

**University of Kentucky  
College of Nursing**

**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/Boards, and Task Forces

- A. Administrative committees, advisory councils/boards and task forces are elected or appointed as hereinafter provided. Chairpersons are selected by the Dean or other designated administrator, in consultation with the Dean's Council as appropriate, and reporting responsibilities are identified.
- B. Administrative councils, advisory councils/boards and tasks forces may be established or dissolved by the Dean with the exception of the Student Activities and Advisory Councils/Boards with the advice and recommendation of the Faculty Council.
- C. Administrative councils/boards, 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/boards 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 Dean's Council**

The Dean's Council provides advice and counsel to the Dean on matters related to academic operations and affairs to support the education, research, practice/service mission for the College of Nursing.

**Membership:**

1. Dean
2. Associate Deans
3. Faculty Council Chair and Director of Philanthropy and Alumni Affairs (alternating meetings)

**Functions:**

1. Advises Dean on programmatic and mission needs including budget, strategic planning, facilities, resources, alumni affairs, philanthropic efforts, and internal/external relationships.
2. Promotes communication among senior administrators, faculty, staff, and community of interest.
3. Provides decision-making capacity for affairs impacting faculty, staff and students.
4. Implements and promotes the operational base to support the education, research, and practice/service mission.

**3.2 Professional Development Advisory Committee Functions:**

1. Committee Functions:
  - A. Analyze the learning needs of the selected target populations represented, including needs for specific delivery modes.
  - B. Participate in identification and selection of continuing education activities.
  - C. Review the policies and procedures of the Provider Unit and make recommendations.
  - D. Participate in an analysis of selected aspects of the evaluation plan for the Office of Professional Development's activities.
  - E. Participate in the ongoing evaluation of the Office of Professional Development.
  - F. Advise the Office of Professional Development on the most prudent ways to achieve the goals and objectives of this office in delivery of all continuing education activities in compliance with established American Nurses Credentialing Center and Kentucky Board of Nursing criteria as determined by the respective manuals of each accrediting agency.
2. Faculty Committee Members:
  - A. Faculty Members are expected to serve as a planning member for at least one CE activity per year.
  - B. Participate in all advisory committee functions.

**Membership:**

- A. Director of Office of Professional Development, chairperson.
- B. Assistant Director, Office of Professional Development.
- 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. At least three members at large from the nursing community representing primary, secondary, and tertiary clinical facilities.

**Terms of Office:**

- A. Faculty will be elected to serve 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 Professional Development 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.
- E. Director of Office of Professional Development is a standing appointment and serves as chair.
- F. Assistant Director serves in the absence of the director.

**Meetings:** The committee will meet at least bi-annually.

**3.3 Dean's Advisory Board**

The name of the organization shall be the Dean's Advisory Board of the University of Kentucky College of Nursing.

The Dean's Advisory Board of the University of Kentucky College of Nursing (CON) will retain an informal structure. It will not be incorporated nor will it receive funds or incur debts. Its officers and members will serve solely in an advisory capacity to the CON Dean. The officers and members will not be held liable by either the College of Nursing or the University of Kentucky for failure to act upon any matter presented to the Board. An action taken as a result of, or in spite of, recommendations by the Board shall be solely the action of the College of Nursing and its administration.

**The purposes of the College of Nursing Dean's Advisory Board are:**

- A. Provide 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 Dean's Advisory Board 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.
- C. The president of the UK CON Alumni Association (UKCONAA) will be a member during her/his term as president.
- D. Membership should reflect a broad spectrum of representation from areas that influence nursing practice and/or healthcare delivery.
- E. Membership shall be limited to 25 individuals.

- Members are classified as either members or ex officio members and have voting rights unless otherwise stated in the bylaws.
  - Members include the Dean of the College of Nursing, an undergraduate and graduate faculty member in a leadership position, an undergraduate and graduate student in a leadership position and all other individuals selected for membership by the Dean of the College of Nursing.
  - The CON Director of Philanthropy and Alumni Affairs shall serve as an ex officio member and will provide support to the Board but will not be a voting member.
- F. All members, except ex officio and the CONAA President, shall be approved by the Dean of the College of Nursing with recommendations from the Dean's Advisory Board as appropriate.
  - G. All members, except the CONAA President and those representing CON faculty and students, shall serve for three-year terms and can be renewed at the discretion of the Dean. Those representing CON faculty and students shall serve for two-year terms. All members should be available to the Dean and Director of Philanthropy or other members of the faculty for advice and consultation when requested.
  - H. Interim members may be appointed by the CON Dean for terms of less than three years in order to fill vacancies created by resignations.
  - I. The Dean's Advisory Board shall be led by the volunteer Chair and Co-Chair, appointed to that post by the Dean, for a two-year term. The Chair will preside at all meetings of the Board and shall have the executive responsibility for the performance of the Board.

