

University of Kentucky  
College of Nursing  
Administrative and Faculty Bylaws

**ADMINISTRATIVE BYLAWS**

**Section 1** The name of this organization shall be the Administrative Organization of the University of Kentucky College of Nursing.

**Section 2** The purposes of the administrative organization shall be to:

- A. Foster communication between faculty and administration.
- B. Provide for the decision-making functions of individuals' delegated authority for various elements of the College programs.
- C. Provide for advisory functions of groups involved in the College programs.
- D. Provide an operational base for implementing and promoting the educational, research, and practice programs of the College.

**Section 3** Administrative Committees, Advisory Councils, and Task Forces

- A. Administrative committees, advisory councils and task forces are elected or appointed as hereinafter provided. Chairpersons are selected by the Dean, in consultation with the Coordinating Council as appropriate, and reporting responsibilities are identified.
- B. Administrative councils, advisory councils and tasks forces may be established or dissolved by the dean with the exception of the Student Activities and Advisory Councils with the advice and recommendation of the Governance Council.
- C. Administrative councils, and special committees will meet at least once in each regular academic semester and additional times as necessary at the call of the chairperson or upon the request of a majority of the members Advisory councils will meet at least annually and more often as needed.
- D. A quorum is a majority of the membership present including the chairperson. Minutes of each meeting shall be maintained and a copy will be on file in the Dean's office.

**3.1 Coordinating Council** The Coordinating Council oversees the faculty recruitment plan, faculty workload, and faculty evaluation. The Coordinating Council will meet at least once a semester and is chaired by the Dean.

Membership:

1. Dean
2. Associate Deans
3. Administrative Staff Officer

Functions:

1. Advises Dean on programmatic and mission needs for full-time faculty hires.
2. Negotiates full-time faculty workload across programs and missions.
3. Provides feedback, as appropriate, to full-time faculty evaluation.

**3.2 Continuing Education Advisory Committee** Responsibilities:

- A. Analyze the learning needs of the selected target populations represented, including needs for specific delivery modes.
- B. Review the policies and procedures of the Provider Unit and make recommendations.
- C. Participate in an analysis of selected aspects of the evaluation plan for the Office of Continuing Education's activities.

Roles: The committee will meet at least semiannually. At the quarterly meetings committee members will participate in the ongoing evaluation of the Office of Continuing Education. To comply with established American Nurses Credentialing Center and Kentucky Board of Nursing criteria as determined by the respective manuals of each accrediting agency, this committee will advise the Office of Continuing Education on the most prudent ways to achieve the goals and objectives of this office in delivery of all continuing education activities. They will also participate in identification and selection of continuing education activities.

Membership:

- A. Director for Continuing Education, chairperson.
- B. Assistant director, Office of Continuing Education
- C. Two faculty members elected by the faculty.
- D. Director of nursing practice improvement, University of Kentucky Hospital.
- E. Associate medical center director for patient care, Veteran's Administration Medical Center.
- F. Three members at large from the nursing community representing primary, secondary, and tertiary clinical facilities.

Terms of Office:

- A. Faculty will be elected for two-year terms, one elected each year.
- B. The director of nursing practice improvement at the University of Kentucky Hospital is a standing appointment as agreed to in the University of Kentucky College of Nursing Office of Continuing Education and the University of Kentucky Hospital policy.
- C. The associate medical center director for patient care, VAMC, is a standing appointment and is notified by letter from the Provider Unit's administrator and dean of the College of Nursing.
- D. Persons from the nursing community will be appointed by the Provider Unit's administrator and dean of the College of Nursing and will serve one-year terms subject to reappointment.

**3.3 Dean's Advisory Council** The purposes of the College of Nursing Advisory Council are as follows:

- A. Providing advice and counsel to the dean on matters for which external advice is critical. This may include long range planning and philanthropic endeavors as well as advice on achieving the College's goals for national and international prominence in teaching, service and research.
- B. Increase awareness of the College of Nursing in Kentucky and across the nation.
- C. Serve as an advocacy network and ambassadors for the College of Nursing.

Membership:

- A. Members of the Advisory Council must have attained prominence in their respective careers and are chosen for their value in providing sound counsel to the Dean.
- B. Some of the members will represent organizations that employ large numbers of nurses. The president of the UKCONAA will be a member during her/his term as president.
- C. Membership should reflect the broad spectrum of settings where nurses work.
- D. Membership shall be limited to 25 individuals.
- E. Members will serve for three-year terms and can be renewed three times for a total of nine years. Individual members should be available to the Dean and Development Director or other members of the faculty for advice and consultation when requested.

Meetings: The Dean's Advisory Council will meet annually in Lexington and other times when necessary.

- A. It is expected that in the early stages this group will need to be informed of the scope and depth of activities of the College before they become involved in activities that will support the College.
- B. The duties and expectations of this Advisory Council shall develop over time. Initially it will be the Dean's responsibility to educate and engage the members on issues relating to the College of Nursing. Each meeting shall include a "Report on the State of the College" and may also include admission and enrollment reports, new academic initiatives, research initiatives, development topics (annual giving, endowments and scholarships, planned giving, needs)

- C. The Advisory Council members are expected to be community advocates for the College and provide feedback to the Dean and Development Director on various issues facing the nursing profession.
- D. The eventual expectation is that the members will make charitable contributions either individually or from the organization they represent, and that they will help identify, cultivate and solicit other donor prospects.
- E. It is expected that the Advisory Council members will freely give advice and share their experience and wisdom to help advance the College and that they will use their influence to bring nursing issues to the attention of others as necessary.

**3.4 Diversity Advisory Council** The purposes of the College of Nursing Diversity Advisory Council are as follows:

- A. Providing advice and counsel, collectively and individually, to the dean on issues related to diversity and inclusivity.
- B. Participate in selected College of Nursing diversity and inclusivity initiatives.
- C. Increase awareness of the College of Nursing in Lexington and Kentucky.
- D. Serve as an advocacy network and ambassadors for the College of Nursing.

Membership:

- A. A minimum of 2 full-time faculty and 2 nursing students (including an undergraduate and a graduate student).
- B. A minimum of 2 University of Kentucky employees from outside of the College of Nursing.
- F. A minimum of 5 community members, including nurses and non-nurses.
- G. Membership shall be limited to 18 individuals.
- H. Non student members will serve for three-year terms and can be renewed three times for a total of nine years. Student members can serve until they graduate.
- I. All members are selected by the Dean.

Meetings: The Diversity Advisory Council will meet at least biannually in Lexington and other times when necessary.

**3.5 Faculty Practice Council (FPC)** The purposes of the College of Nursing Faculty Practice Council are:

- A. Foster communication among administrators, faculty, and community partners, in relation to current, future, and potential faculty practice activities.
- B. Provide advice and counsel to the Dean and the Associate Dean for Practice and Engagement regarding practice issues and concerns.
- C. Engage in strategic planning related to faculty practice.
- D. Monitor and evaluate the outcomes achieved through faculty practice.

Membership:

- A. A minimum of three practicing faculty members (preferably including one who practices within UK HealthCare and one who practices in a setting beyond the university), elected by faculty who practice within their distribution of effort, who will serve for alternating two year terms. The chairperson will be appointed by the Dean from the elected faculty members.
- B. The College's Business Officer, Administrative Services Assistant for Practice contracts, Associate Dean for Practice and Engagement, and Dean, all who serve as ex-officio (non-voting).
- C. Two community representatives from affiliated practice sites, appointed by the Associate Dean for Practice and Engagement, who serve as ex-officio (non-voting).
- D. One representative from staff who practice, ex-officio (non-voting).

Meetings: The Faculty Practice Council will meet at least twice per semester and as needed.

**3.6 Graduate Nursing Activities and Advisory Council (GNAAC)** According to rules of the University Senate, the faculty of each College within the University and the faculty of the Graduate School must establish some form of student advisory council to represent student opinion on academic matters. The Graduate Nursing Activities and Advisory Council (GNAAC) conforms to the rules of the University Senate.

