University of Kentucky
College of Nursing

FACULTY BYLAWS

ARTICLE I The name of this organization shall be the Faculty Organization 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 include but are not limited to:
   A. Full-time faculty employees 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 employees have an official faculty appointment, receive a salary, and participate substantially, but less than full-time, in the program of an educational unit. The dean makes the final decision on appointments of part-time faculty employees at any rank. The appointment 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, or membership in the University Senate. Appointees are not eligible for University contributions toward employee benefits, but may participate at their own expense in certain University benefit programs. Faculty membership, with or without voting privileges, may be extended to part-time faculty employees by the faculty of educational units to which they are academically appointed." (AR 2:1-1) Part-time faculty employees with an FTE of at least .75 are eligible for University contributions toward employee benefits.
   C. "Adjunct Title Series faculty are individuals employed by a non-University agency or by the University with primary appointments in non-faculty positions, who contribute significantly to the instructional or research missions of the University. An appointee in the Adjunct Series shall not be eligible for tenure, sabbatical leave, employee benefits, or election to the University Senate. However, an appointee who is a full-time employee of the University and has a primary appointment in a non-faculty position shall be entitled to employee benefits appropriate for the non-faculty position. Faculty membership, with or without voting..."
privileges, may be extended to an appointee in the Adjunct Series by any educational unit to which the individual is assigned.” (AR 2:8)

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. Voluntary faculty employees are not eligible for tenure, faculty benefits, and membership in the University Senate or election to the Board of Trustees. However, Faculty membership, with or without voting privileges, may be extended to Voluntary faculty by the Faculty of the educational units to which they are assigned.” (AR 2:10)

E. “The term "joint appointment" shall apply in any case in which an individual holds two (2) or more intra-University faculty appointments. In such an instance, one of the appointments shall be designated as the primary appointment by the Dean of the college if the individual's appointments are associated with educational units in the same college or by the Provost if the appointments are with educational units in different colleges. The constituent appointments relating to a joint appointment may be processed simultaneously or at different times; however, each appointment, reappointment or promotion, shall be processed independently and considered on its own merits. An individual's academic rank, though usually the same, may differ in the constituent appointments. The possibility of tenure applies only to the primary appointment. In case of termination of the non-primary appointment(s) leaving only the primary appointment for a full-time faculty member, the individual's assignment associated with the primary appointment shall become full-time. When an individual under consideration for appointment to an administrative position is also to be considered for a faculty appointment, recommendations of committees on the two respective appoints shall be developed independently on their respective merits, in accordance with the respective established appointment procedures.” (GR X)

F. 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 at the program level.

ARTICLE VI Nominations and Eligibility

A. It is expected that all faculty will contribute to the work of the College. Each spring the Nominating Committee 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 with an FTE of at least .75 who meet the committee criteria and would like to serve on committees will submit their preferences to the Nominating Committee.

1. Requests will be sent to individuals who need to change their requests or have not responded.
2. Research Title Series faculty are expected to serve as indicated in their position description.
3. Clinical Title Series faculty committee involvement is as their schedule allows.
4. Faculty who will be continuing on a committee can submit that as one of their preferences.
5. 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 the Nominating Committee.

B. The Nominating Committee will create and distribute the ballot. Results will be reported to faculty no later than March 1st.

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 Nominating Committee. Within three (3) weeks of the chairperson's receipt of this request, the Nominating Committee 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 Nominating Committee 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 when feasible.

D. Eligibility for Committees and Councils
   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 Nominating Committee and the Dean immediately either in writing or electronically.
D. Elections for vacancies on faculty and administrative committees will be held each spring.
E. Imminent vacancies created between elections shall be filled to complete the term of the vacancy in the following manner: Within two weeks of notification of a vacancy on a faculty standing committee, council, or administrative committee, the Nominating Committee shall appoint a faculty member who meets the criteria to fill the vacancy. The Nominating Committee shall notify faculty and staff of the appointment.
F. Electronic ballots will be used for elections. Faculty will have ten working days to complete the ballot.
G. Within ten working days following the completion of voting, the Nominating Committee shall notify faculty and staff of the election results.

ARTICLE VIII Voting Privileges for the Faculty Organization
A. While all faculty have opportunity for voice, only faculty with an FTE of .75 or greater are eligible to vote. In addition, faculty with phased retirement appointments retain their voting rights.
B. Voluntary/Adjunct and part-time 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. Faculty enrolled in a College of Nursing program shall not have voting privileges on issues related to the program in which they are enrolled.
E. Voting privileges may be extended to those that contribute to the College of Nursing part-time (less than 75% appointment) or joint appointment faculty members by special request to the Faculty Council for approval by the majority of the voting faculty.

