

**University of Central Florida
College of Nursing
FACULTY ASSOCIATION BYLAWS**

(Combined Bylaws for Departments of Nursing Practice and Nursing Systems)

Approved by Faculty Association

03.15. 2024

Approved by Faculty Excellence

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ARTICLE I – Name

The University of Central Florida (UCF) College of Nursing (CON) has two departments: 1) Department of Nursing Practice and 2) Department of Nursing Systems. Since the departments represent one discipline, much of the CON business is conducted by joint departmental representation. The activities of the joint departments are organized as the CON Faculty Association. For the purposes of this document, the operational structure will be called the Faculty Association.

ARTICLE II – Purposes

The purposes of the Faculty Association are to:

- A. Promote mutual involvement of the faculty and administration of both departments in planning, implementing, and evaluating all CON programs.
- B. Formulate policy recommendations in all academic matters for submission to the Dean of the CON.
- C. Facilitate the accomplishment of the CON mission.
- D. Debate and deliberate issues related to nursing and health care.

ARTICLE III – Authority and Government

Section 1: Authority

The authority of the Faculty Association is to participate in determination of policies, procedures, and activities of the CON.

Section 2: Representative Government

In keeping with the UCF Faculty Senate Resolution, the CON will operate in a shared governance approach.

Section 3: Procedures of the Organization

Unless noted otherwise designated in these Bylaws, this Faculty Association and its committees shall operate using the most recent edition of [*Robert's Rules of Order*](#).

ARTICLE IV – Faculty Association

Section 1: Voting Members

All faculty members in the CON holding the rank of Instructor/Lecturer, Associate Instructor/Lecturer or Senior Instructor/Lecturer, Assistant Professor, Associate Professor, or Professor (tenured, tenured-earning, clinical or visiting) and having at least a half time (0.5 FTE) appointment for an academic or calendar year constitute the Faculty Association.

Section 2: Non-voting Members

Non-voting members are entitled to attend meetings of the Faculty Association and to have speaking privileges. These individuals include the following:

- A. Emeritus faculty members.
- B. Faculty members with less than 0.5 FTE appointments.

- C. Faculty members holding appointments of less than 9 months.
- D. Faculty members holding joint or secondary appointments in the CON.
- E. Courtesy faculty members.
- F. Adjunct faculty members.
- G. Staff.

Section 3: Officers

- A. The officers of the Faculty Association are the President-elect and the President. The President-elect is elected by the faculty and, after serving year one (1) of the elected two-year term, assumes the role of President of the Faculty Association for the second year of the term.
- B. If the President-elect is unable to assume the presidency after their first term, a special election will be held to fill the vacancy.
- C. The election of the President-elect will take place at the end of each academic year. The term commences on the first day of the new academic year following the election.
- D. Officers may not serve more than two consecutive terms in either position during consecutive election cycles.

Section 4: Vacancies

- A. Vacancy in the office of President or President-elect will be filled by special election.

Section 5: Parliamentarian

If determined by the President as necessary to ensure the orderly conduct of business, a parliamentarian shall be appointed to assure [*Robert's Rules of Order*](#) are followed.

Section 6: Duties of the Officers

The President and President-elect shall perform duties usually performed by such officers, together with duties as prescribed by the Faculty Association, the CON Faculty Leadership Council (see Article V), and [*Robert's Rules of Order*](#) when not in conflict with the Bylaws of this organization.

- A. The President of the Faculty Association shall:
 1. Convene and preside over the regular and special meetings of the Faculty Association.
 2. Develop the agenda for the Faculty Association meetings in conjunction with the CON Faculty Leadership Council and the Dean.
 3. Serve on the CON Executive Council (see Article IV, Section 8).
 4. Chair the CON Faculty Leadership Council.
 5. Appoint faculty members to standing and special committees (unless UCF rules dictate other procedures) in consultation with the CON Executive Council.
 6. Appoint a parliamentarian as indicated.