Functions:

- A. Fosters communication between faculty and students.
- B. Plans and implements programs of interest to the graduate students and nursing profession.
- C. Reviews and makes recommendations to the dean regarding:
  1. Student conduct in terms of professional nursing ethics and related University and Medical Center documents.
  2. Evaluation procedures for courses and teaching.
- D. Advises the dean regarding proposed appointment and promotion of faculty members in accordance with University Administrative Regulations (ARII-1.0-1).
- E. Evaluates the programs of the College that relate to students and makes recommendations to the dean.
- F. Identifies resources and support systems which will facilitate successful completion of the program.
- G. Identifies student problems and concerns and recommends appropriate actions to the dean.
- H. Evaluates activities of the graduate student body annually and makes recommendations to the dean.

Membership:

- A. Six students, elected by the graduate student body with at least one representative from each degree offered.
- B. One graduate faculty member, elected by the graduate student body.
- C. Student services officer.
- D. Associate Deans of MSN/DNP Studies and PhD Studies, ex-officio.
- E. Chair to be elected from among the student members.

### **3.7 Undergraduate Nursing Activities and Advisory Council (UNAAC)**

Functions:

- A. To foster communication among administrators, faculty, staff, alumni and students through such things as student publications, Undergraduate Program Committee attendance, and UK College of Nursing Alumni Association meetings.
- B. To serve as a liaison among undergraduate students, faculty, staff, alumni and the Student Government Association (SGA).
- C. To plan and implement undergraduate student activities.
- D. To review and make recommendations to the dean regarding:
  1. Evaluation procedures for undergraduate courses and teaching.
  2. Proposed appointment and promotion of faculty members in accordance with University Administrative Regulations.
  3. Programs of the College that relate to undergraduate students, with suggestions to the dean for involvement in national and international programs and opportunities to meet with visitors from other cultures and backgrounds.
  4. Undergraduate student problems, concerns, and appropriate actions.
- E. To identify and promote resources and support systems which will facilitate all undergraduate students' successful completion of the baccalaureate program, (e.g., buddy system, awareness of scholarships and loans, research assistant positions, master student leadership development opportunities).
- F. To provide opportunities for involvement in community service.
- G. To promote links among all College of Nursing organizations to foster better communication and cohesiveness.

H. To conduct and oversee all undergraduate student class officer election processes.

**Membership:**

- A. Five voluntary representatives from both the first and second semester sophomore classes.
- B. Junior and senior class officers from each semester, having been elected in the semester preceding the year of service.
- C. One additional representative from each of the junior and senior classes elected in the semester preceding year of service.
- D. D. One 2<sup>nd</sup> degree representative from each junior and senior class elected semester preceding year of service.
- E. Other representatives shall include the UKSNA president, the College of Nursing senator to SGA, the Associate Dean of Undergraduate Studies, an advisor from the teaching staff chosen by the Executive Committee in the fall, and the coordinator of alumni affairs.

### **3.8 Faculty Search Committee**

Annually, a faculty search committee is appointed by the Dean for vacant full-time faculty positions funded by the College. In the case that a faculty position is funded in collaboration with another unit, a separate search committee will be appointed by the Dean.

**Membership:** Four faculty members, with broad representation across academic programs and missions. The Chairperson is appointed by the Dean.

**Functions:**

1. Actively recruit applicants for the vacant position(s).
2. Determine interview schedule and actively participate in the interview process. All candidates who visit campus will be interviewed by the appropriate Associate Deans and Dean. In addition, it is expected that candidates will interview with the appropriate faculty and student groups and will present on his/her scholarship/research in an open forum.
3. Recommend to the Dean top two candidates, when feasible, for the vacant position(s).

### **3.9 University Health Care Colleges Code of Student Professional Conduct.**

As part of this code the Dean appoints a College Hearing Committee comprised of faculty members and students. Per discussion with the Faculty Council in Fall 2008, College of Nursing will have a 9 member Committee (vs. 18 as stated in the code). The code does provide flexibility for small Colleges to appoint fewer members as long as the Committee is of uniform size. The College of Nursing Hearing Committee membership will include:

- A. Volunteers will be solicited by the Dean for the 5 faculty slots, of which 3 have to teach in patient-care settings; none of the faculty appointees can hold an administrative appointment.
- B. Nursing student organizations will be invited to provide recommendations for student membership. The students must be in good standing and have completed at least one year of the professional or clinically-related degree program requirements. Four students will be appointed with representation across degree programs.

**Section 4** The Dean will be evaluated according to GR IX. Associate Deans will be evaluated using a procedure that has been jointly established by the Dean and the faculty.

**Section 5** The rules of the administrative organization may be amended at any regular meeting of the Governance Council by the dean with the advice of the Governance Council.

## FACULTY BYLAWS

**ARTICLE I** The name of this organization shall be the Faculty of the University of Kentucky College of Nursing.

**ARTICLE II** The purposes of the faculty bylaws shall be to:

- A. Provide an operational base for determining, developing, promoting and implementing the education, research, and practice programs of the College.
- B. Provide a mechanism for the recommending and decision-making functions of the faculty.
- C. Facilitate communication among faculty members and administration.

**ARTICLE III** The functions of the faculty shall be to:

- A. Establish the academic policies of the College.
- B. Determine, promote, and maintain standards for teaching, research, and practice consistent with the University philosophy and purposes.
- C. Determine criteria for student admission, progression, promotion, and graduation.
- D. Develop courses, curricula and degree requirements and make relevant recommendations to appropriate bodies within the University.
- E. Make recommendations to the Dean, Provost, President, or other appropriate administrator on any relevant matter.

**ARTICLE IV** The members of the faculty are:

- A. Full-time faculty are those who have a 9 to 12 month academic appointment in an academic rank and who receive all benefits of such employment.
- B. "Part-time faculty are those who have an official faculty appointment, receive a salary, and participate substantially, but less than full-time in the program of a college. Appointments of part-time faculty members by the appropriate deans, without reference to an Area Committee, shall be for one year or other stated period not to exceed one year, subject to renewal. Appointees are not eligible for tenure, sabbatical leave, participation in the University's Retirement Plan, insurance coverage, or membership in the University Senate." (AR II-1.0-1) Faculty membership with voting privileges is extended to part-time faculty.
- C. Adjunct faculty are fully qualified teaching, research and/or creative persons who are paid more than 50 percent of their salary from a non-University source or a University non-educational unit but who contribute significantly to teaching and/or research. Adjunct faculty will not be granted tenure, University retirement, University insurance benefits or sabbatical leave. They are entitled to all of the other University benefits of the regular title series. (University Regulation) Faculty membership without voting privileges, except as elsewhere allowed in these bylaws, is extended to Adjunct faculty.
- D. "Voluntary faculty members have an official faculty appointment and devote part of their time to a program in an educational unit, but receive no salary. Such faculty employees usually are self-employed or hold full-time positions with other institutions and agencies" (AR II 1.0-1, Part XIV). Faculty membership without voting privileges, except as elsewhere allowed in these bylaws, is extended to voluntary faculty.
- E. The Standard Personnel File for each faculty member is kept in the office of the Dean.

**ARTICLE V** Graduate and Undergraduate Faculty

- A. Graduate faculty are those faculty who hold appointment as full or associate members of the University Graduate Faculty, or who have received approval, within the College, to teach in the graduate program.
- B. Undergraduate faculty are those faculty members who teach baccalaureate nursing students.
- C. Faculty members who teach across the undergraduate and graduate programs will be eligible to vote on both undergraduate and graduate issues.