ARTICLE IX Faculty Organization Meetings
A. Meetings of the Faculty Organization shall be held a minimum of two times each semester. Additional meetings shall be scheduled at times specified by the Faculty Council.
B. The schedule of dates for regular Faculty Organization meetings shall be circulated to faculty by August 15th for the fall semester and December 15th for the spring semester.
C. Any item for vote at the Faculty Organization meeting must be distributed to the faculty at least five working days prior to the scheduled meeting.
D. Tentative agendas for the Faculty Organization meeting shall be prepared and distributed by the Faculty Council Chairperson to the faculty at least 5 working days 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 by 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 15th for the fall semester and December 15th 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. Student representatives on standing committees and councils are non-voting, except on the Undergraduate and Graduate Nursing Activities and Advisory Councils where they vote.
J. 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.
K. Ex-officio members of committees shall not have voting privileges.
L. The number of votes required to pass any committee or council action item is 1 vote over 50% of the eligible faculty members of the committee or council.
M. Standing Committees are:

1. Faculty Council
   a. Membership
      i. Seven faculty, two of whom must be tenured and at least two who have been on the faculty for a minimum of three years. One must be part-time FTE of .75 or greater.
      ii. The Council shall consist of a Chairperson, Chair-elect, 4 full-time, and 1 must be part-time FTE of .75 or greater.
      iii. The Dean of the College of Nursing, ex officio.
      iv. The Chair-elect of this council shall be tenured and elected by members of the Faculty Council.
      v. The Chair-elect will become the Chairperson after one year of service.
   b. Functions
      i. Serves as the vehicle for shared governance within the College on issues including but not limited to strategic planning, evaluation, budget, and space.
      ii. Reviews and evaluates proposed changes in policies and procedures of importance to the College and advises the administration.
      iii. Reviews status of recommendations from the Faculty Organization.
      iv. Serves as liaison between faculty and administration.
      v. Sets the agenda and facilitates Faculty Organization meetings.
      vi. Provides a forum for faculty discussion of current or impending issues.
      vii. Assesses needs and concerns of faculty and translates into action plans, as appropriate.
      viii. Facilitates the review of Faculty Bylaws of the College of Nursing a minimum of every 2 years in even years and recommends changes or modifications to the faculty.
      ix. The Chairperson or member designee will regularly attend Dean’s Council meetings.
   c. Terms of Office
      i. Faculty members elected to this council shall serve for staggered two-year terms; at least one tenured member is elected each year.

2. PhD Program Committee
   a. Membership
      i. Four elected faculty members, all of whom must have full or associate graduate faculty membership, a minimum of three to have full graduate faculty status, all who must advise and at least two who teach in the PhD program.
      ii. Director of PhD Program.
      iii. Executive Associate Dean of Academic Affairs and Partnership/Designee, ex officio. (Designee Representatives as ex officio: Associate Dean of Graduate Faculty Affairs, Associate Dean of Research, Assistant Dean of Academic Operations and Assessment, and/or Assistant Dean of Academic and Student Affairs).
      iv. Graduate Student Affairs Officer, ex officio.
      v. One PhD student representative without faculty status.
   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 PhD Program Director, the Associate Dean of Graduate Faculty Affairs and the Executive Associate Dean of Academic Affairs and Partnerships.

v. Reviews PhD students with unsatisfactory academic performance and recommends actions to the PhD Program Director, the Associate Dean of Graduate Faculty Affairs and the Executive Associate Dean of Academic Affairs and Partnerships.

vi. Based on established criteria, screens PhD students for awards.

vii. Makes recommendations for vote to the graduate faculty and reports to the graduate faculty.

viii. Programmatic additions/deletions must be approved by 2/3 vote of the full-time faculty.

ix. Evaluates course offerings, policies and procedures as they facilitate meeting program objectives and recommends revisions as necessary.

x. Reviews faculty and student suggestions for curricular changes.

xi. Develops and recommends curricular changes to the graduate faculty.

c. Terms of Office

i. All faculty elected to this committee shall serve staggered two-year terms.

ii. The student representative may serve two consecutive 1-year terms.

3. Master's and Doctor of Nursing Practice Program Committee

a. Membership

i. All track coordinators.

ii. Two DNP faculty at large, at least one teaching in a core course.

iii. One faculty member teaching in the MSN program as indicated.

iv. Director of MSN and DNP Program.

v. Executive Associate Dean of Academic Affairs and Partnerships/Designee, ex officio. (Designee Representatives as ex officio: Associate Dean of Graduate Faculty Affairs, Associate Dean of Research, Assistant Dean of Academic Operations and Assessment, and/or Assistant Dean of Academic and Student Affairs).

vi. One DNP student representative without faculty status, 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 graduate faculty as appropriate.

iv. Reviews MSN/DNP student admission and progression petitions, including faculty recommendations, and makes appropriate recommendations to the MSN and DNP Program Director, appropriate Associate Dean of Faculty Affairs and Executive Associate Dean of Academic Affairs and Partnerships.

v. Reviews those MSN and DNP students with unsatisfactory academic performance and recommends action to the MSN and DNP Program Director, appropriate Associate Dean of Faculty Affairs and Executive Associate Dean of Academic Affairs and Partnerships.

vi. Reviews and seeks input from designated faculty regarding student petitions.

vii. Makes recommendations for vote and reports to the graduate faculty.

viii. Programmatic additions/deletions must be approved by 2/3 vote of the eligible graduate faculty of the College of Nursing by electronic vote.

c. Terms of Office
i. MSN and DNP Director will serve each year on the MSN and DNP Committee.

ii. Track coordinators will serve each year on the MSN and DNP Committee.

iii. The student representative may serve two consecutive 1-year terms.

iv. Two faculty elected to the committee shall serve staggered two-year terms.

