

BYLAWS
SCHOOL OF NURSING
FACULTY ORGANIZATION
UNIVERSITY OF SOUTHERN MAINE

ARTICLE I

NAME

The name of the unit shall be the Faculty Organization of the University of Southern Maine (USM) School of Nursing (SON).

ARTICLE II

MEMBERSHIP

- 1) Any individual with a full-time faculty appointment to the School of Nursing undergraduate or graduate programs.
- 2) Any individual with a part-time or adjunct appointment to the School of Nursing.
- 3) Associate Dean
 - i) The Associate Dean is appointed by the Provost with recommendation from the Dean and the School of Nursing faculty and acts as the chief nurse administrator for the School of Nursing.
 - ii) The Associate Dean must be a tenured faculty member in the School of Nursing.
 - iii) The Associate Dean interacts directly with all constituents such as students, faculty, staff, and members of the internal and external community of interest.

ARTICLE III

PURPOSE AND FUNCTIONS

Section 1. Purpose

The purpose of this organization shall be to:

- 1) Provide for general legislative procedures and overall policy pertaining to faculty recruitment, promotion and tenure; student admission, advancement, and graduation; curriculum planning, implementation and evaluation; evaluation of program resources, processes, and outcomes; and any other matters of faculty business as outlined by the Associated Faculties of the University of Maine

System (AFUM), the USM Governance Document, and/or the University of Maine System Board of Trustees.

- 2) Provide an organizational base for conducting programs of the School of Nursing.
- 3) Provide a platform for communication among members of the organization and internal and external members of the community of interest.
- 4) Ensure that compassion, diversity, equity, inclusion, and accessibility concepts are integrated throughout the culture of the school, its programs, and curricula.

Section 2. Functions

Functions of the organization shall be to:

- 1) Develop and implement the mission of the School of Nursing and its educational outcomes.
- 2) Develop, implement, and evaluate educational programs that align with the philosophy and to meet the outcomes of the School of Nursing.
- 3) Recommend to the Board of Trustees for conferral of degrees those individuals who meet the outcomes of the educational programs of the School of Nursing.
- 4) Recommend and approve policies for academic instruction, research, scholarship, and creative activity, service and community involvement.
- 5) Participate in the recruitment, selection, reappointment, promotion, tenure, and academic development of faculty of the School of Nursing.
- 6) Develop and implement processes and channels of communication to ensure timely and comprehensive distribution of information to faculty and staff within and outside of the SON/USM.

ARTICLE IV

RULES OF ORDER

Section 1. Faculty Meetings

- 1) All full-time faculty members excluding academic administrators (e.g., Associate Dean) shall have voting privileges. In the event of an absence from a meeting, a faculty member may delegate ahead of time their vote to a full-time faculty colleague.
- 2) A quorum is constituted by a majority of the full-time faculty. Once quorum is established, the meeting (and voting) will continue even if faculty need to leave the meeting.
- 3) The Associate Dean shall chair all school-wide faculty meetings. In the absence of the Associate Dean, their designee shall chair the meeting.
- 4) Business shall be conducted by Roberts Rules of Order.
- 5) Agendas and reports, including policy matters requiring a vote, shall be prepared and distributed five (5) working days prior to the regularly scheduled meeting.
- 6) Minutes of meetings shall be taken by a staff member and reviewed by a faculty member who volunteers for this role as service. They shall be distributed at least five (5) working days prior to the next meeting.

- 7) The faculty of the School of Nursing shall meet at least three times a semester during the academic year.
- 8) Faculty meetings will focus on issues requiring substantive discussion and decision-making or community building.
- 9) Special School meetings may be called by the Associate Dean or at the request of at least five (5) voting members.
- 10) Agenda items shall be included upon the request of a member when submitted to the meeting chair five (5) working days in advance of a scheduled meeting.
- 11) An executive session of only voting members may be called by any voting member.

