

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 fifty-one percent (51%) 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 Chair 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
- Program Effectiveness Committee
- Promotion and Tenure Review Committee (PTRC)
- 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.

Alumni Relations Committee

Membership will consist of a minimum of two (2) faculty members and one student (5th semester), as well as at least one graduate student.

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 with Development Officer to provide publicity for the MTSU School of Nursing Alumni programs.
3. Collaborate in coordination of continuing education activities for the MTSU Alumni.
4. Plan at least one social activity each year for alumni and/or maintain an online presence.
5. Maintain a current list of officers of the alumni association.
6. Facilitate an Outstanding Alumni Award for a graduating BSN student each year.
7. Facilitate an Outstanding Alumni Award for a graduating MSN student each year.
8. Submit an annual report of the committee's accomplishments to the Director every May.
9. Review and recommend revisions of these bylaws.

Curriculum Committee

Membership shall consist of at least six (6) faculty plus at least three (3) students (one junior, one senior, and one graduate). SON Advisors will serve as ex-officio members. Staff secretarial support is provided by the Executive Aide. Faculty members will represent both the undergraduate and graduate programs. Faculty representing the graduate program must hold graduate faculty status. There shall be at least two (2) Nurse Practitioner (FNP) faculty on this committee.

To increase the efficiency of this committee, two subcommittees, appointed by the Director, will each be led by a facilitator to be elected by the committee. Any work performed in the subcommittees will be brought forward to the full committee for the purposes of discussion, voting, and inclusion of pertinent information in the curriculum committee minutes. Each subcommittee will consist of at least three (3) faculty members and at least one (1) student.

Meetings: Meetings will be held at least once each semester and more often as determined by the committee to complete committee business. The committee will elect a Chair and a facilitator for each subcommittee at the first business meeting of the academic year.

Functions: The committee will function to:

1. Annually evaluate the mission, philosophy, and program outcomes for the Bachelor of Science in Nursing and Master of Science in Nursing programs.
2. Evaluate the curriculum including courses and course objectives in an ongoing manner as identified in the Systematic Program Evaluation Plan (SPEP).
3. Recommend curricular changes to the School of Nursing faculty for vote.

4. Forward proposed curricular changes to the College Curriculum Committee and the University Curriculum Committee (for undergraduate courses), and the College Curriculum Committee and the Graduate Council (for graduate courses) using the Curriculog curriculum management system.
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. The Chair of the SON-PTRC is invited to attend meetings that may require collaboration regarding the two committees. Staff secretarial support provided by the SON 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, plan, and evaluate New Faculty Orientation.
2. Review and revise on an annual basis, the policies and procedures for the faculty evaluation process for peer to peer evaluations to include both on ground and online faculty.
3. Support opportunities for faculty education/development related to teaching/research/service/development.
4. Develop, implement, and facilitate a formal mentorship program for all faculty in the SON.
5. Review and revise faculty benchmarks related to research and service activities, as required for accreditation.
6. Contribute to sections of the Systematic Program Evaluation Plan (SPEP) as it relates to faculty responsibilities and productivity, as required for accreditation.
7. Write designated section(s) of Self-Study Reports for accreditation.
8. Review and recommend revisions of these bylaws.

Program Effectiveness Committee

Membership shall consist of a minimum of three (3) full-time faculty members. Staff secretarial support provided by the Executive Aide. 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 Nurse Practitioner (FNP) faculty on this committee.

Meetings: The committee will meet at least twice each semester to complete committee business. During the first meeting of the academic year, the committee will elect a Chair (tenure-track faculty).

Functions: The committee will function to:

1. Collaborate with the Faculty Organization in establishing Goals and Student Learning Outcomes (SLO's) for the academic year.
2. Develop a five-year strategic plan and conduct ongoing evaluation of strategic plan.
3. Collect and maintain data necessary to measure progress in all program metrics.
4. Monitor and evaluate NCLEX pass rates and BSN job placement statistics.
5. Monitor and evaluate FNP certification pass rates, job placement statistics, and program completion rates.
6. Enter SON Program Effectiveness data and supporting documents into Campus Labs.
7. Write designated section(s) of Self-Study Reports for accreditation.
8. Review and recommend revisions of these bylaws annually.

Promotion and Tenure Review Committee (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. The committee will review and evaluate faculty according to university promotion and tenure policies.

Functions: The committee will function to:

1. Notify all faculty members of the deadlines for materials to be submitted in electronic format via the Digital Measures platform.
2. Evaluate all tenure-track (TT), clinical-track (CT), and full-time temporary (FTT) faculty in the Digital Measures platform by the established deadline.
3. Evaluate all tenure-track and tenured faculty who make application for promotion and/or tenure in the Digital Measures platform by the deadline.
4. Collaborate with and assist the Faculty Services Committee to foster faculty development as needed.
5. Develop and review criteria for graduate faculty status, and forward to Graduate Council for approval.
6. Evaluate all adjunct, new, and reappointment graduate faculty applications according to School of Nursing criteria.
7. Review and recommend revisions of these bylaws.

Student Success Committee

Membership shall consist of at least three (3) faculty members, a minimum of two (2) undergraduate students (one continuing student in semester 2, 3 or 4, and one graduating senior student), and one MSN student. Staff secretarial support provided by Secretary.

Meetings: The committee will meet at least once a semester or as needed to complete committee business. The committee will elect a Chair at the first meeting of the academic year.

Functions: The committee will function to:

1. Coordinate application and selection of scholarship recipients.
2. Collaborate with the Student Nurses' Association in promoting professional nursing activities.
3. Plan and coordinate the BSN Pinning Ceremony.
4. Plan and coordinate student orientation to upper-division nursing.
5. Plan and coordinate MSN orientation and MSN graduate recognition ceremony.
6. Facilitate tutoring for undergraduate nursing students.
7. Coordinate student nurse uniform information.
8. Coordinate nomination and selection of senior award recipients.
9. Write designated section(s) of Self-Study Reports for accreditation.
10. 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 at least fifty-one percent (51%) 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.