7. Develop charges for CON Faculty Leadership Council, Standing Committees, and Special Committees in conjunction with the Dean.
 8. Represent the Faculty Association as called upon by the Dean or the Faculty Leadership Council.
- B. The President-elect of the Faculty Association shall:
1. Serve on the CON Executive Council.
 2. Serve on the Faculty Leadership Council.
 3. Act as President of the Faculty Association and of the CON Faculty Leadership Council in the absence of the President.
 4. Collaborate with the President in development of the Faculty Association meeting agenda.
 5. Collaborate with the President regarding orientation of all Standing and Special Committee Chairs as to their duties and responsibilities.
 6. Serve in other capacities as delegated by the President of the Faculty Association.

Section 7: Meetings and Reports

- A. Each department will hold regularly scheduled meetings to conduct business specific to the department and its programs. Departments may make recommendations to the relevant CON Faculty Association committees for action. Meetings will be listed on a master calendar.
- B. Regularly scheduled meetings of the Faculty Association and Standing Committees are to be listed on a master calendar for the CON.
- C. The Faculty Association will hold a minimum of three regularly scheduled face-to-face meetings during each academic year, with a minimum of one meeting in the Fall and one meeting in the Spring semester. Review of the CON Strategic Plan shall be included as needed. During at least one meeting per semester, the Dean shall report the state of the CON, including a financial overview.
- D. Standing Committees shall meet monthly during the academic year.
- E. Standing meetings of the Faculty Association and Standing Committees may be cancelled when the President or the Standing Committee Chair determines there is no business to be conducted.
- F. Special meetings may be called to conduct business requiring a vote on behalf of the Faculty Association or Standing Committee by the President or Standing Committee Chair, when deemed necessary, or upon petition of one-third of the voting members of the Faculty Association or Standing Committee.
- G. A special meeting of the Faculty Association or Standing Committee may be called by the President or Standing Committee Chair with as much prior notice as possible in instances where no business requiring a vote will be conducted.
- H. A written or electronic notice and proposed agenda, along with minutes

from the previous meeting, shall be distributed to members of the Faculty Association and Standing Committees at least three business days prior to any regular or special meetings at which business requiring a vote may be conducted.

- I. The agenda for special meetings called upon petition of the members of the Faculty Association or Standing Committees shall be determined by collaborative agreement of two representatives of the petitioning group, the President/Committee Chair, and the Dean (or delegate). The agenda for special meetings called upon petition shall be limited to the business identified in the petition.
- J. Faculty members are expected to attend scheduled meetings or participate via distance technologies, if approved in advance.
- K. A quorum shall represent 51% of the voting members of the Faculty Association or Standing Committee. A simple majority of voting members present shall carry a motion. Proxy voting is not permitted.
- L. Business may be conducted electronically (e.g., dissemination of meeting materials, surveys, and voting on items). Outcomes of business conducted electronically must be documented, disseminated, and recorded in the minutes of the next regularly scheduled meeting.
- M. Minutes shall be maintained for general access for five years within CON official electronic files within Teams. Faculty and staff will be provided with access to minutes via a shared electronic folder and/or a designated Webcourse@UCF non-credit course. Minutes will be archived electronically after the fifth year in accordance with UCF record retention policy.
- N. The Faculty Association President will identify a faculty member to convene the Standing and Special Committees described in these bylaws.

Section 8: Collaborative Structure for Shared Governance Executive Council

The CON Executive Council serves to facilitate collaboration between CON Administration and the Faculty Leadership Council. This includes ensuring that adequate resources and staff support are available to faculty to conduct the business of the Faculty Association and its committees. Members include the Dean, Assistant/Associate Deans, Department Chairs, and the elected officers of the Faculty Association. Meetings are scheduled monthly during the academic year and as determined necessary by the Dean and the President. Scheduled meetings may be cancelled if it is determined there is no business to be conducted. Regularly scheduled meetings are to be listed on a master calendar.

Section 9: Departments

To support the stated purposes of the Faculty Association, the Department of Nursing Practice and the Department of Nursing Systems will collaborate with the Faculty Association and Standing Committees on matters related to the business of those departments. A report of department activities and actions related to the business of the Faculty Association will be made by the Department Chairs during regularly scheduled

meetings of the Faculty Association.

Section 10: Legislative Procedure for Creation and Review of Policy Related to the Faculty Association

- A. Policy proposals may be generated by any faculty member, committee, or council.
- B. The CON Faculty Leadership Council will review policy proposals that are generated by faculty and submitted to determine a course of action.