Section 2. Committee Selection

- 1) Committee assignments in the School of Nursing shall be developed by a collaborative process among the faculty and the SON leadership team (Associate Dean and faculty program directors) and distributed to the faculty at the last faculty meeting of the academic year. A final roster of committees and members will be distributed at the start of the new academic year. Faculty will have an opportunity to negotiate their assignment. Committee assignments will take into account that faculty senate elections occur in the spring.
- 2) By the end of March of each year, the faculty shall nominate and elect members to the School's Peer Review Committee for the following academic year in keeping with the guidelines of the committee. During the month of February, the Associate Dean will distribute to the faculty a list of Peer Review Committee vacancies and place a call for nominations to the committee. Self-nominations will be accepted. All nominations will be submitted to the Associate Dean or their designee. The Associate Dean or their designee will develop the slate for full-faculty vote at the subsequent SON meeting. Nominations may be added from the floor during the faculty meeting.
- 3) Two weeks prior to the last School meeting of the year, the Associate Dean shall place a call to faculty for nominations to serve on the Graduate Council and any other College or University committees requesting school representation.
- 4) All School faculty shall confirm the slate for the committees at the last faculty meeting of the academic year. Nominations may be added from the floor during the faculty meeting. Faculty members will vote on committee representation.
- 5) Faculty terms on committees are determined by each committee. Student terms on committees are one (1) year unless otherwise indicated under committee membership description.
- 6) Committee Chairpersons are selected by the members of the committee according to the membership guidelines under each committee description.
- 7) When possible, a Committee Chairperson shall have served previously on the committee.
- 8) Mid-year vacancies in School Committees shall be filled by the Associate Dean in consultation with the faculty member(s) to be appointed. Mid-year vacancies on the Peer Review Committee shall be filled by a vote of the faculty.
- 9) Ad-hoc committees shall be appointed by the Associate Dean in consultation with the faculty members to be appointed.

ARTICLE V
COMMITTEES

Section 1. Committees for School of Nursing

- 1) Peer Review
- 2) Graduate Curriculum, Admissions, and Advancement
- 3) Undergraduate Admissions and Advancement
- 4) Undergraduate Curriculum
- 5) Scholarship Committee
- 6) Learning Resource and Simulation
- 7) Program Evaluation Committee
- 8) Compassion, Diversity, Equity, and Inclusion
- 9) OLME Committee
- 10) Ad-Hoc Committees (e.g., Faculty Search Committee)

Section 2. Functions of Committees

Through committees of the SON, faculty members participate in:

- 1) Review and recommendation of revisions to the mission, philosophy, conceptual framework, and program outcomes.
- 2) Development, review, and recommendation of curricular changes that align with the philosophy and meet the outcomes of the programs.
- 3) Development of standards and policies for and recommendation of undergraduate and graduate students for admission, progression, and graduation.
- 4) Development of standards for recruitment and advising of students.
- 5) Development of standards and review of candidates for faculty positions in the School of Nursing.
- 6) Development or revision of standards for peer review in collaboration with the Peer Review Committee.
- 7) Development of a plan to evaluate the resources, processes, and outcomes of programs in the School of Nursing.
- 8) Identification of needs for faculty development related to new knowledge in the areas of mentoring, pedagogy, scholarship, technology, resources, and other areas relevant to the faculty role.

Section 3. Committee Descriptions

- 1) Peer Review Committee
 - a) Membership

- i) Six (6) members elected from the School of Nursing faculty. The slate is prepared by the Associate Dean based on nominations from the faculty; faculty vote for all representatives to the Committee by written or electronic ballot.
- ii) The committee will be composed of four senior SON faculty members with a minimum of two tenured and one just cause faculty members, the fourth senior member may be either tenured or just cause faculty. One of the remaining two members must be in progression to tenure or just cause. The remaining faculty members may be of any rank.
- iii) Terms are for three years, with staggered appointments and a maximum of three consecutive terms.
- iv) Associate Dean is not eligible for committee membership.
- v) Faculty members with administrative release to serve as faculty program directors are not eligible for committee membership.
- vi) The Chairperson of the Committee is a tenured faculty member and voted in by the Peer Review Committee.

b) Functions

- i) Conduct personnel reviews by evaluating presentation materials submitted by faculty members as per University AFUM agreement.
- ii) Recommend to the Dean of the College of Science, Technology, and Health regarding reappointment, promotion, tenure, post-tenure and post just-cause reviews, sabbaticals, and leaves as per AFUM agreement, and emeritus status.
- iii) Evaluate Associate Dean candidates for tenure eligibility prior to hire and provide a recommendation to the Dean of the College.
- iv) Review nominations for Professor Emerita(us) eligibility based on University criteria and make recommendations to the Dean of the College.
- v) Develop, review, revise, and recommend criteria for reappointment, promotion, rank, and tenure.
- vi) Develop, review, revise, and recommend faculty evaluation tools as needed.
- vii) Provide orientation and mentoring to all faculty in the peer review process.

2) Graduate Curriculum, Admissions, and Advancement Committee (GCAAC)

a) Membership

- i) Minimum of (6) faculty members with representation from each clinical track and graduate program, of which at least one is tenured.
- ii) Terms are for a minimum of two years and may be extended to ensure representation of clinical tracks and graduate programs.
- iii) The Committee Chairperson is elected by the committee.
- iv) The coordinators of Doctoral and Masters' Programs shall be a voting member of the committee.
- v) One (1) non-voting graduate student representative will be invited to participate.