**Meetings:** The Dean's Advisory Board will meet once in the fall and once in the spring in Lexington, Kentucky and other times when necessary.

- A. The Dean will 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, philanthropy topics (annual giving, endowments and scholarships, planned giving, needs)
- B. The Dean's Advisory Board members are expected to be community advocates for the College and provide feedback to the Dean and Director of Philanthropy on various issues facing the nursing profession.
- C. Members will be asked to make charitable contributions to the college and be asked to identify, cultivate and solicit other donor prospects. While the amount of individual gifts are left to the discretion of the member, a goal of 100% participation rate is expected from board members.
- D. It is expected that the Dean's Advisory Board members will freely give advice and share their experience and wisdom to help advance the College, provide committee/work group leadership as needed and that they will use their influence to bring nursing issues to the attention of others as necessary.
- E. The quorum required for transaction of business related to agenda items requiring a vote will be by simple majority.
- F. Minutes of the meetings shall be published and made available to Board members, College of Nursing faculty and staff, emeritus Board members, and other individuals as deemed appropriate by the Dean.

**Emeritus Membership:**

- A. All Dean's Advisory Board Members, in recognition of service, will be offered emeritus status upon retirement from the Board. No individual shall be eligible for such appointment until his/her retirement from the Advisory Board. Unless otherwise determined by the Advisory Board or by request of the Emeritus member, the appointment of an Emeritus Board Member shall continue in effect for the remainder of his/her life.
- B. Emeritus Board Members will be invited to special activities and events of the College of Nursing, will have access to minutes of the meetings and other appropriate information and may be called upon for advice and consultation on matters of importance to the College; however, the position is solely honorary with no obligation for the performance of any specific duties.

**AMENDMENTS to the Dean's Advisory Board Bylaws:**

- A. Amendments to the bylaws may be initiated by a member of the Board at any time. Adoption of a proposed amendment requires a majority vote.

**3.4 Dean's Diversity and Inclusivity Advisory Council**

The purposes of the College of Nursing Dean's Diversity and Inclusivity 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. The VP of Diversity and Inclusivity for the University of Kentucky
- B. A minimum of 2 administrators representing UK diversity and inclusivity areas
- C. A minimum of 2 full-time faculty and 2 nursing students (including an undergraduate and a graduate student).
- D. A minimum of 2 University of Kentucky employees from outside of the College of Nursing.
- E. A minimum of 5 community members, including nurses and non-nurses.
- F. Membership shall be at least 15 individuals.
- G. 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.
- H. All members are selected by the Dean in collaboration with the Director of Diversity and Inclusivity.

**Meetings:** The Dean's Diversity and Inclusivity Advisory Council will meet at least biannually in Lexington and other times when necessary.

### **3.5 Diversity and Inclusivity Ambassadors Council**

The purposes of the Diversity and Inclusivity Ambassadors are to:

- A. Provide advice to the Dean and the Director of Diversity and Inclusivity on issues related to diversifying the college of nursing community, including students, faculty, and staff.
- B. Participate in CON initiatives that are directly related to the CON mission related to D&I to include but not limited to: faculty search committees, admissions committees, strategic planning, and grant writing.
- C. Initiate, conduct and participate in activities that promote an environment where all CON faculty, staff, students and visitors feel recognized, respected and welcomed.

#### **Membership:**

- A. The committee will be chaired by the Director of Diversity and Inclusivity
- B. The committee will include 4 full time faculty members, 2 full time staff members, and a graduate and undergraduate nursing student.
- C. Standing members will also include the Director of Communications and an administrative support person appointed by the Dean.
- D. Members will be appointed by the Director of Diversity and Inclusivity in consultation with the Dean.
- E. Non student members serve a three year term that is renewable up to two times for a total of nine years, at which time they must leave the committee for at least three years. Student members may serve until they graduate.

**Meetings:** The Diversity and Inclusivity Ambassadors council will meet at least once a quarter and more times as necessary.

**Training:** Diversity and Inclusivity Ambassadors will undergo unconscious bias training, safe training (LGBTQ\* services) and other appropriate training as identified by the Dean and Director of Diversity and Inclusivity. The CON will be responsible for any costs associated with the training and will provide appropriate release time.

### **3.6 Faculty Practice Council (FPC)**

**The purposes of the College of Nursing Faculty Practice Council are to:**

- A. Foster communication among administrators, faculty with a practice appointment, and community partners, in relation to current, future, and potential faculty practice activities.
- B. Provide advice and counsel to the Dean and administration regarding practice issues and concerns.
- C. Engage in planning and evaluation of outcomes related to the UKCON strategic plan for faculty practice engagement.
- D. In collaboration with appropriate Associate Deans, identify and promote faculty practice scholarship and recognition.
- E. Develop evaluation methods for faculty in clinical practice.
- F. Identify and monitor outcomes achieved through faculty practice.
- G. Annually review and evaluate outcomes achieved through faculty practice.

- H. In collaboration with Associate Deans, provide guidance for building successful dossiers for advancement of faculty in practice.
- I. In collaboration with UKCON Continuing Education, assist in the coordination of annual professional development activities to promote faculty practice (e.g. DNP Faculty/Practice Workshop).

**Membership:**

- A. A minimum of four elected faculty members with practice appointments (preferably from a variety of advanced practice specialties and/or populations including one who practices at UK HealthCare and one who practices in an external setting) who will serve for alternating two year terms. The chairperson will be the Assistant Dean of Faculty Practice.
- B. Ex officio (non-voting) members include:
  - 1. Practice and Clinical Engagement Contract Administrator
  - 2. Associate Dean of Administration and Finance

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

**3.7 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.
- E. Evaluates the programs of the College that relate to students and makes recommendations to the Dean.
- F. Identifies resources and support systems that 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. GNAAC membership shall consist of all enrolled graduate nursing students. The GNAAC Executive Board, elected by GNAAC shall consist of a Chairperson, Chairperson-elect, Secretary / Treasurer, and members at large (at least two and no more than six). The Board shall contain at least one representative from each degree offered.
- B. One graduate faculty member (ex officio) recommended by the graduate student body and approved by the Dean. Faculty member/advisor to serve ideally for a three-year term to promote continuity. Terms can be repeated.
- C. One Student Affairs representative (ex officio).
- D. GNAAC Officers to be elected by the majority of the Executive Board.

**3.8 Undergraduate Nursing Activities and Advisory Council (UNAAC)**

Referring to the rules of the University Senate, UNAAC was established as a student advisory council to represent student opinion on undergraduate academic matters.

**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 proceeding 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. One 2<sup>nd</sup> degree representative and Med-Vet representative from each junior and senior class elected semester preceding year of service.
  - E. Other representatives shall include the UKSNA president (or designee), the College of Nursing



senator to SGA, the Associate Dean of Undergraduate Faculty and IPE Affairs, faculty advisors(s) from the undergraduate program chosen by the Associate Dean of Undergraduate Faculty and IPE Affairs and approved by the Executive Committee in the fall, and a liaison from the College of Nursing Alumni Association. Faculty advisor(s) term may be repeated for continuity.

### **3.9 University Health Care Colleges Code of Student Professional Conduct College Hearing Committee**

**Purpose:** To hear student appeals related to University Health Care colleges Code of Professional Conduct.

**Membership:**

As indicated, the Dean shall appoint a hearing committee and designate a hearing committee chair and alternate chair from among the faculty appointees. The alternate chair shall serve in the absence of the chair. The membership will consist of:

- A. Five college faculty members, at least three of whom teach in patient-care settings and one of whom has an administrative appointment in the college.
- B. Four students (including two undergraduate and two graduate) in good standing who have completed at least one year of their professional or clinically-related degree program requirements and whose names are among those provided by the College's Student Advisory Council or equivalent body.

The chair, or alternate chair in the chair's absence, shall appoint a hearing panel with representation from the following groups among the hearing committee membership.

- A. Three faculty members, at least two of whom teach in a patient-care setting, and one of whom has a current academic or supervisory relationship with the student.
- B. Two students.

**Term of office:** one year for faculty and students.

### **3.10 Clinical Simulation and Learning Center (CSLC) Advisory Council**

**Purpose:** This Council oversees and acts in an advisory capacity for the Clinical Simulation and Learning Center. The Council will meet twice a semester and once in the summer.

**Functions:**

- A. Review proposed curriculum changes that involve Clinical Simulation and Learning Center resources and personnel to determine feasibility.
- B. Review and approve Clinical Simulation and Learning Center policies.
- C. Review and advise on personnel needs for the Clinical Simulation and Learning Center.
- D. Review and advise on major equipment purchases, including new and replacement items.
- E. Review and advise on Clinical Simulation and Learning Center space renovation.
- F. Advise Dean on operational functions of the Clinical Simulation and Learning Center annually.

**Membership:**

- A. Director of the CSLC (Chair)
- B. Directors of BSN and MSN and DNP Programs.
- C. Simulation Technology Instructional Support Specialist.

- D. At least 1 faculty member involved in simulation activities, appointed by the CS&LC Advisory Council.
- E. Assistant Dean of Academic Operations (ex officio).
- F. Associate Dean of Administration and Finance (ex officio).
- G. Associate Dean of Undergraduate Faculty and Interprofessional Educational Affairs (ex officio).
- H. Associate Dean of MSN & DNP Faculty Affairs & Practice (ex officio).
- I. Director of Accreditation & Strategic Outcomes (ex officio).