Section 11: Amendments

These Bylaws may be amended by a two-thirds vote of all members of the Faculty Association, provided that the text of the proposed amendment has been submitted in writing to the voting members of the Faculty Association at least ten business days prior to the formally announced and scheduled meeting with notice of its intended consideration.

ARTICLE V – Faculty Leadership Council

Section 1: Authority

The CON Faculty Leadership Council shall serve in an advisory capacity to the Dean and as a liaison committee to facilitate communication and coordination among faculty members and committees of the Faculty Association, and between the Faculty Association and CON Administration.

Section 2: Duties of the Faculty Leadership Council

- A. Assess the effectiveness of the CON's shared governance system and recommend modifications to the Faculty Association, Dean, Assistant/Associate Deans and Department Chairs.
- B. Review annual committee reports.
- C. Respond to requests for information and consultation from administrators or faculty members.
- D. Assist in the development and evaluation of the CON's Strategic Plan and CON Annual Evaluation Plan.
- E. Review policies and procedures related to the work of the Faculty Association on an established schedule.
- F. Evaluate and make recommendations related to proposed policies and procedures associated with the work of the Faculty Association and its Standing and Special Committees.
- G. Recommend priorities for use of CON resources (e.g., funds, space).
- H. Receive and address matters submitted in writing to the Faculty Leadership Council, including recommendations from Standing Committees, Special Committees, or individual faculty members.
- I. Make recommendations for Special or ad hoc Committees as needed.
- J. Review the Mission, Goals and Policies of the CON every four years, or as requested, and recommend revisions to the Faculty Association.
- K. Conduct nomination process in preparation for regular and special elections.
- L. Serve as Nominating Committee during election years.

- M. Review findings of annual evaluation plan process and make recommendations as needed.

Section 3: Membership

The Faculty Leadership Council will consist of the Chairs of all Standing Committees of the CON, and the President and President-elect of the Faculty Association. The Dean, Assistant/Associate Deans, and Department Chairs will serve as ex officio members of the CON Faculty Leadership Council.

The Faculty Association President shall serve as Chair.

ARTICLE VI – Committees of the Faculty Association

Section 1: Authority

The Committees of the Faculty Association shall carry out duties as prescribed by the Bylaws and other activities as assigned by the President of the Faculty Association. Committees of the Faculty Association consist of Standing, Special and ad hoc committees.

Section 2: Duties of the Faculty Association Committees

- A. Standing Committees, as established in the Bylaws, are authorized to act on behalf of the Faculty Association in accordance with their charge.
- B. Special Committees are established to carry out specified tasks that require the attention of the members of the Faculty Association.
- C. Standing Committees shall submit a written annual report at the end of each academic year to be recorded in the minutes of the Faculty Association. The report will include accomplishments and recommendations for the upcoming academic year.
- D. Committees may establish ad hoc committees to accomplish specific tasks associated with the charge of the committee.
- E. All meetings of Standing Committees are open to the public except when confidential student information (e.g., admission, progression, graduation, appeals) is being discussed.
- F. On the occasion that the charge of one Standing Committee has the potential to overlap with the charge of another, every effort should be made to jointly address the matter by committee Chairs.

Section 3: Membership

- A. Standing Committee members are appointed by the President of the Faculty Association in consultation with the CON Executive Council and Leadership Council.
- B. The President, in consultation with the CON Executive Council, will appoint a committee member to convene the initial meeting to confirm the appointment /election of a committee Chair and Chair-elect during evenly numbered academic years. The Chair-elect after serving year one (1) of the elected two-year term, assumes the role of Chair for the second year of the term.

- C. Membership of Special Committees will be determined by appointment of the President in consultation with the CON Executive Council and Leadership Council.
- D. The elected Chair shall preside over all Standing and Special Committee meetings.
- E. Only faculty committee members are voting members.
- F. Student representatives will be selected from the student body to serve on Curriculum Committees. Student representatives are non-voting members.
- G. Student representatives may not serve on any committee where confidential student information is disclosed.
- H. Faculty members who are currently CON students may not serve on any standing committees at the same degree level, that impact curriculum, admissions, progression and graduation, or scholarship decisions.
- I. The Dean, Assistant/Associate Deans and/or Department Chairs shall serve as non-voting, ex officio consultants, to all Standing and Special Committees as needed.