4. 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 the respective course faculty. Membership will be determined by annual election among nonclinical course faculty.

vi. Director of BSN Program.

vii. Executive Associate Dean of Academic Affairs and Partnerships/Designee, ex officio. (Designee Representatives as ex officio: Associate Dean of Undergraduate Faculty Affairs, Associate Dean of Research, Assistant Dean of Academic Operations and Assessment, and/or Assistant Dean of Academic and Student Affairs)

viii. Interprofessional Education Coordinator, ex officio.

ix. One Undergraduate Professional Advisor, ex officio.

x. One undergraduate student selected by the Undergraduate Nursing Activities and Advisory Council.

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 with a maximum of two consecutive one-year terms.
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.

5. Undergraduate Student Admissions and Progression Committee
a. Membership
i. Four elected faculty members at least one of whom is tenure-track. The tenure-track faculty will have primary teaching responsibilities in the Undergraduate Program.
ii. The BSN Program Director.
iii. Executive Associate Dean of Academic Affairs and Partnerships/Desigee, ex officio. (Designee Representatives as ex officio: Associate Dean of Undergraduate Faculty Affairs and/or Assistant Dean of Academic and Student Affairs)
iv. 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 BSN Program Director, Associate Dean of Undergraduate Faculty Affairs and Executive Associate Dean of Academic Affairs and Partnerships.
iii. Reviews those students with unsatisfactory academic performance and recommends action to the BSN Program Director, Associate Dean of Undergraduate Faculty Affairs and Executive Associate Dean of Academic Affairs and Partnerships.
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.

6. Promotion, Appointment, and Tenure Advisory Committee
a. Membership
i. Five tenured faculty members: one of whom is a full Professor, two Special Title Series, and two Regular Title Series faculty.
ii. Chairperson to be designated from the elected members by the Dean with recommendation from the Faculty Council.

b. Functions
i. Reviews the criteria for appointment, promotion and tenure (as specified in the document entitled, “University of Kentucky College of Nursing Appointment, Reappointment, Promotion and Tenure Criteria by Title Series”)
every two years on the odd year and makes recommendations for changes to the Dean. Faculty will be evaluated under criteria in effect at their initial appointment or last promotion or tenure decision according to university regulations. These actions are completed following consultation with appropriate college faculty.

ii. Reviews the internal College of Nursing procedures for appointment, promotion, and tenure every two years on the odd year and makes recommendations for changes to the Dean. These actions are completed following consultation with appropriate college faculty.

iii. Reviews applicants for appointment and promotion to Senior Lecturer, Associate Professor or Professor, granting of tenure, decisions not to reappoint, and terminal reappointment and prepares a summary with recommendations to the Dean. These actions are completed following consultation with appropriate unit faculty for the applicant’s appointment, promotion and tenure in accordance with the University Administrative Regulations.

iv. Reviews sabbatical requests and makes recommendations to the Dean.

v. Reviews “high merit” applications and makes recommendations to the Dean. The Chair of PATA assigns committee members to review applicants. To ensure adequate representation, the Chair of PATA will request up to three additional faculty volunteers representing clinical, lecturer, and other non-tenured faculty to participate in the High Merit review process if applications are received from these non-represented faculty.

vi. Disseminates information to the faculty for guidance and support in seeking promotion and tenure.

c. Terms of Office
   i. Elected for two-year staggered terms.

7. Nominating Committee
   a. Membership – 5 members total
      i. A practice faculty, research, and an at-large faculty member will be elected in even years.
      ii. A graduate and an undergraduate faculty member will be elected in odd years.
   b. Functions
      i. 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.
      ii. Identifies and recommends faculty members to fill committee vacancies between elections.
iii. Recommends appointment of members to committees of the Medical Center and University to the appropriate Dean.
c. Terms of Office – Faculty members elected to this committee shall serve for staggered two-year terms as outlined in Membership.

ARTICLE XII Amendments to the Faculty Bylaws
A. All proposed amendments to the Faculty Bylaws shall be put to a vote.
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 voting faculty shall be required to approve any proposed revision to the Faculty Bylaws.

Article XIII 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 Health Care Colleges of the University in full-time academic rank for a period of two years.

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 Senate Rules.

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
5. Changes to Administrative Bylaws approved by Governance Council March 2011.
6. Combined MSN and DNP Program Committee approved by Faculty May 2012.
7. Revisions in Faculty Practice Council membership approved to Administrative Bylaws by Governance Council September 29, 2012.
8. Changes to the MSN/DNP Program Committee approved by faculty by electronic vote March 2013.
9. Changes to the Undergraduate Student Admissions and Progression Committee (USAPC) approved by faculty by electronic vote May 2014.
10. Changes to the Undergraduate Program Committee (UPC) approved by faculty by electronic vote October 2014.
11. Changes to the Faculty Bylaws reviewed and approved by faculty vote May 2015.
APPROVED

Dean’s Signature:                       Date: 05/26/15

Provost’s Signature:                   Date: