

Middle Tennessee State University  
School of Nursing  
Nursing Faculty Organization Bylaws

**Article I: Name**

The name of this organization shall be the Middle Tennessee State University Nursing Faculty Organization.

**Article II: Mission, Purpose and Functions**

**Section I:**

The Middle Tennessee State University School of Nursing provides excellence in nursing education by preparing individuals to meet the dynamic and complex health care needs of society. Through robust academic programs, the School of Nursing demonstrates its' commitment to the art and science of nursing.

**Section II:**

The purpose of this organization shall be to provide an avenue for faculty input into the governance of the School of Nursing (SON) so that its philosophies, purposes and objectives can be effectively implemented and evaluated. The Organization shall address the issues of society and health care as they have an impact upon and demand response from the nursing curricula. The Organization shall facilitate necessary changes within the School and the nursing curricula.

**Section III:**

The functions of this organization shall be to:

1. Develop, implement and evaluate the program in nursing education offered by the University.
2. Plan for program development and provide input for budget allocations.
3. Develop and approve policies and procedures consistent with the philosophy, purposes and objectives of the program.
4. Provide for a system of student advisement.
5. Promote, support and provide advisors for the MTSU Student Nurses' Association
6. Provide input for appointment, retention and promotion of faculty within the School.
7. Elect member(s) to SON PTRC and CBHS PTRC.

**Article III: Membership**

**Section I:**

The membership shall consist of all full-time faculty in the School of Nursing at Middle Tennessee State University. Attendance at all faculty meetings is a requirement for all full-time faculty members. If unable to attend, prior notice in writing to the Director is required. Part-time faculty are invited to all faculty meetings and will have voice but not vote. SON Advisors are invited to all faculty meetings and will have a voice but not vote. The Health Care Systems Manager is required to attend all faculty meetings and shall have a voice but not vote.

**Section II:**

Students have representation in the organization through their participation on select committees. When appropriate, student representatives attend specified meetings for certain agenda items.

**Article IV: Officers**

**Section I:**

The officers of the Organization shall be a chair, a timekeeper and a secretary.

**Section II:**

The Director of the School of Nursing or a designee will serve as Chair of the Organization. The functions of the Chair shall be to:

1. Call and preside over all general meetings of the Faculty Organization.
2. Prepare and distribute an agenda at least 24 hours prior to the meeting.

**Section III:**

The Secretary of the Organization shall be a faculty member to be selected on a volunteer basis at the first faculty meeting of the fall and spring semesters. The term of office should be one semester. If there is no volunteer, a secretary will be appointed by the Chair. The staff secretary will serve as the recording secretary for the Organization.

The function of the Faculty Organization Secretary shall be to:

1. Review and edit the minutes taken by the staff secretary.

The functions of the staff secretary shall be to:

1. Attend all faculty meetings to record activities.
2. Transcribe minutes.
3. Send minutes to faculty secretary for editing/approval.
4. Disperse minutes to all faculty five business days in advance of the faculty meeting during which the minutes would be approved.
5. Place a copy of approved minutes with appropriate attachments on the N drive.

**Section IV:**

The Timekeeper of the Organization shall be a faculty member to be selected on a volunteer basis at the first faculty meeting of the fall and spring semesters. The term of office shall be one semester. If there is no volunteer, a timekeeper will be appointed by the Chair.

The function of the Timekeeper shall be to:

1. Monitor each agenda item for timeframe allotted calling time when applicable.

## **Article V: Meetings**

There shall be at least two meetings of the Organization during each of the fall and spring semesters. Dates and times of each meeting shall be published on the shared calendar for the SON. The Chair may cancel a regular meeting or call a special meeting in response to SON needs or at the request of the members of a committee. Meetings shall be conducted according to Robert's Rule of Order Revised.

## **Article VI: Voting**

Measures requiring a vote will be distributed via email at least five business days in advance of the meeting in which the vote will be taken. Flexibility will be considered for emergency situations. For emergencies, an email vote may be considered if approved by the faculty. Issues that require a vote will not be presented unless a quorum is present. A quorum shall consist of at least three-fourths of the membership excluding the Chair. Any motion shall be passed by simple majority which is defined as one vote beyond half the votes actually cast by persons legally entitled to vote, excluding blanks or abstentions at a regularly called meeting when a quorum is present. In the event of a tie vote, the Chair shall cast the deciding vote. Voting by proxy or email will be allowed in special circumstances with approval of the Chair.

## **Article VII: Committees**

### **Section I:**

The number of faculty members and student representatives will be as outlined below under each committee.