**ARTICLE VI** Nominations and Eligibility

- A. It is expected that all faculty will contribute to the work of the College. Each spring the Faculty Council will obtain from all full-time faculty members their 2 preferences for standing committees and councils. One committee can be outside the College (e.g., IRB, Undergraduate Council, HCCC, or Senate), but at least one must be within the College. Part-time faculty who would like to serve on Governance Council or any other committee will submit their preferences to Faculty Council.
  - 1. Open committee/council positions will be slated with no more than 2 eligible persons for each open position.
  - 2. Additional requests will be sent to people who need to change their request or have not responded.
  - 3. Research title series faculty are expected to serve as indicated in their position description.
  - 4. Clinical title series faculty committee involvement is as their schedule allows.
  - 5. Faculty who will be continuing on a committee can submit that as one of their preferences.
  - 6. Faculty who will not be able to serve on a committee for a specific academic semester or year (i.e., on sabbatical) should submit that to Faculty Council.
- B. Faculty Council will create and distribute the ballot. Results will be reported to faculty no later than March 1<sup>st</sup>.
- C. Each spring the Provost's request for election of new members to the Health Care Colleges Council shall be forwarded from the Dean's Office to the chairperson of the Faculty Council. Within three (3) weeks of the chairperson's receipt of this request, the Faculty Council shall prepare an electronic ballot of those eligible for membership on the Health Care Colleges Council and distribute a ballot to each faculty member who is eligible to vote. The ballot shall be returned within ten (10) working days of distribution. Within ten (10) working days following the election, the Faculty Council shall tabulate results and notify faculty of the newly elected member (highest number of votes), alternate (second highest number of votes), and second alternate who will serve only if the member or alternate becomes unable to serve (third highest number of votes). The ballot for Health Care College's Council will be included on the College of Nursing ballot as able.
- D. Eligibility for Committees and Councils
  - 1. Health Care Colleges Council – see addendum.
  - 2. Senate – see addendum.
  - 3. College Committees and Councils
    - a. Elected members to standing committees and councils shall be eligible for election for two consecutive two-year terms.
    - b. Chairpersons of standing committees and councils shall serve in that capacity for no more than two consecutive years.

#### **ARTICLE VII Elections**

- A. A majority vote of the voting members of the faculty shall be required for all elections.
- B. Members on faculty and administrative committees and councils are elected unless otherwise stipulated in these bylaws.
- C. Faculty members who are unable to complete a term as an elected committee or council member shall notify the Chairperson of the Faculty Council and the Dean immediately either in writing or electronically.
- D. Vacancies for the upcoming year will be filled through election for the remainder of the term. Imminent vacancies created between elections shall be filled to complete the term of the vacancy in the following manner:
  - 1. Vacancies on standing committees and councils shall be filled by the Faculty Council within two weeks of the vacancy notification by the appointment of a family member who meets the criteria for committee membership specific to the vacancy created.
  - 2. The Dean shall appoint a faculty member of comparable rank to fill vacancies on administrative committees within two weeks of notification of vacancy.
- E. Electronic ballots will be used for elections. Faculty will have ten working days to complete the ballot.
- F. Within ten working days following the completion of voting, the Faculty Council shall notify faculty, and staff of the election results.

- G. Similarly, the Dean shall notify the faculty of appointments to fill vacancies on administrative committees.

**ARTICLE VIII** Voting Privileges

- A. While all faculty have opportunity for voice, only full-time, which includes 75% or greater, faculty at all ranks in the Regular, Special, Research, Lecturer and Clinical Title Series are eligible to vote.
- B. Voluntary/Adjunct faculty who are appointed to administrative committees or councils shall have voting privileges on all issues before these committees or councils.
- C. The number of votes required to pass any action item is 1 vote over 50% of the eligible faculty, unless otherwise stated in these bylaws. If a quorum is not present, issues for vote may be done by electronic ballot if action is needed prior to the next scheduled meeting.
- D. Student representatives on standing committees and councils are ex-officio, non-voting, except on the Undergraduate and Graduating Nursing Activities and Advisory Councils where they vote.
- E. A student representative may not serve as a chairperson on committees or councils with the exception of the Undergraduate and Graduate Nursing Activities and Advisory Councils.
- F. Ex officio members of committees shall not have voting privileges.
- G. Faculty enrolled in a College of Nursing program shall not have voting privileges on issues related to the program in which they are enrolled.

**ARTICLE IX** Total Faculty Meetings

- A. Meetings of the total faculty shall be held a minimum of two times each academic year. Additional meetings shall be scheduled at times specified by the Dean and/or the Faculty Council Chairperson.
- B. The schedule of dates for regular total faculty meetings shall be circulated to faculty by August 15<sup>th</sup> for the fall semester and December 15<sup>th</sup> for the spring semester.
- C. Any item for vote at the Total Faculty Meeting must be distributed to the faculty at least five working days prior to the scheduled meeting.
- D. Tentative agendas for the meeting shall be prepared and distributed by the Dean and the Faculty Council Chairperson to the faculty at least one week prior to the meeting. Any faculty member may add items to the agenda providing the information is received and approved by the Faculty Council Chairperson and the Dean at least one day prior to the meeting.
- E. Recommendations and informational materials will be referred to the faculty and administration for discussion prior to the faculty meeting to permit as much study and consideration of the question as possible.
- F. Minutes will be taken by a recording secretary appointed by the Dean and the Faculty Council Chairperson.
- G. The meetings will be chaired jointly by the Dean and the Faculty Council Chairperson or a designated representative.

**ARTICLE X** Graduate and Undergraduate Faculty Meetings

- A. Meetings of the graduate and undergraduate faculty shall be held a minimum of two times each academic year. Additional meetings shall be scheduled at times specified by the appropriate Associate Dean(s).
- B. The schedule of dates for graduate and undergraduate faculty meetings shall be circulated to faculty by August 15<sup>th</sup> for the fall semester and December 15<sup>th</sup> for the spring semester.
- C. Any item for vote at the Graduate or Undergraduate Faculty Meeting must be distributed to the faculty at least five working days prior to the scheduled meeting.
- D. Tentative agendas for the meeting shall be prepared and distributed by the appropriate Associate Dean(s) at least one week prior to the meeting. Any faculty member may add items to the agenda providing the information is received and approved by the appropriate Associate Dean(s) at least one day prior to the meeting.
- E. Recommendations and informational materials will be referred to the faculty and administration for discussion prior to the faculty meeting to permit as much study and consideration of the question as possible.

- F. Minutes will be taken by a recording secretary appointed by the appropriate Associate Dean(s).
- G. The meetings will be chaired by the appropriate Associate Dean(s) or a designated representative.

#### **ARTICLE XI Standing Committees and Councils**

- A. A majority of committee or council members will constitute a quorum.
- B. Meetings of committees or councils shall be held at the discretion of the chairperson, but at least every two months between August 1 and May 31 of each year.
- C. Minutes of each meeting shall be completed and distributed to each committee or council member, and one copy sent to the office of the Dean. An annual report will be completed prior to the end of each academic year.
- D. All standing committees and councils are elected by the faculty, and are responsible to the faculty. The chairperson of each committee is elected by the membership of that committee, unless otherwise noted in the bylaws.
- E. Following elections in the spring, and prior to May 31, the committee or council chairperson shall convene the first meeting of the newly constituted committee. At this meeting, a new chairperson shall be elected.
- F. Committees and councils shall make every attempt to complete business within the academic year. At the conclusion of the spring semester, each committee and council shall determine who will carry out unforeseen pertinent business that arises in the summer as well as who shall function as chair in the absence of the elected chairperson.
- G. The terms of office for all committees and councils shall begin on August 1 and end on July 31
- H. All committees and councils implement the evaluation responsibilities listed in the College of Nursing Evaluation Plan and make recommendations to the faculty and administration as appropriate.
- I. Standing Committees are:
  - 1. Faculty Council
    - a. Membership
      - i. Five faculty, two of whom must be tenured and at least one who has been on the faculty for a minimum of three years.
      - ii. The Dean of the College of Nursing, ex officio.
      - iii. The chairperson of this council shall be elected from its eligible full time membership and shall represent the faculty on Governance Council.
      - iv. The chairperson must have been a member of the College for a minimum of three years.
      - v. All elected members of this council shall have voting privileges.
    - b. Functions
      - i. Provides liaison between faculty and administration, the College's staff, and the wider University community.
      - ii. Represents the faculty of the College of Nursing.
      - iii. Provides a forum for faculty discussion of current or impending issues.
      - iv. Develops and disseminates the opinions of faculty to other committees, task forces and work groups within the University at the direction of the faculty.
      - v. Identifies candidates and prepares the ballot for all standing committees and councils of the College of Nursing, as appropriate.
        - Solicits nominations for standing committees and councils.
        - Obtains information regarding eligibility of nominees for standing committees and councils.
        - Prepares the slate of nominees for election to all standing committees and councils, as appropriate.
        - Oversees the distribution of the slate of nominees for faculty election purposes in a timely manner.
        - Notifies faculty of the election results.
      - vi. Reviews Faculty Bylaws of the College of Nursing a minimum of every 2 years in even years and recommends changes or modifications to the faculty.