b) Functions

- i) Develop and revise graduate program outcomes for faculty approval.
- ii) Develop and revise curricula for faculty approval.
- iii) Review and approve new graduate courses and revisions in existing courses and clinical outcomes, course descriptions, titles, course sequencing and prerequisite courses for content consistent with outcome criteria, and Level 2 competencies of *The Essentials: Core Competencies for Professional Nursing Education of Graduate Education* (AACN, 2021).
- iv) Monitor course reports from faculty, which will include a reflection on their student evaluations, and recommend curriculum changes based on these evaluations to full faculty for approval.
- v) In collaboration with the Program Evaluation Committee and using other data sources, review benchmarks and conduct ongoing planning and re-evaluation of curricular outcomes.
- vi) In collaboration with the Program Evaluation Committee, conduct ongoing planning and evaluation of the graduate curricula.
- vii) Approve jointly with the Undergraduate Curriculum Committee the undergraduate program of studies for RN-MS students and new 500-level courses.
- viii) Recommend policies on graduate student admission, advancement, retention, withdrawal, and dismissal.
- ix) Coordinate the graduate admission process and select individuals to be offered admission.
- x) Review and act on exceptional cases related to progression in conjunction with the Coordinator, Doctoral and Masters' Nursing Programs.
- xi) Collaborate with the Learning Resource and Simulation Committee to increase integration of simulation across all programs.

3) Undergraduate Admissions and Advancement Committee

a) Membership

- i) The Chair is determined by a vote of committee members at the start of the academic year and serves for two years. The chair must be a faculty member. When possible, the chair should be at least in their second term of membership on the committee.
- ii) All members are voting members, both staff and faculty.
- iii) Minimum of four (4) full-time faculty members.
- iv) Additional members always include:
 - Director of Undergraduate Nursing (who may count as one of the (4) minimum faculty members on the committee)

- Academic Advisor (Professional Staff)
- Coordinator of Nursing Student Services (Professional Staff)
- Coordinator of Undergraduate Nursing Education (Professional Staff)

ii) Faculty terms are for a minimum of two years and may be extended. Appointments shall be staggered.

b) Functions

i) Recommend policy on admission criteria and advancement to the School of Nursing faculty.

ii) In collaboration with the Office of Admissions, review and recommend applicants for admission through the competitive transfer application to the BS in Nursing and the Accelerated BS in Nursing program.

iii) Review and act on exceptional cases related to undergraduate admission, advancement, and academic standing.

4) Undergraduate Curriculum Committee (UGCC)

a) Membership

i) Composed of 20% of full-time faculty with diverse clinical and programmatic expertise, including at least: one (1) tenured or tenure-track faculty member; one (1) just-cause or just-cause track faculty member; one (1) faculty member teaching in the undergraduate program; and one (1) faculty member teaching in the RN to BS program. A full-time member of the committee may fulfill more than one of these qualifications. If the Faculty Program Director of the Undergraduate Program is not a member of the committee (one of the 20% of the faculty), they shall serve as a non-voting consultant to the committee or delegate this role to the Faculty Program Director of Undergraduate Nursing Education.

ii) The Chairperson(s) is (are) elected by the committee. There may be co-chairs of this committee.

iii) Two to four undergraduate students (non-voting members) ideally representing the various cohorts and academic programs.

b) Functions

i) Identify, explicate, and regularly review course and program outcomes for faculty approval.

ii) Develop and revise course and program outcomes for faculty approval.

iii) Identify and explicate the organizing framework, concepts, and curricular progression for the traditional and accelerated undergraduate nursing programs for faculty approval.

iv) Develop and revise a curriculum for generic, RN baccalaureate, and Accelerated Baccalaureate students for faculty approval.

v) Review and approve course syllabi for content consistent with curricular goals, program outcome criteria, and *The Essentials: Core Competencies for Professional Nursing Education* (AACN, 2021).

vi) Review and approve new courses and revisions to existing courses, clinical outcomes, course descriptions, titles, and prerequisite courses.

- vii) Monitor course reports from faculty, which will include a reflection on their student evaluations, and recommend curriculum changes based on these reports to full faculty for approval.
- viii) In collaboration with the Program Evaluation Committee and using other data sources, review benchmarks and conduct ongoing planning and re-evaluation of curricular outcomes.
- ix) Approve jointly with the Graduate Curriculum, Admissions, and Advancement Committee, the undergraduate program studies for RN/MS and new 500-level courses.
- x) Collaborate with the Learning Resource and Simulation Committee (LRSC) to increase integration of simulation across all programs.
- xi). Develop and propose evidence-based products and policies for standardization across the curriculum (e.g., APA and ATI rubrics, testing and academic integrity policies) for full faculty approval.
- xii) Address concerns and trends in undergraduate nursing identified by the Associate Dean from the Board of Nursing, Collegiate Commission on Nursing Education (CCNE) and other national bodies.