### **Section II:**

Committee assignments shall be determined by the Director with input from faculty. No faculty member shall serve on more than three standing committees with the exception of Faculty Organization. The Director of the SON shall provide administrative oversight for all committees.

### **Section III:**

The Chair of each committee shall be elected by its members at the first meeting of the academic year. The Chairs of each committee will serve as the liaison between the committee and the Director. The Chair and Secretary of each committee shall function according to Robert's Rules of Order Revised.

### **Section IV:**

The standing committees are:

- Admissions Committee
- Alumni Relations Committee
- Curriculum Committee
- Faculty Services Committee
- Promotion and Tenure Review Committee (SON-PTRC)
- Program Effectiveness Committee
- Student Success Committee

### **Section V:**

The actions taken by the committees are to be recorded in minutes and posted to the N drive for the SON. Each committee Chair shall prepare an annual report and submit to the Director and post to the N drive by May 31. Committees that have student members shall include their input in said reports. Committee Chairs will present the recommendations of the committee at the Faculty Organization meeting for approval or action. Committees shall have the authority for decision making on items that do not have major effect on policy, the majority of faculty, or students.

### **Section VI:**

With the exception of the School of Nursing Promotion and Tenure Review Committee (SON-PTRC), committee members will serve a minimum of a two-year term, but no more than a three-year term. Committee membership may be rotated at the beginning of the fall semester.

### **Section VII:**

Membership and functions of each committee are listed under each committee's title. **At the beginning of the semester, each committee Chair will submit a meeting schedule to the Director and post the meeting schedule on the shared calendar for the SON.**

### **Admissions Committee**

Membership shall consist of a minimum of five (5) faculty members and one staff secretary. An academic advisor from the undergraduate and graduate programs for the School of Nursing will serve as ex-officio members. Faculty members should represent both the undergraduate and graduate programs. Faculty representing the graduate program must hold graduate faculty status.

Meetings: the committee will meet immediately after the application deadlines to review applications, and other times as needed to complete its work.

Functions: The committee will function to:

1. Review students' records for admission.
2. Review criteria for admission, progression and continuation (readmission) in the nursing major.
3. Formulate and present recommendations for faculty action regarding changes in criteria for admission, progression and continuation.
4. Consider and make recommendations to the Director for those students who seek exceptions to the established criteria for admission, progression and continuation in the program.
5. Consider and make recommendations to the Director for those students who seek transfer credit for courses required by the major.
6. Review enrollment trends and suggest recruitment and retention strategies.
7. Update SON application form and information packets sent to students for admission.
8. Update letters sent to applicants after selection process is complete.
9. Ensure that all admission information on the SON website is accurate and current.
10. Write designated section(s) of Self-Study Reports for accreditation.
11. Review and recommend revisions of these bylaws.

## **Curriculum Committee**

**Membership shall consist of at least four (4) faculty plus two students (one undergraduate and one graduate). SON Advisor will serve as ex-officio member. Staff secretarial support provided by Faculty Secretary.** Faculty members should represent both the undergraduate and graduate programs. Faculty representing the graduate program must hold graduate faculty status. There shall be at least one Family Nurse Practitioner (FNP) faculty on this committee.

Meetings: The committee will meet at least once each semester and more often as determined by the committee to complete committee business.

Functions: The committee will function to:

1. Annually evaluate the mission, philosophy, purposes objectives, curriculum, and courses for the Bachelor of Science in Nursing and Master of Science in Nursing programs.
2. Evaluate the curriculum in an ongoing manner.
3. Recommend curricular changes to the School of Nursing faculty for vote.
4. Forward proposed curricular changes to the College Curriculum Committee, University Curriculum Committee or Graduate Council.
5. Write designated section(s) of Self-Study Reports for accreditation.
6. Review and recommend revisions of these bylaws.

## **Faculty Services Committee**

Membership shall consist of a minimum of three (3) nursing faculty and the Chair of SON-PTRC who serves as an ex-officio member. Staff secretarial support provided by Faculty Secretary.

Meetings: the committee will meet at least once a semester and as needed to complete committee business.

Functions: The committee will function to:

1. Coordinate and plan New Faculty Orientation.
2. Review and recommend revisions of these bylaws.
3. Evaluate and revise faculty and course evaluation policy and procedure.
4. Assist with the faculty evaluation process.
5. Support opportunities for faculty education and/or development related to research and service.
6. Act as a resource for faculty interested in research.
7. Facilitate mentorship for all tenure-track faculty and new clinical-track faculty.
8. Write designated section(s) of Self-Study Reports for accreditation.
9. Review and recommend revisions of these bylaws.

## **Program Effectiveness Committee**

Membership shall consist of a minimum of three (5) full-time faculty members. Staff secretarial support provided by Faculty Secretary. Faculty members should represent both the undergraduate and graduate programs. Faculty representing the graduate program must hold graduate faculty status. There shall be at least one Family Nurse Practitioner (FNP) faculty on this committee.

Meetings: the committee will meet at least once each semester and as needed to complete committee business. During the first meeting of the academic year, the committee will elect a Chair (tenure track faculty) and a Co-chair (clinical track faculty).

Functions: The committee will function to:

1. Collaborate with the Faculty Organization in establishing Goals for the academic year.
2. Collaborate with the Faculty Organization in establishing Student Learning Outcomes (SLO's) for the academic year.
3. Develop a five-year strategic plan.
4. Conduct ongoing evaluation of strategic plan.
5. Maintain data necessary to measure progress toward Goals and SLO's.
6. Monitor and evaluate NCLEX pass rates (always one of the Goals in #1 above).
7. Monitor and evaluate FNP certification pass rates, job placement statistics and program completion rates
8. Enter SON Program Effectiveness data and supporting documents into the Office of Institutional Effectiveness, Research, and Planning (IERP) database (called "Campus Labs").
9. Write designated section(s) of Self-Study Reports for accreditation.
10. Review and recommend revisions of these bylaws.

## **School of Nursing Promotion and Tenure Review Committee (SON-PTRC)**

Membership: All full-time tenured faculty are eligible for membership to the PTRC, and will be voted on at the first faculty meeting of the academic year.

Meetings: the committee will meet at the beginning of the academic year to elect a Chair and establish a meeting timetable depending on the number of faculty applying for promotion and/or tenure and requiring pre-tenure evaluations according to the promotion and tenure review calendar established by the University and the Dean.

Functions: The committee will function to:

1. Notify all faculty members of the deadlines for materials to be submitted to Executive Aide and to the Chair of PTRC in both hard copy and electronic format.
2. Evaluate all tenure-track (TT) and clinical-track (CT) faculty retention and submit written report to the designated person(s) by the established deadline.
3. Evaluate all tenure-track and tenured faculty who make application for tenure and/or promotion and submit a written report to designated person(s) by the deadline.
4. Ensure that student evaluations of faculty are completed according to established University guidelines and submitted to IT services for processing.

5. Collaborate with and assist the Faculty Services Committee to foster faculty development and establish process for student evaluations of faculty.
6. Develop and review criteria for graduate faculty status, and forward to Graduate Council for approval.
7. Review and recommend revisions of these bylaws.

### **Student Success Committee**

Membership shall consist of at least three (3) faculty members plus two students. One continuing student (semester 2 through 4) and at least one graduating student (semester 5).

Meetings: the committee will meet at least once a semester and as needed by the committee to complete committee business.

Functions: The committee will function to:

1. Make determinations related to scholarship recipients.
2. Foster interest in the Student Nurses' Association and in other professional nursing activities.
3. Review and revise Nursing Student Handbook.
4. Plan and coordinate Pinning Ceremony.
5. Plan, coordinate and host student orientation to upper-division nursing.
6. Plan, coordinate and host annual SON career fair.
7. Coordinate student nurse uniform information.
8. Coordinate selection of senior award recipients.
9. Write designated section(s) of Self-Study Reports for accreditation.
10. Review and recommend revisions of these bylaws.

### **Alumni Relations Committee**

Membership will consist of a minimum of two (2) faculty members and one student (5<sup>th</sup> semester).

Meetings: the committee will meet at the beginning of the academic year to determine the need for meetings and their schedule.

Functions: The committee will function to:

1. Collaborate with CBHS Development Officer to foster relationship with alumni.
2. Collaborate in coordination of continuing education activities for the MTSU Alumni.
3. Plan at least one social activity each year for alumni.
4. Maintain a current list of officers of the alumni association.
5. Collaborate with Development Officer to provide publicity for the MTSU School of Nursing Alumni programs.
6. Review and recommend revisions of these bylaws.

### **Section VIII:**

Ad hoc committees may be appointed as necessary to address short-term issues/projects important to the School of Nursing.

#### **Article VIII: Rules of Order**

The rules contained in Robert's Rules of Order Revised shall govern the Organization in all cases where they are applicable and where they are not in conflict with the bylaws as set out.

#### **Article IX: Bylaws Revision**

The Bylaws of the Organization may be revised, amended or appealed by a vote of three-fourths of the membership at any of the general meetings provided that any proposed changes have been circulated in writing or e-mail to the membership at least five (5) business days in advance of the meeting during which the vote is to be taken.

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