Section 4: Terms of Office for Standing Committee Chairs and Members

- A. Terms of service for Standing Committee members shall begin with the contractual start of the academic year.
- B. Chairs of Standing Committees will be elected by a majority of appointed committee members for a two-year term where in year 1 they serve as the Chair-elect and in year two they assume the role of committee Chair. The election of the new Chair-elect occurs at the first meeting of the committee for the academic year.
- C. The Chair-elect to Chair of a Standing Committee may not serve more than two Chair-elect to Chair consecutive terms.

Section 5: Vacancies

- A. The President, in consultation with the CON Executive Council, will fill committee vacancies that arise between annual committee appointments.
- B. Vacancy of the Committee Chair will be resolved by election of the appointed committee members.

Section 6: Standing Committees

Standing Committees of the Faculty Association include the following:

1. Undergraduate Curriculum (UC)
2. Undergraduate Admissions, Progression and Graduation (U-APG)
3. Master's/DNP Curriculum (MSN/DNP-C)
4. Master's/DNP Admissions, Progression and Graduation (MSN/DNP-APG)
5. PhD Curriculum and Admission, Progression, and Graduation (PhD-CAPG)
6. Faculty Affairs (FA)
7. Student Scholarship and Awards (SSA)

8. Simulation, Technology, Innovation & Modeling (STIM)

Section 7: Special Committees

Special Committees of the Faculty Association include, but are not limited to, the Bylaws Committee.

Section 8: Ad Hoc Committees

- A. Ad hoc committees may be established by the Faculty Association or Standing Committees.
- B. The ad hoc committee will be provided with a specific charge and report action related to that charge to the appointing body's Chair.
- C. The procedure by which members and the Chair shall be selected must be designated when the ad hoc committee is established.
- D. The charge and expected date of completion of the task must be recorded in the minutes of the appointing body when the ad hoc committee is established.

Section 9: Flow of Communication for Departments and Committees

- A. Either department may make recommendations for specific committee action.
- B. Committees may make recommendations that affect specific departments or the entire faculty. Recommendations that affect the department (e.g., changes in policy or curriculum) should then go to one or both departments for discussion, feedback, or vote.
- C. Recommendations that cannot be resolved at the department level will be referred to the full Faculty Association.

ARTICLE VII – Standing Committee: Undergraduate Curriculum Committee

Section 1: Authority

The Undergraduate Curriculum Committee (UC) shall review and make recommendations regarding course and curricular materials for the undergraduate programs. It shall study curricular proposals with respect to their relationship to the Mission and Goals of the CON.

Section 2: Duties

- A. Monitor, formulate, and recommend policies governing the undergraduate curriculum including undergraduate student academic policies of the CON.
- B. Recommend undergraduate curriculum revisions to the department(s).
- C. Oversee systematic program reviews for the undergraduate curriculum in keeping with the CON Annual Evaluation Plan and report results and recommendations to the Faculty Association.
- D. Conduct systematic evaluation of all undergraduate CON courses and make necessary recommendations to the department(s).

- E. Maintain curricula consistent with CCNE Accreditation standards and in compliance with State Board of Nursing regulations.
- F. Assign subcommittees/task forces as needed to address curricular issues, etc.

Section 3: Membership

The Undergraduate Curriculum Committee shall consist of faculty members from the Department of Nursing Practice and the Department of Nursing Systems and student representatives as non-voting members from the Basic BSN (all 3 campuses), Accelerated BSN, Concurrent, and RN-BSN tracks of the BSN program.

ARTICLE VIII – Standing Committee: Undergraduate Admission, Progression and Graduation Committee

Section 1: Authority

The Undergraduate Admission, Progression and Graduation Committee (U-APG) shall establish policies and procedures related to undergraduate student admissions, re-admissions, progression, and graduation.

Section 2: Duties

- A. Formulate, monitor, and recommend policies and procedures related to undergraduate student admissions, re-admissions, progression, and graduation.
- B. Submit reports and recommendations to the Department Chair(s), CON Leadership, and Faculty Association.
- C. Recommend to the appropriate Department Chair decisions regarding student admissions, progression, and graduation.
- D. Review and adjudicate faculty or student petitions regarding curricular substitutions affecting admission qualification, disciplinary concerns, or program continuation in accordance with relevant Student Handbook policies and the UCF Golden Rule.

Section 3: Membership

The U-APG Committee shall consist of faculty members from the Department of Nursing Systems and the Department of Nursing Practice, with representation from each program track.

ARTICLE IX – Standing Committee: Master’s/Doctor of Nursing Practice Curriculum Committee

Section 1: Authority

The Master’s/Doctor of Nursing Practice Curriculum Committee (MSN/DNP-C) shall coordinate the planning, implementation, evaluation, and revision of the master’s and DNP courses and curriculum. It will also provide a forum for faculty members to discuss any issues related to the graduate certificate and master’s/DNP curricula.

Section 2: Duties

- A. Review curricular issues related to the Certificate, MSN, and DNP programs and make recommendations to the Faculty Association, program directors, departments, and administration.
- B. Review proposed changes to existing Certificate, MSN and DNP programs (i.e., hours, new tracks, curricular revisions) and recommend changes to the Faculty Association.
- C. Utilize data gathered from varied sources including, but not limited to, Institutional Effectiveness reviews, student course evaluations, and certification reports to support curricular decision making and provide recommendations to relevant faculty, department, Faculty Association, and leadership.
- D. Oversee systematic program reviews for all master's and DNP curricula, including degree and certificate programs, in keeping with the Master Evaluation Plan and report results and recommendations to the Faculty Association.
- E. Identify emerging trends in state and national nursing education standards affecting Certificate, Master's and DNP curricula.
- F. Oversee systematic program reviews for all Certificate, Master's and DNP curricula in accordance with the CON Annual Evaluation Plan.
- G. Assign subcommittees/task forces as needed to address curricular issues, etc.

Section 3: Membership

Members shall be appointed to represent faculty teaching in the Certificate, Master's and DNP programs. A minimum of one student representing the MSN program and one student representing the DNP program shall be selected from the student body to serve as non-voting members on the committee.

ARTICLE X – Standing Committee: Master's/Doctor of Nursing Practice Admission, Progression and Graduation Committee

Section 1: Authority

The Master's/ Doctor of Nursing Practice Admission, Progression and Graduation Committee (MSN/DNP-APG) shall establish policies and procedures relating to Certificate, Master's and DNP student admissions, readmissions, progression, and graduation. It will make and implement decisions regarding graduate certificates, Master's and DNP student admission, progression, and graduation based upon approved policies.

Section 2: Duties

- A. Monitor, formulate, and recommend policies and procedures related to Certificate, Master's and DNP student admissions, re-admissions, progression, and graduation.

- B. Submit reports and recommendations to the Faculty Association.
- C. Recommend to the appropriate Department Chair decisions regarding student admissions, progression, and graduation.

Section 3: Membership

Members shall be appointed to represent faculty with graduate faculty status who teach in the Certificate, Master's and DNP programs.

ARTICLE XI – Standing Committee: PhD Curriculum and Admission, Progression, and Graduation Committee

Section 1: Authority

The PhD Curriculum and Admission, Progression and Graduation Committee (PhD-CAPG) shall coordinate the planning, implementation, evaluation, and revision of the PhD program courses and curriculum. This committee will also establish policies and procedures relating to PhD program student admissions, progression, and graduation. It will make and recommend decisions regarding student admission, re-admission, progression, and graduation based on approved policies.

Section 2: Duties

- A. Monitor, formulate, and recommend policies governing the PhD program curriculum, including admission policies and student academic policies of the CON.
- B. Recommend PhD curriculum additions and revisions to the department(s).
- C. Submit reports and recommendations regarding PhD-CAPG issues to the department(s).
- D. Oversee systematic program reviews for the CON PhD curriculum in keeping with the CON Annual Evaluation Plan and report results and recommendations to the department(s).
- E. Monitor, formulate, and recommend policies and procedures related to PhD student admissions, re-admissions, progression, and graduation.
- F. Recommend to the appropriate Department Chair decisions regarding student admissions, re-admission, progression, and graduation.
- G. Conduct review of proposed external members of PhD dissertation committees for appointment to Graduate Faculty Scholar status.
- H. Assign subcommittees/task forces as needed to address curricular issues, etc.