- vii. Reviews the Faculty Handbook a minimum of every 4 years in odd years, and recommends changes or modifications to the faculty.
    - c. Terms of Office
      - i. Faculty members elected to this council shall serve for staggered two-year terms; one tenured member is elected each year.
- 2. PhD Program Committee
  - a. Membership
    - i. Four elected faculty members, three of whom must have full graduate faculty membership and one who may have associate graduate faculty membership or higher. All members must be teaching in the PhD program or serving on a Dissertation Advisory Committee.
    - ii. One PhD student representative without faculty status.
    - iii. Associate Dean of PhD Studies, ex officio.
    - iv. Graduate Student Affairs Officer, ex officio.
  - b. Functions
    - i. Evaluates program policies and procedures for compliance with Graduate School policies.
    - ii. Evaluates program policies and procedures as they facilitate meeting program objectives and recommends revisions as necessary.
    - iii. Reviews procedures for admission and progression of students in the PhD program and recommends changes to the total or graduate faculty as appropriate.
    - iv. Reviews PhD student admission and progression petitions, including faculty recommendations, and makes appropriate recommendations to the appropriate Associate Dean and the Dean.
    - v. Reviews PhD students with unsatisfactory academic performance and recommends actions to the appropriate Associate Dean and the Dean.
    - vi. Based on established criteria, screens PhD students for awards.
    - vii. Makes recommendations for vote to the graduate faculty and reports to the total faculty.
    - viii. Programmatic additions/deletions must be approved by 2/3 vote of the full-time faculty.
  - c. Terms of Office
    - i. All faculty elected to this committee shall serve staggered two-year terms.
    - ii. The student representative may serve 2 consecutive 1 year terms.
- 3. Doctorate of Nursing Practice Program Committee
  - a. Membership<sup>1</sup>
    - i. Four faculty members elected from the faculty, all of whom teach at the graduate level. Three must be teaching a DNP level course or serving on a DNP Project Committee.
    - ii. One DNP student representative without faculty status.
    - iii. Associate Dean of MSN/DNP Studies, ex officio.
    - iv. Graduate Student Affairs Officer, ex officio.
  - b. Functions
    - i. Evaluates program policies and procedures for compliance with the College and University.
    - ii. Evaluates program policies and procedures as they facilitate meeting program objectives and recommends revisions as necessary.
    - iii. Reviews admission requirements and recommends changes to the total faculty as appropriate.
    - iv. Reviews DNP student admission and progression petitions, including faculty recommendations, and makes appropriate recommendations to the appropriate Associate Dean and the Dean.
    - v. Reviews those DNP students with unsatisfactory academic performance and recommends action to the appropriate Associate Dean and the Dean.
    - vi. Reviews and seeks input from designated faculty regarding student petitions.
    - vii. Makes recommendations for vote and reports to the total faculty.

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<sup>1</sup> Membership as outlined in these bylaws will be put into place in 2009-2010

- viii. Programmatic additions/deletions must be approved by 2/3 vote of the full-time faculty.
- c. Terms of Office
  - i. Faculty elected to this committee shall serve staggered two-year terms.
  - ii. The student representative may serve 2 consecutive 1 year terms.
- 4. Masters Program Committee
  - a. Membership
    - i. Four elected faculty members
      - One member must have full graduate faculty membership.
      - Two members may have associate graduate faculty membership or higher.
      - One Master's student representative without faculty status.
    - ii. Associate Dean of MSN/DNP Studies, ex officio.
    - iii. Graduate Student Affairs Officer, ex officio.
  - b. Functions
    - i. Evaluates course offerings, policies and procedures as they facilitate meeting program objectives and recommends revisions as necessary.
    - ii. Reviews faculty and student suggestions for curricular changes.
    - iii. Develops and recommends curricular changes to the graduate faculty.
    - iv. Reviews procedures for admission and progression of students in the MSN program and recommends changes to the total or graduate faculty as appropriate.
    - v. Reviews MSN student admission and progression petitions, including faculty recommendations, and makes appropriate recommendations to the appropriate Associate Dean and the Dean.
    - vi. Reviews MSN students with unsatisfactory academic performance and recommends actions to the appropriate Associate Dean and the Dean.
    - vii. Based on established criteria, screens MSN students for awards and scholarships, or designates appropriate faculty members to do same.
    - viii. Makes recommendations for vote to the graduate faculty and reports to the total faculty.
    - ix. Programmatic additions/deletions must be approved by 2/3 vote of the full-time faculty.
  - c. Terms of Office
    - i. All faculty members elected to the Masters Program Committee shall serve for staggered two-year terms.
    - ii. The student representative may serve 2 consecutive 1 year terms.
- 5. Undergraduate Program Committee
  - a. Membership
    - i. Course coordinator from every undergraduate clinical course.
    - ii. One clinical simulation laboratory coordinator.
    - iii. Coordinator from the RN to BSN Program.
    - iv. Coordinator from the Second-Degree Option.
    - v. One representative from one non-clinical nursing course, to be chosen by their respective course faculty. Membership will be rotated in the following order: NUR 860, NUR 866, NUR 870, NUR 872, NUR 880, NUR 884.
    - vi. One undergraduate student selected by the Undergraduate Nursing Activities and Advisory Council.
    - vii. Associate Dean of Undergraduate Studies, ex officio.
    - viii. One Undergraduate Professional Advisor, ex officio.
    - ix. Undergraduate Education Consultant, ex officio.
  - b. Functions
    - i. Evaluates course offerings, policies and procedures as they facilitate meeting program objectives and recommends revisions as necessary.
    - ii. Reviews faculty and student suggestions for curricular changes.
    - iii. Develops and recommends curricular changes to the undergraduate faculty.

- iv. Makes recommendations for vote to the undergraduate faculty and reports to the total faculty.
- v. Programmatic additions/deletions must be approved by 2/3 vote of the full-time faculty.
- c. Terms of Office
  - i. The terms of office for members from the non-clinical nursing courses shall be a one-year term.
  - ii. All course, program or laboratory coordinator members shall serve for the length of their appointments.
  - iii. The student member may serve two consecutive one year terms.
- 6. Undergraduate Student Admissions and Progression Committee
  - a. Membership
    - i. Four elected faculty members at least one of whom is tenured.
    - ii. Associate Dean of Undergraduate Studies, ex officio.
    - iii. Undergraduate Professional Advisor, ex officio.
  - b. Functions
    - i. Reviews procedures for admission and progression of students and recommends changes to the undergraduate faculty when appropriate.
    - ii. Reviews student admission and progression petitions, including faculty recommendations, and makes appropriate recommendations to the Associate Dean of Undergraduate Studies and the Dean.
    - iii. Reviews those students with unsatisfactory academic performance and recommends action to the Associate Dean of Undergraduate Studies and the Dean.
    - iv. Based on established criteria, screens students for awards.
    - v. Seeks input from appropriate Associate Dean and designated faculty regarding student petitions.
  - c. Terms of Office
    - i. All faculty elected to this committee shall serve for staggered two-year terms.
- 7. Promotion, Appointment, and Tenure Advisory Committee
  - a. Membership
    - i. Five tenured faculty members.
    - ii. Chairperson to be designated from the elected members by the Dean with recommendation from the Governance Council.
  - b. Functions
    - i. Advises the Dean regarding criteria for appointment, promotion and tenure. (These criteria are in addition to those in the University Governing Regulations and are specified in the document entitled “UNIVERSITY OF KENTUCKY COLLEGE OF NURSING APPOINTMENT, REAPPOINTMENT, PROMOTION AND TENURE CRITERIA BY TITLE SERIES and EVIDENCE OF HIGH MERIT”).
    - ii. Evaluates the procedure for faculty review of candidates for appointment, promotion and tenure, and makes recommendations for changes to the Dean.
    - iii. Reviews applicants for appointment and promotion to Associate Professor or Professor, promotion to Assistant Professor or Senior Lecturer, granting of tenure, decisions not to reappoint, and terminal reappointment and makes recommendations to the Dean. These actions are done following consultation with appropriate unit faculty.
    - iv. Reviews applicants for reappointments and post-retirement appointments and makes recommendations to the Dean. These actions on done on behalf of all faculty.
    - v. Reviews sabbatical requests and makes recommendations to the Dean relative to approval.
    - vi. Reviews “high merit” requests and makes recommendations to the Dean relative to approval. Three additional volunteers representing clinical, lecturer, and non-tenured tenure track faculty will be selected to participate in the “high merit” reviews.
  - c. Terms of Office
    - i. Elected for two-year staggered terms.