### **3.11 Faculty Search Committees**

The purpose and charge of the faculty search committees is to identify, assist in recruitment and to make recommendation of faculty who will strengthen the intellectual culture of the College, bolster its teaching capacity and breadth, expand the scope of the research/scholarship portfolio, and advance clinical practice and service for the College. Predicated upon the principles of peer review and shared governance, the faculty search committees serve to ensure the quality of the tri-partite academic mission of the university and to perpetuate excellence among its faculty.

#### **Membership:**

The Dean in collaboration with the Associate Deans of Faculty Affairs will appoint two faculty search committees: one for tenure eligible positions and one for non-tenure eligible positions. The tenure eligible faculty search committee will consist of a tenured faculty member as Chair and four tenured faculty members for two year terms with “staggering” memberships. The non-tenure eligible faculty search committee will consist of a tenured or non-tenured chair and four tenured or non-tenured members. Composition of both committees will include representation from appropriate teaching areas as well as title series. Specifically at least one faculty member who primarily teaches in the graduate program and one faculty member who primarily teaches in the undergraduate program. In addition, the Director of the Office of Diversity and Inclusivity will have a standing appointment with a designated faculty member from the Diversity and Inclusivity Ambassador Council to serve as an alternate as needed. [Note, additional members or a separate search committee may be formed for senior administrative positions or senior researcher positions.] Administrative support will be provided by the appropriate Associate Dean’s administrative assistant and the UKCON Human Resources coordinator.

The Dean will generate a letter to faculty search committee members confirming appointment terms and will include these procedures.

#### **Functions:**

- A. Engagement in the recruitment process; actively recruit applicants for the vacant, new position(s): 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.
- B. Recommend to the Dean top two candidates, when feasible, for the vacant position(s)

### **3.12 Instructional Design and Innovation Council (IDIC)**

**Purpose:** To improve the CON faculty and student teaching/learning experience through faculty development and enhancement of instructional design and technology.

#### **Functions:**

- A. Advise and make recommendations to the Dean and Dean's Council on topics relating to instructional design and instructional technology.
- B. Engage in strategic planning and evaluation of outcomes related to instructional
- C. Assist faculty in syllabi standardization across academic programs that will allow for academic freedom while promoting student engagement
- D. Promote the use of modalities and methods that respect diversity and ways of learning.
- E. Promote best practices for online teaching to faculty, staff and students.
- F. Promote incorporation of current, new and emerging modalities into curriculum to facilitate both faculty teaching and student learning.
- G. Identify and promote instructional design and instructional technology development opportunities for faculty development and training.

**Membership:**

- A. Co-chairs
  - i. Faculty Chair of Instructional Design and Innovation
  - ii. Instructional Design staff member appointed by the Assistant Dean of Academic Affairs
- B. Instructional Design Staff
- C. Apple Distinguished Educator
- D. Two elected faculty members with primary on-line teaching responsibilities, 1 from graduate program and 1 from undergraduate program serving alternating two year terms.
- E. A minimum of one undergraduate and one graduate student representative appointed by the Council (non-voting).
- F. Associate Dean for Administration and Finance (ex officio).
- G. Senior Associate Dean or designated representative (ex officio).

**Meetings:** The Instructional Design and Innovation Council will meet a twice per semester during the academic year and other times as needed.

**3.13 Staff Council.**

**Purposes.** To (a) enhance communication among staff, faculty, students, and administration, (b) to serve as a liaison to the Dean and Associate Dean for Administration regarding staff issues, and (c) coordinate meetings and activities to promote a sense of community within the College of Nursing.

**Membership:**

- A. There will be six (6) members. Each term will be 2 years in duration, beginning July 1. The terms will be staggered to allow for continuity on the council. If necessary, the Staff Council will conduct a special election to fill an unexpected vacant seat on the Council. The individual elected to fill the vacant seat will serve out the remaining term of the individual who has resigned.
- B. Selection to Staff Council is made through the voting process conducted by the Council. Elections shall be conducted in May of each year in which new representatives will be elected.
- C. Staff Council officers consist of a chair, vice-chair, and a past chair. As past chair, they will not be eligible for reelection. The vice-chair will be elected from the two newly elected representatives each July 1. The Business Officer will not be eligible to run for Staff Council

but will serve in an ex officio role. The chair will notify the CON staff of selection results.