5) Scholarship Committee

a) Membership

- i) Three (3) full- or part-time faculty including one (1) with undergraduate teaching responsibilities and one (1) with graduate teaching responsibilities. The Chairperson is elected by the committee.
- ii) Faculty terms are for a minimum of two years and may be extended.

b) Functions

- i) Select recipients of nursing scholarships.
- ii) Coordinate with the CSTH support staff office around scholarship descriptions and funds available.
- iii) Coordinate scholarship application process with the College's identified scholarship support staff.
- iv) Participate in the organization and production of the annual College Recognition Ceremony.

6) Learning Resource and Simulation Committee (LRSC)

a) Membership

- i) Three (3) faculty (at least one teaching in the graduate program, one teaching in the undergraduate program, and at least one of whom is a certified simulation educator) preferably with direct teaching responsibilities in lab courses.
- ii) Director of Healthcare Simulation and Interprofessional Education (non-voting member)
- iii) Healthcare Laboratory Manager (non-voting member)
- iv) The Learning Support Specialist (non-voting member)
- v) Student representatives (non-voting members), ideally one (1) each from the undergraduate and graduate programs

- vi) The Chairperson is elected by the committee and must be a faculty member.
- vii) Faculty terms are for a minimum of two years and may be extended.

b) Functions

- i) Facilitate and recommend the integration of evidence-based simulation teaching strategies into the nursing curriculum, including setting curricular priorities in collaboration with undergraduate and graduate curriculum committees, developing and promulgating the profession's standards for use of simulation, and identifying and delivering faculty development in this area.
- ii) Review and advise on issues of simulation based on education and research.
- iii) Advise on purchasing decisions for the simulation center.
- iv) Collaborate with UGCC and GCAAC to increase integration of simulation across all programs.

7) Program Evaluation Committee

a) Membership

- i) Three (3) nursing faculty, at least one from undergraduate and one from graduate nursing programs.
- ii) When available, up to three nursing students representing the undergraduate and graduate programs. Students do not have voting privileges.
- iii) Membership term is for 3 consecutive years with an option of a one time extension for a maximum of 6 years.
- iv) The Assistant Director for Research and Resources must be a member of the committee and preferably holds the position of chair.

b) Functions

- i) Collect data annually as directed in the Systematic Plan of Evaluation (SPOE) for School of Nursing.
- ii) Report data each May to all faculty. Recommendations for changes will be made to GCAAC, UGCC, the Associate Dean, and faculty as directed by the Systematic Plan of Evaluation for the School of Nursing.
- iii) Recommend changes to the Systematic Plan of Evaluation annually to the School of Nursing.
- iv) Support Associate Dean in preparation for accreditation visits by state and national accrediting organizations.

8. Compassion, Diversity, Equity, and Inclusion (CDEI) Standing Committee

a) Membership

- i) Students (up to 4): Any combination of students actively enrolled in graduate and/or undergraduate programs, including students from Accelerated BSN and Lewiston Auburn Campus (LAC) programs.
- ii) Alumni (up to 2): Invited to participate as non-voting consultants
- iii) Staff members (up to 4)
- iv) Faculty members (4-10): Minimum of four and not more than ten faculty members. One emerita/us faculty member (as available)
- v) The committee will elect a chair or co-chairs with a term of two years, which can be extended.
- vi) The term for individual members is two-years and can be extended.
- vii) Students and staff will have the same voting rights as faculty members.

b) Functions

- i) Collaborate with the USM Inclusion Diversity, and Equity Council
- ii) Advocate for and support implementation of the CDEI Action Plan.

9) OLME Nursing Committee

a) Membership

- i) The OLME Nursing Committee will be composed of four or more full-or part-time faculty members who teach one or more online nursing courses and are interested in maximizing the student online learning experience.
- ii) Faculty terms are for a minimum of two years and can be extended.
- iii) The Chair will be elected by the Committee every two years with no term limits. OLME Nursing's program director will serve as a voting member.
- iv) One (1) non-voting OLME Nursing student representative will be invited to participate.

b) Functions

- i) Develop and maintain a Committee Charter that is aligned with USM's vision.
- ii) Establish program learning outcomes for OLME Nursing programs.
- iii) Review and revise OLME Nursing course curriculum at regular intervals (jointly with the Graduate Curriculum, Advancement, and Admissions Committee when the curriculum is shared between programs).

iv) Ensure best practices in online education are utilized through regular curricular and course design review processes

v) Assess student outcomes and revise curriculum and course design as needed.

vi) Collaborate with stakeholders (i.e., Academic Partnerships, CTEL) to develop high-quality online learning experiences.

vii) Advocate and provide for faculty and student resources for online learning.

ARTICLE VI

REVISION OF BYLAWS

These Bylaws may be amended by the concurrence of two-thirds (2/3) of the full-time faculty providing that:

- 1) The proposed amendments have been sent to all faculty members thirty (30) days prior to the meeting at which the vote shall be taken.
- 2) All amendments are consistent with the AFUM contract and the USM Governance Document.

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