8. Governance Council
  - a. Membership
    - i. Dean, who serves as chair
    - ii. Associate Deans
    - iii. Administrative Staff Officer
    - iv. Director of Information Technology
    - v. Staff representative elected by the staff
    - vi. Faculty Council Chairperson
    - vii. Two full-time faculty elected by all the faculty
    - viii. Full-time practice faculty member elected by the practice faculty
    - ix. Faculty member with external research funding, elected by the research faculty
    - x. Part-time faculty member elected by part-time faculty
  - b. Functions
    - i. The Governance Council serves as a vehicle for shared governance within the College on issues such as strategic planning, evaluation, budget, space, committee appointments, and advisory councils.
    - ii. The Governance Council will meet at least twice a semester and is chaired by the Dean.
    - iii. Establishes and implements the College's strategic plan.
    - iv. Oversees the College's evaluation plan.
    - v. Advises the Dean on budget (new programs, discuss finances, current/future priorities, etc).
    - vi. Advises the Dean on major space allocation within the College.
    - vii. Recommends appointment of members to College administrative committees and to committees of the Medical Center and University.
    - viii. Oversees implementation of appropriate recommendations from advisory councils of the College.
    - ix. Provides for collaborative and collegial relationships between the College and those intramural and extramural groups and constituencies which assist the College in achieving its objectives.
  - c. Terms of Office
    - i. Elected faculty and staff serve staggered two year terms.
    - ii. A full-time, practice and part-time faculty member will be elected in even years.
    - iii. A full-time and research faculty member will be elected in odd years.

#### **ARTICLE XI Amendments to the Faculty Bylaws**

- A. All proposed amendments to the Faculty Bylaws shall be put to a vote at a meeting of the total faculty.
- B. At least 10 working days prior to voting, the Faculty Council shall electronically distribute any proposed amendments to each faculty member eligible to vote.
- C. Two-thirds (2/3) of the full-time faculty shall be required to approve any proposed revision to the Faculty Bylaws.

#### **Article XII Waiver of Faculty Bylaws**

- A. Faculty Bylaws may be waived for a specified purpose and time by approval of two-thirds vote of the faculty present.

#### **Faculty Bylaws Addendum (does not require faculty vote to modify)**

Eligibility for Health Care Colleges Council - To be eligible for election, the candidate shall be from members who are eligible to be elected to the University Senate. In addition, they shall have been members of a faculty of the Medical Colleges of the University in full-time academic rank for a period of two years. No representative to the Health Care Colleges Council shall immediately succeed her/himself.

Eligibility for Senate - Each faculty member elected to the University Senate shall serve for a term of three years and shall be eligible for re-election for a second consecutive term, but ineligible for further election until one year has elapsed according to the University Governing Regulations.

1. *Faculty Bylaws Reviewed 2007/2008 and approved by faculty vote Spring 2008*
2. *October 2008 PATA functions revised and approved by faculty vote*
3. *Program Director title changed to Associate Dean and Description of Diversity Advisory Council added and University Health Care Colleges Code of Student Professional Conduct, Governance Council Approval February 2009*
4. *Changes to Administrative and Faculty Bylaws per recommendation of Dr. Heidi Anderson, Provost Office, approved by Governance Council April 2009 and Faculty May 2009*

APPROVED

Dean's Signature: Jane Marie Kirschling  Date July 15, 2009

Provost's Signature: Kumble Subbaswamy  Date August 3, 2009

jk-117

UNIVERSITY OF KENTUCKY COLLEGE OF NURSING  
**APPOINTMENT, REAPPOINTMENT, PROMOTION AND TENURE CRITERIA BY TITLE SERIES and EVIDENCE OF HIGH MERIT**

**Peer Reviewed Publications and Presentations:  
 “Average” Annual Expectations by Title Series (includes typical DOE time assigned for Scholarship<sup>1</sup>) and Rank**

Rank	Clinical Title Series (scholarship 10%, if applicable)	Special Title Series (scholarship 20-25%)	Regular Title Series (research 50%)	Research Title Series (research 100%)
<b>Assistant Professor</b>				
Presentation	1 <sup>st</sup> author every 2 years, regional OR	1 <sup>st</sup> author ever 2 years, regional or national	1 <sup>st</sup> author every year, 1 regional or national	1 <sup>st</sup> author every year, 1 regional or national
Publication <sup>2,3</sup>	1 publication every 2 years, substantive contribution	1 publication every year with pattern of 1 <sup>st</sup> authorship	2 data-based every year with 1 as 1 <sup>st</sup> author	3 data-based every year with 1 as 1 <sup>st</sup> author
<b>Associate Professor</b>				
Presentation	1 <sup>st</sup> author every 2 years, regional or national	1 <sup>st</sup> author every 2 year, 1 national or international	1 <sup>st</sup> author every year, 1 national or international	1 <sup>st</sup> author every year, national or international
Publication <sup>2,3</sup>	1 <sup>st</sup> author every 2 years	1 publication every year with pattern of 1 <sup>st</sup> authorship	2 data based every year with 1 as 1 <sup>st</sup> author	3 data based every year with 1 as 1 <sup>st</sup> author
<b>Professor</b>				
Presentation	1 <sup>st</sup> author every 2 years national	1 <sup>st</sup> author every year, 1 national or international	1 <sup>st</sup> author every year, 1 national or international	1 <sup>st</sup> author every year, 1 national or international
Publication <sup>2,3</sup>	1 <sup>st</sup> author every 2 years	1 publication every year with 1 <sup>st</sup> author every 2 years	2.5 data based every year with 1 as 1 <sup>st</sup> author	3.5 data based each year with 1 as 1 <sup>st</sup> author

<sup>1</sup> When a faculty members DOE scholarship time is less than the “typical assigned” percentage, annual expectations for presentation and publication will be adjusted accordingly.

<sup>2</sup> For clinical title series and special title series, in press or published manuscripts in peer reviewed journals, book chapters, and monographs will be considered. It is expected that across years that a faculty member in one of these title series will publish in peer reviewed journals. For regular and research title series, it is expected that publications will be in peer reviewed journals and will be in press or published.

<sup>3</sup> Data-based, senior authored manuscripts are considered to have equal weight as first authored papers if the manuscript is based on data from the senior author’s program of research.

<b>LECTURER TITLE SERIES</b>		
<b>Lecturer Appointment</b>	<b>Lecturer Reappointment</b>	<b>Senior Lecturer Appointment and Reappointment</b>
<p><b>A. GENERAL REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. Minimum of Master's degree in nursing</li> <li>2. Active Kentucky license as a registered nurse</li> <li>3. Certification in clinical area of practice, if appropriate</li> <li>4. Evidence of clinical competence</li> </ol>	<p><b>A. GENERAL REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. Minimum of Master's degree in nursing</li> <li>2. Active Kentucky license as a registered nurse</li> <li>3. Certification in clinical area of practice, if appropriate.</li> <li>4. Maintain clinical competence</li> </ol>	<p><b>A. GENERAL REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. Meet lecturer general requirements</li> <li>2. Minimum of 5 years of continuous service as a full-time Lecturer or demonstrated excellence in a non-academic setting</li> </ol>
<p><b>B. TEACHING/ADVISING/OTHER INSTRUCTIONAL ACTIVITIES</b></p> <ol style="list-style-type: none"> <li>1. Potential for effective teaching</li> <li>2. Potential for satisfactory student advising</li> </ol>	<p><b>B. TEACHING/ADVISING/OTHER INSTRUCTIONAL ACTIVITIES</b></p> <ol style="list-style-type: none"> <li>1. Demonstrate teaching effectiveness<sup>4</sup></li> <li>2. Satisfactory advising, as assigned</li> </ol>	<p><b>B. TEACHING/ADVISING/OTHER INSTRUCTIONAL ACTIVITIES</b></p> <ol style="list-style-type: none"> <li>1. Evidence of excellence in teaching<sup>4</sup> or excellence in the individual's area of expertise and potential for teaching excellence, with potential for teaching excellence</li> <li>2. Potential for satisfactory student advising, if initial appointment is at Senior Lecturer; otherwise satisfactory advising, as assigned.</li> </ol>
<p><b>C. RESEARCH/CREATIVE PRODUCTIVITY</b> Not required</p>	<p><b>C. RESEARCH/CREATIVE PRODUCTIVITY</b> Not required</p>	<p><b>C. RESEARCH/CREATIVE PRODUCTIVITY</b> Not required</p>
<p><b>D. SERVICE</b> (the appointee should have the potential to serve)</p> <ol style="list-style-type: none"> <li>1. University or College<sup>5</sup></li> <li>2. Public as relates to expertise</li> <li>3. Profession, membership in relevant professional organizations</li> </ol>	<p><b>D. SERVICE</b></p> <ol style="list-style-type: none"> <li>1. University or College, membership as elected or appointed<sup>5</sup> <ol style="list-style-type: none"> <li>a. Satisfactory performance as a course coordinator, if applicable</li> <li>b. Evidence of satisfactory service to College or University</li> </ol> </li> <li>2. Public as relates to expertise, optional</li> <li>3. Profession, membership in relevant professional organizations</li> </ol>	<p><b>D. SERVICE</b></p> <ol style="list-style-type: none"> <li>1. University or College, membership as elected or appointed<sup>5</sup> <ol style="list-style-type: none"> <li>a. Satisfactory performance as a course coordinator, if applicable</li> <li>b. Evidence of satisfactory service to College or University</li> </ol> </li> <li>2. Evidence of public service as relates to expertise</li> <li>3. Evidence of leadership in relevant professional organizations</li> </ol>
<p><b>E. PROFESSIONAL RECOGNITION</b> Not required</p>	<p><b>E. PROFESSIONAL RECOGNITION</b> Not required</p>	<p><b>E. PROFESSIONAL RECOGNITION</b> Not required</p>