**Staff Guidelines:**

- A. The College of Nursing staff voting members are all regular full-time and half-time exempt and non-exempt staff employees, no longer on probation, including staff employees with faculty adjunct appointments and externally paid staff whose primary assignment and work responsibilities are performed within an academic unit of the College of Nursing and are supervised/evaluated by CON faculty or staff. These staff employees who are eligible to be voting members of the College of Nursing will be included in all staff meetings, may be eligible to serve on Staff Council, and be eligible for CON Staff Employee of the Year.
- B. Temporary, full-time staff will be included on the CON staff mailing list and may attend all College of Nursing staff meetings; however, they will not have voting privileges, serve on Staff Council, nominate or be a nominee of CON Staff Employee of the Year (temporary half-time/part-time is not included). In some circumstances, the temporary, part-time employees could petition the Staff Council as to their desire to participate in voting.

**Staff Council Functions:**

- A. Conduct a minimum of 4 Staff Council meetings per year.
- B. Conduct a minimum of 4 College of Nursing Staff meetings per year.
- C. Participate in the Year End Awards Ceremony of the CON in order to recognize Staff Service Awards. (This will involve working with the Business Office to identify those employees eligible for service awards and working with the Dean's office to ensure recognition of staff at the final College meeting in the spring).
- D. Provide a Staff Council Representative to work with the Faculty Council on the annual holiday function.
- E. Plan and conduct an Annual Staff Retreat (held 2<sup>nd</sup> or 3<sup>rd</sup> week of May, June or July). (This will involve soliciting information of interest from staff in formal surveys/questionnaires and informal conversation as to areas of interest or need for professional development, training, etc).
- F. At the request of the Dean, coordinate staff representation for committees as needed
- G. Represent issues of concern from staff and bring to the attention of the Dean and/or Administration.

**3.14 Student Scholarship and/or Award Council**

**Purpose.** To ensure stewardship of the process for reviewing annual applications and recommending undergraduate and/or graduate student scholarship and/or award recipients based on criteria established by the donor and in accordance to Faculty Bylaws.

**Membership:**

- A. To be established in accordance to Faculty Bylaws standing committees for undergraduate and graduate education unless otherwise directed by the donor or Office of Development and Alumni Affairs.
- B. Elected faculty members and academic program administrators in accordance to Faculty Bylaws with standing committees that have a core function to screen and select students for scholarship and/or awards.

### **3.15 Work-Life Engagement and Student Wellness Council**

#### **Functions:**

- A. Provide advice and counsel, collectively and individually, to the Dean and the Associate Dean for Research on issues related to research and scholarship for students
- B. Participate in University of Kentucky and College of Nursing initiatives that are directly related to work-life balance and student wellness, improved communication, and empowerment of faculty, staff, and students.
- C. Initiate, conduct, participate and evaluate activities that promote a healthy workplace and study environment.
- D. Identify resources and/or opportunities that promote faculty, staff and student work-life engagement and wellness
- E. Identify strategies for management of dedicated resiliency space for faculty, staff and student guided activities
- F. Coordinate contemplative activities for the resiliency space in a very broad sense, including mind-body practices like mindfulness and reflective practice, yoga, performance visualizations, and other participatory forms of learning and engagement
- G. Communicate and encourage work, health promotion, and family programs for faculty, staff, and students
- H. Gather data to inform decisions related to work-life balance for faculty, staff, and students.

#### **Membership:**

- A. Chair of Work-Life Engagement and Student Wellness.
- B. Four full-time faculty members.
- C. Four full-time staff members.
- D. A minimum of 2 students, at least 1 graduate student and 1 undergraduate student.
- E. Members are appointed by the Chair with consultation from Faculty and Staff councils, and the Dean.

**Meetings:** The council will meet monthly and more times as necessary.

### **3.16 Academic Leadership and Faculty Advancement Council**

**Purposes:** To address issues and develop strategic initiatives that promote the academic mission of the college, academic programs assessment and accreditation, and faculty advancement. To assure college processes are consistent with Administrative Regulations and state and national accrediting bodies.

**Functions:** The core functions of the Academic Leadership and Faculty Advancement Council are:

- A. Provide advice and counsel to the Dean on issues related to advancement of the academic mission of the college, academic programs assessment and accreditation, and faculty advancement.
- B. Develop and oversee initiatives to achieve college strategic goals related to the academic mission; assess metrics to determine effectiveness of initiatives; and make recommendations for changes as needed.
- C. Identify appropriate faculty for awards and career advancement opportunities.

