

**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 School of Nursing.

**ARTICLE II  
MEMBERSHIP**

1. Any individual with full time 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.
  - 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 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.

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 to meet the philosophy and 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 the 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 his/her vote to a full-time faculty colleague.
2. A quorum is constituted by a majority of the full-time faculty. Once quorum is established, it 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, his/her 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 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.

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 coordinators) 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 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 his/her designee. The Associate Dean or his/her 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. Faculty members will vote on committee representation.

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 committee's 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 two (2) years; student terms on Committees are one (1) year unless otherwise indicated under committee membership description.
6. Members may serve no more than two (2) consecutive terms on a given school committee unless otherwise indicated under committee membership.
7. Committee Chairpersons are selected by the members of the committee according to the membership guidelines under each committee description.
8. When possible, a Committee Chairperson shall have served previously on the Committee.
9. 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.
10. 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. Faculty search committee
9. Search Committee
10. Ad -Hoc Committees

## 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 to implement the philosophy and 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 advisement of students.
5. Development of standards and review of candidates for faculty positions in the School of Nursing.
6. f). Development or revision of standards for peer review in collaboration with Peer Review Committee
7. Development of a plan to evaluate the resources, processes and outcomes of programs in the School of Nursing
8. Identify 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; faculty vote for all representatives to the Committee.
    - ii. Two (2) members will be tenured, one (1) will be tenure track, one (1) will be just cause, and two (2) will be at large swing members. One at large will be tenured and one will be just cause.
    - iii. The at-large swing members will go on or off the committee depending on the rank of the individual being reviewed. For a tenured or tenure track faculty member the at large member will be tenured and for a just cause or non-tenure track faculty member the at large member will be a just cause faculty member.
    - iv. Terms are for two year terms, with staggered appointments and a maximum of two consecutive terms.
    - v. Associate Dean is not eligible for committee membership.
    - vi. The Chairperson of the Committee is a tenured faculty member.
  - b. Functions
    - i. Conduct personnel review 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.
    - iii. Develop, review, revise, and recommend criteria for reappointment, promotion, tenure, and faculty evaluation tools as needed

- iv. Provide orientation and guidance to all faculty in the peer review process.
  - v. Collaborate with Associate Dean and coordinators in assigning mentors to new faculty and in mentoring new faculty.
2. Graduate Curriculum, Admissions, and Advancement Committee
- a. Membership
    - i. Minimum of (6) faculty members with representation of each clinical track and graduate program of which at least one is tenured.
    - ii. Terms are for 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 coordinator of Doctoral and Graduate Programs, shall be a voting member of the committee.
    - v. One (1) graduate student representative will be invited to participate.
  - b. Functions
    - i. Develop and revise graduate program objectives for faculty approval.
    - ii. Develop and revise graduate program outcomes for faculty approval.
    - iii. Develop and revise curricula for faculty approval.
    - iv. Review and approve new graduate courses and revisions in existing course and clinical outcomes, course descriptions, titles, course sequencing and prerequisite courses.
    - v. Monitor student and faculty course evaluations and recommend curriculum changes to faculty.
    - vi. In collaboration with the Program Evaluation Committee, conduct ongoing planning and evaluation graduate of curricula.
    - vii. Approve jointly with Undergraduate Curriculum Committee the undergraduate program of studies for RN-MS and 2nd Degree Option students, BS in Nursing –DNP, second degree options – DNP and new 500 level courses.
    - viii. Recommend policies on graduate student admission, advancement, retention, withdrawal, and dismissal.
    - ix. Coordinate the graduate admission process, including options students, and select individuals to be offered admission.
    - x. Review and acts on exceptional cases related to progression in conjunction with the Coordinator, Doctoral and Graduate Nursing Programs.
    - xi. Collaborate with the LRSC committee to increase integration of simulation across all program.
3. Undergraduate Admissions and Advancement Committee
- a. Membership
    - i. Minimum of four (4) faculty members which includes the Coordinator, Undergraduate programs
    - ii. Academic Advisor
    - iii. Coordinator of Nursing Student Services.
    - iv. Coordinator of Undergraduate Nursing Education
    - v. Faculty terms are for two years, with staggered appointments and a maximum of two consecutive terms which may be extended. The Academic Advisor, Coordinator of Undergraduate Nursing Education and Coordinator of Nursing

Student Services are not term limited because one person serves continually in those positions.