<sup>4</sup>Faculty are encouraged to use a teaching portfolio, and student evaluations, and/or peer to document teaching effectiveness and excellence.

<sup>5</sup>Faculty are expected to submit their name annually for two College of Nursing standing committees, the Faculty Council constructs the ballot and there is the potential that the faculty member will be elected to serve on 2 committees. In addition to standing committees, faculty are encouraged to volunteer to serve on Task Forces.

<b>CLINICAL TITLE SERIES (see individual position descriptions)</b>				
<b>Clinical Instructor Appointment</b>	<b>Clinical Instructor Reappointment</b>	<b>Clinical Assistant Professor</b>	<b>Clinical Associate Professor</b>	<b>Clinical Professor</b>
<p>A. GENERAL REQUIREMENTS</p> <ol style="list-style-type: none"> <li>1. Hold the terminal degree or other professional certification relevant to the clinical area (the latter shall be expressly identified in the position description request)</li> <li>2. Demonstrate clinical competence</li> <li>5. Active Kentucky license as a registered nurse</li> <li>3. Certified as advanced practice registered nurse, as appropriate</li> <li>4. Hold a master’s degree in nursing</li> <li>5. Have the potential for significant professional growth in the clinical area, and contribution in the areas of clinical practice and instruction</li> </ol>	<p>A. GENERAL REQUIREMENTS Continue to meet general requirements for Clinical Instructor</p>	<p>A. GENERAL REQUIREMENTS Meet qualifications of Clinical Instructor and in addition must both have a terminal degree (as determined by the profession) and provide evidence appropriate to the profession of recognition at least at the local level. The requirement for a terminal degree at this rank, for exceptional professionals with a national reputation as being among the best in their field, may be waived<sup>6</sup></p>	<p>A. GENERAL REQUIREMENTS Meet the qualifications of Clinical Assistant Professor, including having a terminal degree, and have exercised substantial commitments in practice and instruction</p>	<p>A. GENERAL REQUIREMENT Meet the qualifications of Clinical Associate Professor and provide evidence to demonstrate that in the opinion of colleagues and administrators the individual is an outstanding practitioner</p>
<p>B. TEACHING/ADVISING/ OTHER INSTRUCTIONAL ACTIVITIES</p> <ol style="list-style-type: none"> <li>1. Potential for effective teaching, including clinical</li> <li>2. Potential for satisfactory student advising</li> </ol>	<p>B. TEACHING/ADVISING/ OTHER INSTRUCTIONAL ACTIVITIES</p> <ol style="list-style-type: none"> <li>1. Developing teaching expertise<sup>4</sup>, as assigned</li> <li>2. Satisfactory advising, as assigned</li> </ol>	<p>B. TEACHING/ADVISING/ OTHER INSTRUCTIONAL ACTIVITIES</p> <ol style="list-style-type: none"> <li>1. Demonstrate teaching effectiveness<sup>4</sup></li> <li>2. Satisfactory advising, as assigned</li> <li>3. Serve as a member on DNP advisory committee(s), and/or PhD advising committee(s) as an associate graduate faculty member (if</li> </ol>	<p>B. TEACHING/ADVISING/ OTHER INSTRUCTIONAL ACTIVITIES</p> <ol style="list-style-type: none"> <li>1. Excellence in teaching<sup>4</sup></li> <li>2. Satisfactory advising, as assigned</li> <li>3. Chair or serve on DNP advisory committee(s) and/or Co-chair or serve on PhD advisory committee(s) as an associate graduate faculty member (if applicable), as requested</li> </ol>	<p>B. TEACHING/ADVISING/ OTHER INSTRUCTIONAL ACTIVITIES</p> <ol style="list-style-type: none"> <li>1. Continued excellence in teaching<sup>4</sup></li> <li>2. Satisfactory advising, as assigned</li> <li>3. Evidence of effective student mentoring</li> <li>4. Chair or serve on DNP advisory committee(s) and/or Co-chair or serve on PhD advisory committee(s) as an</li> </ol>

<sup>6</sup>Waiver of the terminal degree requirement includes: (i) the positive majority vote of the tenured and tenure-eligible faculty in the educational unit who are at or above the rank of Assistant Professor, (ii) the positive recommendation of the unit administrator and college dean, (iii) the positive recommendation of the appropriate Academic Area Advisory Committee, and the approval of the Provost.

<b>CLINICAL TITLE SERIES (see individual position descriptions)</b>				
<b>Clinical Instructor Appointment</b>	<b>Clinical Instructor Reappointment</b>	<b>Clinical Assistant Professor</b>	<b>Clinical Associate Professor</b>	<b>Clinical Professor</b>
		applicable), as requested		associate graduate faculty (if applicable), as requested
C. RESEARCH/CREATIVE PRODUCTIVITY Not required	C. RESEARCH/CREATIVE PRODUCTIVITY Not required	C. RESEARCH/CREATIVE PRODUCTIVITY Demonstrates potential for productive involvement in scholarly activities related to clinical service, as applicable	C. RESEARCH/CREATIVE PRODUCTIVITY Productive involvement in scholarly activities related to clinical service that contribute to regional reputation, as applicable	C. RESEARCH/CREATIVE PRODUCTIVITY Productive involvement in scholarly activities related to clinical service that contribute to national reputation, as applicable
D. SERVICE (the appointee should have the potential to serve) 1. University/College <sup>5</sup> 2. Public as relates to expertise 3. Clinical practice as defined in position statement	D. SERVICE 1. University or College, membership as elected or appointed <sup>5</sup> 2. Public as relates to expertise 3. Profession, membership in relevant professional organizations 4. Satisfactory clinical performance	D. SERVICE 1. University and College, as elected or appointed <sup>5</sup> 2. Public as relates to expertise 3. Profession, active participation in relevant professional organization(s) at local or state levels 4. Engage in clinical practice as appropriate to expertise	D. SERVICE 1. University/College, beginning leadership in college and university committees, as elected or appointed <sup>4</sup> 2. Public, leadership in community service activities as relates to expertise 3. Professional beginning leadership in relevant professional organization(s) at state and regional levels 4. Engage in clinical practice as appropriate to expertise	D. SERVICE 1. University/College, leadership in college and university committees, as elected or appointed <sup>5</sup> 2. Public, sustained leadership in community activities as relates to expertise 3. Profession, leadership in relevant professional organizations at the regional or national levels 4. Engage in clinical practice as appropriate to expertise
E. PROFESSIONAL RECOGNITION Not required	E. PROFESSIONAL RECOGNITION Not required	E. PROFESSIONAL RECOGNITION Local reputation as an excellent clinician	E. PROFESSIONAL RECOGNITION Regional reputation as excellent clinician	E. PROFESSIONAL RECOGNITION Regional, and perhaps national, recognition as an excellent clinician

<b>SPECIAL TITLE SERIES (see individual position descriptions)</b>		
<b>Assistant Professor (Tenure Track)</b>	<b>Associate Professor</b>	<b>Professor</b>
<p>A. GENERAL REQUIREMENTS The person who is appointed or promoted to this rank shall present evidence of:</p> <ol style="list-style-type: none"> <li>1. An earned doctoral degree in nursing or a related field</li> <li>2. Certification in clinical area of practice if included in position description</li> <li>3. Potential for professional growth in scholarship</li> <li>4. Potential for developing teaching excellence</li> <li>5. Potential to affectively engage in service</li> </ol>	<p>A. GENERAL REQUIREMENTS Continue to meet general requirements for Assistant Professor and have exercised substantial commitments in instruction, scholarship, and/or practice, if applicable</p>	<p>A. GENERAL REQUIREMENTS Continue to meet general requirements for Associate Professor and evidence to demonstrate that in the opinion of colleagues and administrators the individual is an outstanding teacher, scholar, and practitioner, as applicable</p>
<p>B. TEACING/ADVISING/OTHER INSTRUCTIONAL ACTIVITIES</p> <ol style="list-style-type: none"> <li>1. Developing teaching expertise<sup>4</sup></li> <li>2. Satisfactory advising, as assigned</li> <li>3. Serve as a member on DNP advisory committee(s) and/or PhD advisory committee(s) as an associate graduate (if applicable), as requested</li> </ol>	<p>B. TEACING/ADVISING/OTHER INSTRUCITONAL ACTIVITIES</p> <ol style="list-style-type: none"> <li>1. Excellence in teaching<sup>4</sup></li> <li>2. Satisfactory advising, as assigned</li> <li>3. Chair or serve on DNP advisory committee(s) and/or co-chair or serve as a member on PhD advisory committee(s) as an associate graduate faculty member (if applicable), as requested</li> </ol>	<p>B. TEACHING/ADVISING/OTHER INSTRUCTIONAL ACTIVITIES</p> <ol style="list-style-type: none"> <li>1. Continued excellence in teaching<sup>4</sup></li> <li>2. Satisfactory advising, as assigned</li> <li>3. Evidence of effective student mentoring</li> <li>4. Chair or serve on DNP advisory committee(s)and/ or Chair or serve on of PhD advisory committee(s) as a full member of graduate faculty (if applicable), as requested</li> </ol>
<p>C. RESEARCH/CREATIVE PRODUCTIVITY Demonstrates potential for productive involvement in scholarly activities</p>	<p>C. RESEARCH/CREATIVE PRODUCTIVITY Productive involvement in scholarly activities that contribute to state or regional reputation</p>	<p>C. RESEARCH/CREATIVE PRODUCTIVITY Productive involvement in scholarly activities that contribute to national reputation, as applicable</p>
<p>D. SERVICE</p> <ol style="list-style-type: none"> <li>1. University and College, as elected or appointed<sup>5</sup></li> <li>2. Public as relates to expertise</li> <li>3. Profession, active participation in relevant professional organization(s) at local or state levels</li> <li>4. Engage in clinical practice as applicable and appropriate to expertise</li> </ol>	<p>D. SERVICE</p> <ol style="list-style-type: none"> <li>1. University/College, beginning leadership in college and university committees, as elected or appointed<sup>5</sup></li> <li>2. Public, leadership in community service activities as relates to expertise</li> <li>3. Professional beginning leadership in relevant professional organization(s) at state and regional levels</li> <li>4. Engage in clinical practice as applicable and appropriate to expertise</li> </ol>	<p>D. SERVICE</p> <ol style="list-style-type: none"> <li>1. University/College, leadership in college and university committees, as elected or appointed<sup>5</sup></li> <li>2. Public, sustained leadership in community activities as relates to expertise</li> <li>3. Profession, leadership in relevant professional organizations at the regional or national levels</li> <li>4. Engage in clinical practice as applicable and appropriate to expertise</li> </ol>
<p>E. PROFESSIONAL RECOGNITION Local recognition for excellence in specialty area<sup>7</sup></p>	<p>E. PROFESSIONAL RECOGNITION State and regional recognition for excellence in specialty area<sup>7</sup></p>	<p>E. PROFESSIONAL RECOGNITION National or international recognition in specialty area<sup>7</sup></p>

<sup>7</sup> Faculty are expected to have developed expertise in a specialty area(s) beyond their baccalaureate education. Examples of specialty areas include, but are not limited to, oncology, informatics, advanced practice, innovative pedagogy, for example simulation.

<b>REGULAR TITLE SERIES</b>		
<b>Assistant Professor (Tenure track)</b>	<b>Associate Professor</b>	<b>Professor</b>
<p>A. GENERAL REQUIREMENTS The person who is appointed or promoted to this rank shall present evidence of:</p> <ol style="list-style-type: none"> <li>1. Active Kentucky licensure as a registered nurse</li> <li>2. An earned doctorate in nursing or a related field</li> <li>3. Certification in specialty, if appropriate.</li> <li>4. Potential for professional growth in the field of research</li> <li>5. Potential for developing teaching excellence</li> <li>6. Potential to affectively engage in service</li> </ol> <p>For reappointment, person will continue to meet general requirements, including demonstrating professional growth in field of research and the following.</p>	<p>A. GENERAL REQUIREMENTS For reappointment, person will continue to meet general requirements of Assistant Professor and will demonstrate professional growth in field of research</p>	<p>A. GENERAL REQUIREMENTS For reappointment, person will continue to meet general requirements of Assistant Professor and will demonstrate professional growth in field of research</p>
<p>B. TEACING/ADVISING/OTHER INSTRUCTIONAL ACTIVITIES</p> <ol style="list-style-type: none"> <li>1. Developing teaching expertise<sup>4</sup></li> <li>2. Satisfactory advising, as assigned</li> <li>3. Serve as a member on DNP advisory committees and/or PhD advisory committees as an associate graduate, as requested</li> </ol>	<p>B. TEACHING/ADVISING/OTHER INSTRUCTIONAL ACTIVITIES</p> <ol style="list-style-type: none"> <li>1. Excellence in teaching<sup>4</sup></li> <li>2. Satisfactory advising, as assigned</li> <li>3. Chair or serve on DNP advisory committee(s) and/or co-chair or serve as member on PhD advisory committee(s) as an associate graduate faculty member, as requested</li> </ol>	<p>B. TEACHING/ADVISING/OTHER INSTRUCTIONAL ACTIVITIES</p> <ol style="list-style-type: none"> <li>1. Continued excellence in teaching<sup>4</sup></li> <li>2. Satisfactory advising, as assigned</li> <li>3. Evidence of effective student mentoring</li> <li>4. Chair or serve on DNP advisory committee(s) and/ or chair or serve on of PhD advisory committee(s) as a full member of graduate faculty, as requested</li> </ol>
<p>C. RESEARCH/CREATIVE PRODUCTIVITY</p> <p>Initiates own program of funded research</p>	<p>C. RESEARCH/CREATIVE PRODUCTIVITY</p> <ol style="list-style-type: none"> <li>1. Continuous improvement and contribution in research as evidenced by presentations, publications, consultations, and/or grant development</li> <li>2. Sustained program of funded research</li> <li>3. Regional and national reputation in research</li> <li>4. Mentorship of others in research</li> </ol>	<p>C. RESEARCH/CREATIVE PRODUCTIVITY</p> <ol style="list-style-type: none"> <li>1. Outstanding achievements in research supported by grants or contracts</li> <li>2. Outstanding contributions in research as evidenced by presentations, publications, consultations, and/or grant development</li> <li>3. Sustained program of funded research</li> <li>4. Mentorship of others in research</li> </ol>
<p>D. SERVICE</p> <ol style="list-style-type: none"> <li>1. University and College, as elected or appointed</li> <li>2. Public as relates to expertise<sup>5</sup></li> <li>3. Profession, active participation in relevant professional organization(s) at local and state levels</li> </ol>	<p>D. SERVICE</p> <ol style="list-style-type: none"> <li>1. University/College, beginning leadership in college and university committees, as elected or appointed<sup>5</sup></li> <li>2. Public, leadership in community service activities as relates to expertise</li> <li>3. Professional beginning leadership in relevant professional organization(s) at state and regional levels</li> </ol>	<p>D. SERVICE</p> <ol style="list-style-type: none"> <li>1. University/College, leadership in college and university committees, as elected or appointed<sup>5</sup></li> <li>2. Public - sustained leadership in community activities as relates to expertise</li> <li>3. Profession - leadership in relevant professional organizations at the national or international levels</li> </ol>
<p>E. PROFESSIONAL RECOGNITION Local reputation in research area</p>	<p>E. PROFESSIONAL RECOGNITION Regional reputation in a research area</p>	<p>E. PROFESSIONAL RECOGNITION National or International reputation for excellence in research area</p>

