality regarding all committee discussion during the course of business as well as during the promotion and tenure process. The committee shall:
   a) Review annually the position descriptions for each academic rank.
   b) Review annually and revise as necessary procedures involving appointments, promotion, and tenure, drawing upon appropriate resources.
   c) Make recommendations to the dean (with supporting rationale) of appointments of faculty, as well as appointments of adjunct faculty, at the rank of associate professor and above.
   d) Communicate in matters relating to APT with emphasis on development of advocacy for applications.
   e) Provide pre-promotion and pre-tenure advisement to faculty members interested in advancement.
   f) Conduct post-tenure reviews in accordance with University policy.
   g) Make recommendations to the dean (with supporting rationale) of promotions and tenure of faculty. While the University considers moving to and from a tenure-track position within rank, APT does not make a recommendation on this personnel action.
Article V: Miscellaneous

Section 1. Parliamentary authority. The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the faculty of the School of Nursing in all cases to which they are applicable and in which they are not inconsistent with these bylaws or those of the UMB Faculty Senate and any special rules the faculty may adopt.

Section 2. Amendments. All motions to amend these bylaws shall be:

a. Placed before the faculty by the Faculty Council.
b. Made at a regular meeting of the faculty and shall have been included in and attached to the agenda of the meeting.
c. Read and debated at a regular meeting of the faculty held in the same academic year.
d. Following the debate, a vote on the motion shall be taken. A two-thirds majority of the voting faculty shall be required for adoption of an amendment.

Section 3. Bylaws review. The faculty will review the Faculty Organization bylaws at least every five years or as needed.

Glossary

A. Departments: Current departments described on the organizational chart of the School of Nursing.

B. Graduate School Faculty: Faculty who hold appointments as Associate or Regular Members of the UMB Graduate School.

C. Student Organizations:
   SGA - Student Government Association
   GNA - Graduate Nursing Association
   DSO - Doctoral Student Organization

D. Major curriculum change: Offering a new degree or curriculum modification that would alter the philosophy, purpose, or curriculum design.

Adoption and Effective Date: These bylaws, were approved by at least two-thirds of the voting faculty of the University of Maryland School of Nursing on May 14, 2012. Amended effective: July 1, 2015; July 1, 2017; April 2021.