- 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
- a. Membership
    - i. i) Composed of 20% of full-time faculty with diverse clinical and programmatic expertise, including at least: one tenured or tenure-track faculty member; one just-cause faculty member; one faculty member teaching in the undergraduate program; and one 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 Coordinator of the Undergraduate Program is not a member of the committee (one of the 20% of the faculty), she/he shall serve as a non-voting consultant to the committee or delegate this to the Coordinator of Undergraduate Nursing Education.
    - ii. ii) The Chairperson is elected by the committee.
    - iii. iv) One (1) undergraduate student representative.
  - b. Functions
    - i. Identify and explicate program outcomes for faculty approval.
    - ii. Develop program outcomes for faculty approval.
    - iii. Identify and explicate the organizing framework and concepts of the curriculum for the undergraduate nursing program for faculty approval.
    - iv. Develop a curriculum for generic, RN baccalaureate, and Accelerated Baccalaureate students for faculty approval.
    - v. Review and approve course syllabi for content consistent with curriculum, consistent with outcome criteria, and the The Essentials of Baccalaureate Education for Professional Nursing Practice, AACN, (2008).
    - vi. Review and approve new courses and revisions in existing course and clinical outcomes, course descriptions, titles, and prerequisites courses.
    - vii. Monitor student and faculty course evaluations and recommend curriculum changes to faculty.
    - viii. In collaboration with the Program Evaluation committee, review benchmarks and conduct ongoing planning and evaluation of curriculum.
    - ix. Approve jointly with Graduate Curriculum, Admissions, and Advancement Committee, the undergraduate program studies for RN/MS and Second Degree Option students, and new 500 level courses.
    - x. Collaborate with the LRSC committee to increase integration of simulation across all programs
5. Scholarship Committee

- a. Membership
    - i. Three (3) faculty including one (1) with undergraduate teaching responsibilities and one (1) with graduate teaching responsibilities. The Chairperson is elected by the committee.
  - b. Functions
    - i. Select recipients of nursing scholarships
    - ii. Coordinate with Financial Aid office around scholarship descriptions and funds available.
    - iii. Coordinate scholarship application process with the College's identified scholarship support staff.
    - iv. Participate in organization and production of annual College Recognition Ceremony.
6. Learning Resource and Simulation (LRSC)
- a. Membership
    - i. Three (3) faculty (at least one graduate, one undergraduate and at least one of who is a certified simulation educator) preferably with direct teaching responsibilities in lab courses,
    - ii. The Director of the Learning Resource and Simulation Center (LRSC)
    - iii. The LRSC Manager.
    - iv. The Learning Support Specialist
    - v. A student representative
    - vi. The Chairperson is elected by the committee.
  - 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/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. 7) Program Evaluation Committee
- a. Membership
    - i. Three (3) nursing faculty; at least one from undergraduate and one from graduate nursing programs
    - ii. One to three (1-3) nursing students representing the undergraduate and graduate programs.
  - b. Functions:
    - i. Collect data as directed in Nursing Programs' Evaluation Plan for School of Nursing
    - ii. Report data with recommendations to GCAAC, and UGCC, Associate Dean and full faculty as directed by Systematic Plan of Evaluation for School of Nursing

- iii. Recommend changes to Systematic Plan of Evaluation annually to School of Nursing full-faculty.
  - iv. Support Associate Dean in preparation for accreditation visits by state and national accrediting organizations.
8. Search Committee Bylaws
- a. Membership
    - i. Four (4) to five (5) faculty members with broad representation of SON faculty ranks; one nonvoting administrative liaison.
    - ii. One member from another unit may serve at the committee's request.
    - iii. The chair will be elected by the committee and ideally will have previously served as a committee member. Two members may co-chair.
    - iv. Terms are for two-year terms, with staggered appointments and a maximum of two consecutive terms.
    - v. Associate Dean is not eligible for committee membership.
    - vi. A second ad-hoc committee may form pending the number of active searches per academic year.
  - b. Functions
    - i. Draft job postings with faculty input based on unit priority needs; obtain approval from HR and Dean.
    - ii. Complete HR hiring plan.
    - iii. Establish candidate evaluation criteria, interview questions, and format for initial interviews (phone, skype, or zoom), ensuring consistency throughout the process.
    - iv. Review all candidates' applications who meet the minimum required qualifications, and rank based on established criteria; identify those eligible for initial committee interview.
    - v. Complete initial interview; rank candidates based on established criteria; and identify those to be invited for an on campus interview.
    - vi. Coordinate the candidate's campus presentation to faculty, students, and staff as appropriate; and interviews with administrative personnel.
    - vii. Solicit faculty input to the hiring decision.
    - viii. Solicit feedback from students and professional staff.
    - ix. Compile recommendations to bring forward to the Dean of the CSTH.
    - x. Document all activities in HireTouch.



**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.

Developed May 12, 2011

Reviewed by faculty on May 18, 2011

Revised May 24 and June 20, 2011 based on faculty input

Distributed for electronic vote June 21, 2011 with approval process complete on August 2, 2011

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Reviewed and revised and approved by faculty 11/13/2014

Reviewed, revised and approved by faculty 10/8/2015

Reviewed and revised and presented to faculty but not voted on 10/25/2017

Reviewed and revised 2/28/2019

Reviewed, revised and approved by Faculty 5/2/2019

Reviewed, revised and approved by Faculty 11/7/2019