<b>RESEARCH TITLE SERIES (see individual position descriptions)</b>		
<b>Research Assistant Professor</b>	<b>Research Associate Professor</b>	<b>Research Professor</b>
<p>A. GENERAL REQUIREMENTS The person who is appointed to this rank shall present evidence of:</p> <ol style="list-style-type: none"> <li>1. Active Kentucky licensure as a registered nurse</li> <li>2. An earned doctorate in nursing or a related field</li> <li>3. Potential to demonstrate independent capability for conducting reliable research supported through contracts, grants, or other designated funds</li> <li>4. Show potential for professional growth in the field of research</li> </ol> <p>For reappointment, person will continue to meet general requirements, including demonstrating professional growth in a field of research and the following</p>	<p>A. GENERAL REQUIREMENTS Person will continue to meet the requirements for Assistant Professor rank and demonstrate professional growth in field of research</p>	<p>A. GENERAL REQUIREMENTS Person will continue to meet general requirements, including demonstrating professional growth in field of research and the following</p>
<p>B. TEACHING/ADVISING/OTHER INSTRUCTIONAL ACTIVITIES Not required unless indicated in position description, if required see Assistant Professor criteria for Regular Title Series</p>	<p>B. TEACHING/ADVISING/OTHER INSTRUCTIONAL ACTIVITIES Not required unless indicated in position description, if required see Associate Professor criteria for Regular Title Series</p>	<p>B. TEACHING/ADVISING/OTHER INSTRUCTIONAL ACTIVITIES Not required unless indicated in position description, if required see Professor criteria for Regular Title Series</p>
<p>C. RESEARCH/CREATIVE PRODUCTIVITY Assist with, and initiate own, program of funded research</p>	<p>C. RESEARCH/CREATIVE PRODUCTIVITY</p> <ol style="list-style-type: none"> <li>1. Continuous improvement and contribution in research as evidenced by presentations, publications, consultations, grant development, and funding</li> <li>2. Regional and national reputation in research</li> <li>3. Mentorship of others in research</li> </ol>	<p>C. RESEARCH/CREATIVE PRODUCTIVITY</p> <ol style="list-style-type: none"> <li>1. Outstanding achievements in research supported by grants or contracts</li> <li>2. Outstanding contributions in research as evidenced by presentations, publications, consultations, grant development and funding</li> <li>3. Mentorship of others in research</li> </ol>
<p>D. SERVICE</p> <ol style="list-style-type: none"> <li>1. University/College , as indicated in position description and as elected or appointed<sup>5</sup></li> <li>2. Public, as indicated in position description</li> <li>3. Profession, membership in appropriate professional organization(s)</li> </ol>	<p>D. SERVICE</p> <ol style="list-style-type: none"> <li>1. University/College , as indicated in position description and as elected or appointed<sup>5</sup></li> <li>2. Public, as indicated in position description</li> <li>3. Profession, membership in appropriate professional organization(s)</li> </ol>	<p>D. SERVICE</p> <ol style="list-style-type: none"> <li>1. University/College , as indicated in position description and as elected or appointed<sup>5</sup></li> <li>2. Public, as indicated in position description</li> <li>3. Profession, membership in appropriate professional organization(s)</li> </ol>
<p>E. PROFESSIONAL RECOGNITION Local reputation in research area</p>	<p>E. PROFESSIONAL RECOGNITION State or regional reputation for research area</p>	<p>E. PROFESSIONAL RECOGNITION National or international reputation for excellence in research area</p>

### Examples of Evidence in Support of High Merit

Faculty who elect to apply for “high merit” on their faculty performance review should provide evidence for exceeding rank expectations in one or more mission – teaching, research/scholarship, and service, which includes practice, for the period under review. High merit is awarded for accomplishments within the calendar year(s) under review.

Examples include:

1. Professional recognition, including at the
  - a. local level for Lecturer and Clinical Instructor
  - b. state level for Senior Lecturer
  - c. regional for Assistant Professor (all series)
  - d. national Associate Professor (all series) or Clinical Professor
  - e. international for Professor (all series)
2. Creative pedagogy which has been sustained and disseminated in peer reviewed venues
3. Substantive participation in a public organization because of expertise (for example, American Cancer Society), including at the
  - a. local level for Lecturer and Clinical Instructor
  - b. local or state level for Senior Lecturer
  - c. state or regional for Assistant Professor (all series)
  - d. national level for Associate Professor (all series)
  - e. national or international level for Professor (all series)
4. Leadership in a public organization because of expertise (for example, American Cancer Society), including at the
  - a. local or state level for Assistant Professor (all series)
  - b. regional level for Associate Professor (all series)
  - c. national level for Professor (all series)
5. Leadership in professional organization, including at the
  - a. local level for Lecturer and Clinical Instructor
  - b. state level for Senior Lecturer
  - c. regional level for Assistant Professor
  - d. national level for Associate Professor
  - e. international level for Professor
6. Participation in clinical initiatives outside of DOE that strengthens College’s relationships across discipline and setting for lecturer
7. Engage in clinical practice innovation that positively impacts patient and/or delivery system outcomes and that strengthen College’s relationships across disciplines and settings for Clinical Instructor
8. Influence clinical practice beyond assigned clinical setting and DOE (e.g., practice guidelines adopted across multiple settings, statewide conference on best-practices)
9. Active engagement in research/scholarship (for example, collaborate with established research team) that exceeds expectation for DOE, rank and title series, as applicable
  - a. Substantive contribution to peer reviewed presentations and/or publications for Lecturer, Senior Lecturer and Clinical Instructor
  - b. Substantive contribution to scholarly creativity that produces book chapters, audiovisual learning tools, or other published/manufactured educational materials for Lecturer and Senior Lecturer
  - c. Substantive contribution to peer reviewed publication(s)<sup>2</sup> that describe practice innovation, teaching innovation, and/or unique contribution to the literature that exceeds expectations for DOE and rank within clinical and special title series and for Lecturers/Senior Lecturers
  - d. Substantive contribution to peer reviewed data based publications<sup>2</sup> that exceed expectations for rank and regular and research title series
10. Serving an editorial board as an Associate Professor (all title series) or as editor of a journal for Professor (all title series)
11. Service on regional research grant review panels for Assistant Professor and national research grant review panels for Associate Professor
12. Invited and serve as consultant on a funded grant for Assistant Professor

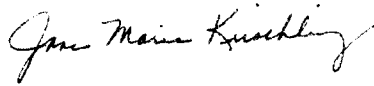
13. Invited and serve as a Visiting Professor as an Associate Professor
14. Participate in policy initiatives related to health care, including at the
  - a. local level for Lecturer, Senior Lecturer, Clinical Instructor, and Assistant Professor (all title series)
  - b. state level for Associate Professor (all title series)
  - c. national level for Professor (all title series)
15. Sustained mentorship of others (e.g., students, pre- or post-doctoral fellow, other health care professionals) in scholarship, research, practice innovation, or teaching innovation that exceeds DOE

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*Signature Page*

These rules have been created and approved by the faculty of the College of Nursing, pursuant to the authority granted by the *Administrative and Governing Regulations* of the University of Kentucky. These rules are effective on the date when approved by the Dean and Provost as indicated by their signatures below. Any modifications to these rules must also be approved by the Dean and Provost before the modifications take effect. A current copy of the approved rules for the College of Nursing is available in the office of the educational unit chair/director (if applicable), the Dean of the College, and the Provost. A copy of these approved rules will be posted online at the University Senate website.



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Dean

\_\_\_\_\_  
March 2010

Date



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Provost, University of Kentucky