



College of Nursing

FACULTY ASSOCIATION BYLAWS

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

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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, Newly Revised](#).

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 (.5 FTCE) 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 .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

Section 3: Officers

- A. The officers of the Faculty Association are the President and the Vice-president.
- B. The election of officers will occur at the end of odd numbered academic years. The term of office is 2 years for each position and terms of office begin on the first day of the Annual Faculty Agreement following the election.
- C. Officers may not serve more than two consecutive terms in each position during consecutive election cycles.

Section 4: Vacancies

- A. Vacancy in the office of President or Vice-president 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, Newly Revised*](#) are followed.

Section 6: Duties of the Officers

The President and Vice-President 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, Newly Revised*](#) 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. Coordinate orientation activities for new Standing Committee chairs as to their duties and responsibilities.
9. Represent the Faculty Association as called upon by the Dean or the Faculty Leadership Council.

B. The Vice-President 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 year, 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 meeting at which business requiring a vote may be conducted.
- I. The agenda for special meetings called upon petition of the members of the 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 those present shall carry a motion.
- L. Some 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. Faculty and staff will be provided access to minutes via a shared electronic folder and/or a designated Webcourse. Minutes will be archived electronically after the fifth year in accordance with Florida record retention policy.
- N. Per University requirements, 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

The 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, 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

In order 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 submitted to determine a course of action.

Section 11: Amendments

These Bylaws may be amended by a two-thirds vote of 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, 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 the Associate Dean for Academic Excellence in the development and evaluation of the CON’s Strategic Plan and Master Evaluation Plan.
- E. Review current 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 policies and priorities for use of CON resources (e.g. funds, space) and on fiscal matters.
- 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. Standing Committee Investigate and make recommendations on matters referred to the Faculty Leadership Council by the Faculty Association.
- J. Implement election procedures as defined by the Faculty Association Bylaws. Serve as the nominating committee during election years.
- K. Make recommendations for Special or Ad Hoc Committees 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 Vice-President of the Faculty Association. The Dean, Associate Deans, and/or 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.

Section 3: Membership

- A. Standing Committee members are appointed by the President of the Faculty Association in consultation with the CON Executive Council.
- B. The President, in consultation with the CON Executive Council, will appoint a committee member to convene the initial meeting and conduct the election of a committee chair during evenly numbered academic years.
- C. Membership of Special Committees will be determined by appointment of the President in consultation with the CON Executive 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. The Dean, Associate Deans 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. Appointment of Standing Committee members will be made annually by the President of the Faculty Association.
- C. Chairs of Standing Committees will be elected by the majority of appointed committee members for a two year term at the first meeting of the committee in evenly numbered academic years
- D. The elected Chair of a Standing Committee may not serve more than two terms during consecutive election cycles.

Section 5: Vacancies

- E. The President in consultation with the CON Executive Council will fill committee vacancies that arise between annual committee appointments.
- F. 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 Committee.
- 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 manner in 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. Departments 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 the departments for discussion/feedback. Following this step, the respective committee

will make formal recommendations at a Faculty Association meeting.

ARTICLE VII – Standing Committee: Undergraduate Curriculum Committee

Section 1: Authority

The Undergraduate Curriculum Committee (UC) shall review and make recommendations regarding all 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 Faculty Association.
- C. Oversee systematic program reviews for the undergraduate curriculum in keeping with the Master 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 Faculty Association.
- E. Maintain compliance with State Board of Nursing regulations.

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 from the Basic BSN (all 3 campuses), Accelerated BSN, Concurrent and RN-BSN programs.

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. Monitor, formulate, and recommend policies and procedures related to undergraduate 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

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.

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. Recommend Master’s and DNP curricula additions and revisions to the Faculty Association.
- B. Monitor, formulate, and recommend policies governing the Master’s and DNP curricula.
- C. Submit reports and recommendations regarding Master’s or DNP curriculum to the Faculty Association.
- 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.

Section 3: Membership

Members shall be appointed to represent faculty teaching in the Master’s and the DNP programs. A minimum of one student representative representing the MSN program and one student representing the DNP program shall be selected from the student body to serve on the committee.

ARTICLE X – Standing Committee: Master’s/Doctorate 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 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 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 teaching in the Master’s and the 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, 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 Faculty Association.
- C. Submit reports and recommendations regarding PhD-CAPG issues to the Faculty Association.
- D. Oversee systematic program reviews for the CON PhD curriculum in keeping with the Master Evaluation Plan and report results and recommendations to the Faculty Association.
- 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, progression, and graduation.
- G. Conduct review of proposed external members of PhD dissertation committees for appointment to Graduate Faculty Scholar status.

Section 3: Membership

Members shall be appointed to represent faculty teaching, advising and serving on dissertation committees associated with the PhD program. PhD student representatives shall be selected from the student body to serve on the committee. Student members will only attend and participate in business associated with the curriculum portion of the agenda. The Department Chair for Nursing Systems will serve as an ex-officio member of the committee.

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 guidance to the Faculty Leadership Council on issues relevant to faculty.
- B. Identify, offer and evaluate faculty professional development programs.
- C. Serve as a liaison for faculty regarding the Annual Evaluation process.
- D. Maintain and evaluate the process for peer review of teaching.
- E. Manage the voluntary Faculty Association Sunshine fund that supports initiatives for faculty and staff.

Section 3: Membership

The committee shall have at least five members representing the CON Department of Nursing Practice and the Department of Nursing Systems. 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

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 (STIM) 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 insure 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 with data collection for reporting purposes and institutional effectiveness

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 STIM Coordinator will serve as a member 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 for consistency and congruity.
- B. Make recommendations to the Faculty Leadership Council.
- 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 appointed by the President of the Faculty Association.

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