- D. Oversee procedures for assessment of faculty performance with regard to teaching, service, and scholarship, and make recommendations for changes when needed.
- E. Identify system barriers to, and develop strategies for, enhancing faculty performance with regard to teaching, service, and scholarship.
- F. Collaborate with faculty governance committees, including PATA and Faculty Council, to evaluate current processes for faculty appointment, promotion and tenure; assure processes are consistent with Administrative Regulations; and develop new processes when needed
- G. Oversee procedures for collecting and managing data required for university-wide and college assessment of strategic goals and reports for state and national regulatory bodies.
- H. Assess resources to support the academic missions of the undergraduate and graduate programs and make recommendations as needed.
- I. Liaise with UK HealthCare and Norton Health Care to promote the academic and scholarship missions of the College

**Membership:**

- A. The committee membership includes Senior Associate Dean; Executive Associate Dean UKCON-NHC Partnerships; Associate Dean for Research and PhD Faculty Affairs; Associate Dean of MSN and DNP Faculty and Practice Affairs; Associate Dean of Undergraduate Faculty and IPE Affairs; Assistant Dean of PhD Program and Scholarship Affairs; Assistant Dean of MSN and DNP Program Studies; Assistant Dean of BSN Program Studies; Assistant Dean of Academic Operations; Director of Accreditation and Strategic Planning and Faculty Chair of Instructional Design and Innovation.
- B. The Senior Associate Dean serves as committee chair.
- C. Committee administrative support will be provided by the Administrative Assistant for Senior Associate Dean

**Meetings:** Monthly during the academic year and as needed with the following members:

- A. Meetings held during the first and third month of semester are composed of Associate Deans.
- B. Meetings held during the second and fourth month of semester are composed of all members.

**3.17 Global Affairs Council**

**Purposes:** To assess status of global affairs, address issues, and develop strategic initiatives that promote the global activities of the college. To assure college processes are consistent with Administrative and other University Regulations.

**Functions:** The core functions of the Global Affairs Council are:

- A. Provide advice and counsel to the Dean on issues related to global affairs including student study abroad opportunities, memorandums of understanding with foreign universities for faculty and student exchange, and learning opportunities; visiting scholars; faculty and student international research collaboration; and student international enrichment opportunities.
- B. Develop and oversee initiatives to achieve college strategic goals related to global affairs; assess metrics to determine effectiveness of initiatives; and make recommendations for changes as needed.
- C. Promote globalization of the curriculum and ensure student support for global opportunities

- D. Identify system barriers to, and develop strategies for, enhancing faculty and student participation in global activities.
- E. Oversee memorandums of understanding, student and faculty exchange, visiting scholars, research collaboration, and other global activities; assure processes are consistent with Administrative and other University regulations; and develop new processes when needed.
- F. Oversee procedures for collecting and managing data related to global affairs activities and outcomes for university-wide and college assessment of strategic goals and reports for state and national regulatory bodies.
- G. Assess and recommend resources to support the global affairs missions of the college.
- H. Liaise with UNAAC, GNAAC, and other university departments, programs, and institutes to promote joint global activities.

**Membership:**

- A. The committee membership includes the Senior Associate Dean, Chair of Global Affairs, and at least three faculty members involved in global affairs appointed by the Senior Associate Dean with at least one member representing the undergraduate program, DNP program, and PhD program.
- B. The Senior Associate Dean and Chair of Global Affairs serve as committee co-chairs.
- C. Committee administrative support is provided by the Administrative Assistant for Senior Associate Dean

**Meetings:** Monthly during the academic year and as needed.

**3.18 Business Operations Council**

The purpose of the Business Operations Council is to oversee the development and implementation of business policies and procedures that support the teaching, research, service and practice missions of the College of Nursing.

**Core Functions:**

- A. Foster communication and the mutual exchange of ideas among faculty, students and staff pertaining to the business policies and procedures of the College.
- B. Evaluate business processes and procedures impacting the teaching, research, service, and practice missions of the College of Nursing.
- C. Advise the Dean on business policies and procedure impacting the broad research, business, and practice operations of the College.

**Membership:**

- A. Director of Office of Nursing Research (Standing Member-Voting)
- B. Assistant Budget Officer (Standing Member-Voting)
- C. Practice and Clinical Engagement Contract Administrator (Standing Member-Voting)
- D. Associate Dean of Executive Administrative Operations & Finance (ex officio)
- E. Associate Dean of Research and PhD Faculty Affairs (ex officio)
- F. Senior Associate Dean (ex officio)
- G. The Chairperson will rotate among the Director of Office of Nursing Research, Assistant Budget Officer and the Practice and Clinical Engagement Contract Administrator.

**Meetings:**

The Business Operations Council will meet a minimum of quarterly: March, June, September,

December, and as needed. A quorum of 2 voting members will need to be present with majority agreement needed to move items forward to the Dean or Dean’s Council for review.

### **3.19 Advancement of Student Scholarly Affairs Council**

**Purpose:** The purposes of the Advancement of Student Scholarly Affairs Council are to promote the integration of research and scholarship across all academic programs to promote student scholarly opportunities, and foster multidisciplinary research and scholarship across academic and administrative units in the University of Kentucky and with other academic nursing programs outside of the University of Kentucky to increase research and scholarly opportunities for students.

**Functions:** The core functions of the Advancement of Student Scholarly Affairs Council are as follows:

- A. Provide advice and counsel, collectively and individually, to the Dean and the Associate Dean for Research on issues related to research and scholarship for students.
- B. Advocate for the student research and scholarship mission of the College of Nursing.
- C. Promote the integration of research and scholarship among the undergraduate, DNP and PhD faculty that will promote student research opportunities.
- D. Administer and support College of Nursing programs that showcase College of Nursing student research and scholarship, including the Scholarship Showcase and Nursing Research Papers Day.
- E. Foster collaborative research and scholarship with academic and administrative units outside of the College of Nursing at the University of Kentucky and with other academic nursing programs outside of the University of Kentucky that will increase research and collaborative scholarship opportunities for students
- F. Provide support for the Undergraduate Research Scholars Program Honors Program, and Enhancement programs such as Practice Interns and Research Interns.
- G. Direct the marketing of integrated student research and scholarship activities through multi-media venues such as TV monitors, website and/or promotional materials.
- H. Facilitate the development of pathways to support nurse scientist career development.
- I. Gather data to inform decisions related to student scholarship programing and outcome assessment.

#### **Membership:**

- A. Chair of Advancement of Student Scholarly Affairs.
- B. Three full-time faculty members, one each from the undergraduate, DNP and PhD faculty, each serving three-year terms, appointed by the Associate Dean for Research and PhD Faculty Affairs in consultation with the Chair of Advancement of Student Scholarly Affairs.
- C. The committee will include one undergraduate student participant in the Research Scholars Program, one PhD student and one DNP student, each serving renewable one-year terms.
- D. Committee administrative support will be provided by the Administrative Assistant for Research and PhD Faculty Affairs
- E. The Senior Associate Dean, the Associate Dean for Research and PhD Faculty Affairs, the Assistant Dean of PhD Program and Scholarly Affairs, the Director of the Undergraduate Nursing Research Intern Program and the Academic Writing Specialist serve as ex officio members.



**Meetings:** The Advancement of Student Scholarly Affairs Council will meet monthly during the academic semesters and as needed.

### **3.20 Interprofessional Education Council**

**Purpose: The purposes of the Interprofessional Education Council are as follows:**

- A. Promote the integration of interprofessional education among the undergraduate and graduate programs.
- B. Foster relationships with the Center for Interprofessional Health Education to provide interprofessional opportunities for undergraduate and graduate students in the College of Nursing.
- C. Advocate the vision of the Center for Interprofessional Health Education in developing, validating and promoting interprofessional education.
- D. Advance professional development in interprofessional education for College of Nursing faculty.

**Functions:**

- A. Provide advice and counsel to the Associate Dean of Undergraduate Faculty and Interprofessional Education Affairs on issues related to interprofessional education for students.
- B. Provide support for the undergraduate interprofessional core curriculum program (iCATs) and all interprofessional activities for the undergraduate and graduate students.
- C. Provide administrative oversight for iCATs and all interprofessional activities for the undergraduate and graduate students.
- D. Collaborate with the Center for Interprofessional Health Education.
- E. Provide support to the Center for Interprofessional Health Education Faculty Development Committee.

**Membership:**

- A. Co-chairs
  - I. 1 member of the undergraduate faculty
  - II. 1 member of the DNP program
- B. Four faculty members: at least 1 member from the undergraduate program and at least 1 member from the DNP program, each serving three-year terms.
- C. The Associate Dean of Undergraduate Faculty and Interprofessional Education Affairs will appoint the committee members and designate the chair.
- D. The Associate Dean of Undergraduate Faculty and Interprofessional Education Affairs (ex officio)
- E. Associate Dean of MSN/DNP Faculty and Faculty Practice Affairs (ex officio).
- F. Committee administrative support will be provided by the Administrative Assistant for the Associate Dean of Undergraduate Faculty and Interprofessional Education Affairs.

**Meetings:** The Interprofessional Education Council will meet at the beginning and end of the academic semesters and as needed.

### 3.21 Council for BSN Student Success

**Purpose:** The purposes of the Council for Student Success are:

- A. Direct student success programs in all pre-licensure BSN tracks in the College of Nursing.
- B. Serve as a resource, liaison, and advocate for a diverse population of students.
- C. Collaborate with Associate and Assistant Deans and course faculty in planning, implementation, and evaluation of student support programs that empower students to succeed academically and personally.

**Functions:** The core functions of the Council for Student Success are as follows:

- A. Review academic progress and facilitates student awareness of available support and programs.
- B. Work collaboratively to identify high-risk students and work proactively to support student success.
- C. Provide vision, strategic direction, and accountability for developing programs and services that support undergraduates' academic transition and success such as peer tutoring, success coaching, and mentoring.
- D. Participate in committees coordinating retention and student success initiatives (e.g. Undergraduate Student Admission and Progression, Undergraduate Program Committee and Undergraduate Academic Leadership).
- E. Maintain appropriate records and data to document impact of programs and services.

**Membership:**

- A. The Chair will be a full-time undergraduate faculty member appointed by the Associate Dean of UG Faculty and IPE Affairs
- B. The committee is appointed by the Associate Dean of UG Faculty and IPE Affairs with consultation from committee Chair and will consist of a minimum of 2 full time undergraduate faculty members and 1 undergraduate advisor.
- C. Committee administrative support will be provided by the Administrative Assistant for the Associate Dean of Undergraduate Faculty and Interprofessional Education Affairs.

**Meetings:** The Student Success Council will meet monthly during the academic year and as needed.

### 3.22 Council for BSN Practice Readiness

**Purpose:** The purpose of the Council for Practice Readiness are as follows:

- A. Promote the skills of clinical reasoning, judgement and communication across the curriculum in all pre-licensure BSN tracks in the College of Nursing
- B. Serve as a resource, liaison, and support for course faculty in their planning and implementation of practice ready activities
- C. Collaborate with Associate and Assistant Deans and course faculty in meeting strategic goals of promoting academic excellence and growth in the undergraduate program

**Functions:** The core functions of the Council for Practice Readiness are as follows:

- A. Work collaboratively with course faculty to implement strategies that develop and enhance practice ready skills
- B. Provide vision on the integration of activities, assignments, and evaluations across the curriculum and in all programs to promote practice readiness that will meet NCSBN and AACN competencies
- C. Participate in committees coordinating initiatives for academic excellence with a specific focus in practice readiness, quality and safety (e.g. Undergraduate Program Committee and Undergraduate Academic Leadership).
- D. Facilitates the development of signature assignments that will scaffold and build across the curriculum as a measure to meet program student learning outcomes

**Membership:**

- A. The Chair will be a full-time undergraduate faculty member appointed by the Associate Dean of UG Faculty and IPE Affairs
- B. The committee is appointed by the Associate Dean of UG Faculty and IPE Affairs with consultation from committee Chair.
- C. The committee will consist of a minimum of 2 full-time undergraduate faculty members with one having a primary role in lab/simulation, and one with a clinical role as part of their assignment, and 1 undergraduate advisor.
- D. At least 1 CON clinical partner (e.g. UKHC Nurse Residency program).
- E. Committee administrative support will be provided by the Administrative Assistant for the Associate Dean of Undergraduate Faculty and Interprofessional Education Affairs.

**Meetings:**

The Council for Practice Readiness will meet monthly during the academic year, and as needed.

### **3.23 Lectureship and/or Visiting Professorship Council**

The purpose of the College of Nursing Lectureship and/or Visiting Professorship Council is to ensure stewardship of the process for reviewing annual requests and recommending lecturers or visiting professorships to the Dean based on criteria established by the donor/sponsor.

**Membership:**

A. The committee for endowed (donor funded) and sponsored (non-endowed; College sponsorship) Lectureship and/or Visiting Professorship will consist of at least 3 faculty and community of interest members (such as alumni, clinical /research /academic partners) that have a core function and/or responsibilities related to the field of interest of the Lecturer and/or Visiting Professor (such as leadership, global health, research). Under the direction of the Dean unless otherwise directed by the donor or Office of Philanthropy and Alumni Affairs, the Chair will be the Senior Associate Dean and staffed by his/her administrative assistant.

**Function:**

- A. The committee will recommend to the Dean, in approximately one year in advance, the selected recipient and work with the Office of Philanthropy and Alumni Affairs for planning the event.
- B. The committee will work with the appropriate academic administrative office(s) for the planning

the event including budget approval, communication, and attendance engagement.

**Section 4** The Dean will be evaluated according to GR IX. On the opposite year of Dean's evaluation (odd or even), Associate Deans and their reporting academic units will be evaluated using a procedure that has been jointly established by the Dean with faculty and staff council input.

**Section 5** The bylaws of the administrative organization may be amended at any regular meeting of the Faculty Council by the Dean with the advice of the Faculty Council.

Reviewed/Supported by Faculty 5/13/15; updated/supported by Faculty 02/26/16;  
updated/supported by Faculty 03/28/17; updated for review and endorsement by Faculty  
Organization 11/2/17; updated/supported 04-18-18; updated 11-16-18;  
reviewed/updated/supported/ 01/09/19; revised/updated 09/01/2020