Section 3: Membership

Members shall be appointed to represent faculty teaching, advising, and serving on dissertation committees associated with the PhD program. Committee members will elect a chair. PhD student representatives shall be selected from the student body to serve as non-voting members on the committee. Student members will only attend and

participate in business associated with the curriculum portion of the agenda.

ARTICLE XII – Standing Committee: Faculty Affairs Committee

Section 1: Authority

The Faculty Affairs Committee (FAC) shall consider matters of policy related to faculty standards and performance, professional ethics, faculty rights and responsibilities, academic freedom, and professional development and offer appropriate recommendations and referrals.

Section 2: Duties

- A. Provide input to the Faculty Leadership Council on issues relevant to faculty.
- B. Facilitate faculty professional development programs.
- C. Support the peer review process (i.e., didactic, clinical).
- D. Manage the (voluntary) Faculty Association Fund that supports initiatives for faculty and staff.
- E. Responsible for the CON Excellence Awards.
- F. Assign subcommittees/task forces as needed to address faculty issues, etc.

Section 3: Membership

The committee shall have at least five members representing representing both undergraduate and graduate faculty from the CON's Department of Nursing Practice and the Department of Nursing Systems. Committee members will elect a chair. One member shall be tenured, and one shall be from the instructor/lecturer level. Other members may be of any rank or tenure status.

ARTICLE XIII – Standing Committee: Student Scholarship and Awards

Section 1: Authority

The Student Scholarship and Awards Committee (SSA) shall be responsible for making recommendations regarding selection criteria and nominations of students for scholarships and other awards.

Section 2: Duties

- A. Develop and implement procedures for selection of scholarship recipients.
- B. Develop and implement procedures for nomination and selection of student award recipients.
- C. Review scholarship procedures annually.
- D. Assign subcommittees/task forces as needed to address curricular issues, etc.

Section 3: Membership

The committee shall consist of at least three faculty members. Both CON departments shall be represented.

ARTICLE XIV – Standing Committee: Simulation, Technology, Innovation & Modeling Committee

Section 1: Authority

The Simulation, Technology, Innovation and Modeling (STIM) Committee shall review and make recommendations regarding the use of simulation, technology, innovation and modeling in teaching, practice, and research. Where applicable, it shall ensure integration of best practices and compliance of existing policies and procedures.

Section 2: Duties

- A. Monitor, formulate, and recommend experiences, activities, equipment, and policies for use of simulation and technology in teaching, practice, and research.
- B. Conduct environmental scan periodically to review all CON courses for technology and simulation opportunities and make necessary recommendations to the appropriate curriculum committee.
- C. Assist the STIM Center with special programs and initiatives as needed.
- D. Delegate selected members of the STIM Committee to participate as ex-officio members of the Undergraduate and Graduate Curriculum Committees.
- E. Assist with data collection for reporting purposes and institutional effectiveness.
- F. Assign subcommittees/task forces as needed to address STIM related issues of curriculum, teaching, practice, research, etc.

Section 3: Membership

The STIM Committee shall have at least five members representing both CON departments. One member must be tenured, and one must be appointed from the instructor/lecturer level. Other members may be of any rank or tenure status. The Associate Dean of Simulation and Immersive Learning and the Director of STIM Operations will serve as an ex-officio members of the committee.

ARTICLE XV – Special Committee: Bylaws Committee

Section 1: Authority

The Bylaws Committee shall systematically review the Bylaws of the Faculty Association.

Section 2: Duties

- A. Review Bylaws bi-annually or as needed, for consistency and congruity.
- B. Make recommendations to the Faculty Leadership Council regarding Bylaws.
- C. Following Faculty Leadership Council approval, present recommendations for Bylaws changes to the Faculty Association for action following specified procedures for distribution.

Section 3: Membership

The Bylaws committee shall consist of at least three faculty members representing both departments appointed by the President of the Faculty Association.

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