WASHINGTON STATE UNIVERSITY
COLLEGE OF NURSING

FACULTY GOVERNANCE ORGANIZATION

BYLAWS

ARTICLE I

Title and Organization

The official title is the Faculty Governance Organization of the Washington State University College of Nursing. The Faculty Governance Organization consists of two groups: graduate faculty and undergraduate faculty.

ARTICLE II

Purposes and Functions

Section 1

Purposes

The purposes of the Faculty Governance Organization are to serve as the legislative body of the faculty in all matters and to make recommendations to the Dean and appropriate administrative officials of the College of Nursing on matters affecting the general welfare of the College of Nursing and its activities.

Section 2

Functions

The functions of the Faculty Governance Organization (FGO) of the College of Nursing are to:

1. Develop and evaluate the philosophy, objectives and outcomes of the research, service, clinical preparation, and academic programs, and the policies, standards and procedures specific to these programs.
2. Foster a level of excellence in teaching, research, scholarly work and service to enhance the goals of the individual, the College of Nursing and the University.
3. Create ad hoc task forces as needed to accomplish specific goals beyond those of the standing committees.
4. Act on recommendations of the standing and ad hoc committees as they are brought to the FGO.

ARTICLE III

Membership of Faculty Governance Organization

Section 1

Membership

1. Faculty members holding the rank of Professor, Associate Professor, Assistant Professor, (tenured, tenure track or clinical track), and the titles of Senior Instructor and Instructor, Visiting Faculty, Lecturer, and Research Faculty are considered members of the FGO.
2. Faculty from other schools and institutions who have been granted joint or adjunct faculty appointments to the College of Nursing are considered members of FGO.

October 23, 2015
3. Graduate faculty membership shall consist of members with faculty responsibilities in the graduate programs.
4. Undergraduate faculty membership shall consist of members with faculty responsibilities in the undergraduate programs.

Section 2
Voting Privileges

1. Faculty members with appointments of half-time or more, holding the rank of Professor, Associate Professor, Assistant Professor (tenured, tenure track or clinical track) and the titles of Senior Instructor and Instructor may vote.
2. Visiting Faculty, Lecturer, Adjunct Faculty, Joint Appointments not holding a primary appointment to the College of Nursing and Teaching Assistants are invited to attend meetings without voting privileges.

ARTICLE IV
Elections

Section 1
Elections

Elected positions are specified by these Bylaws. Terms of service for elected positions shall be on an academic year basis, from August to May.

Section 2
Voting

1. A ballot with names of candidates eligible for positions in the Faculty Governance Organization shall be prepared and distributed by the Nominating Committee to the graduate and undergraduate faculty in spring unless otherwise specified or deemed necessary by the Nominating Committee.
2. Members may nominate other individuals with their permission, self-nominate, or remove their names from positions on the ballot.
3. Nominations shall be closed at a spring meeting unless otherwise specified or deemed necessary by the Nominating Committee.
4. The final ballot shall be distributed electronically to the voting members within five working days of closing the ballot.
5. Electronic ballot results shall be reviewed by the Nominating Committee and reported to the Chair of the Steering Committee within seven working days of sending the ballot to faculty.
6. An updated list of Faculty Governance Organization committee members and dates of service shall be distributed to all faculty within seven working days after reporting results to the Chair of the Steering Committee.
7. Vacancies which occur during the academic year shall be filled for the remainder of the unexpired term by election as needed.
8. An individual must receive a simple majority of votes on the ballot in order to be elected to a position.
ARTICLE V

Meetings

Section 1
Meeting Frequency
1. Undergraduate and graduate faculty meetings shall be held at least three times during the academic year.
2. Undergraduate and graduate faculty meetings shall be held at different times.
3. Agendas for the faculty meetings shall be available three working days prior to each meeting.
4. Special meetings may be called by the undergraduate and/or graduate Faculty Chair, or in the absence of the Chair, the Chair-elect, or upon written request of one-fourth of the faculty.
5. Meetings of the entire faculty body will be called by the Chair of the Steering Committee or at the request of one-fourth of the faculty.

Section 2
Quorum
Greater than one half of voting membership is required for a quorum.

Section 3
Minutes
1. Minutes of the Undergraduate and Graduate faculty meetings shall be recorded in standard College of Nursing format.
2. Upon approval, the chair will send minutes to the Office of the Dean, to be retained in the archives.
3. A designee from the Office of the Dean will circulate the minutes to all members of the FGO.
4. Minutes will be made available to all faculty.

Section 4
Voting
1. Voting on all motions shall occur during scheduled meetings.
2. By approved exception of meeting attendees, an electronic vote may be taken.
3. A simple majority of the voting members shall constitute a majority vote in all business.

ARTICLE VI

Standing Committees

Section 1
Committees
The standing committees of the FGO shall be:
1. Steering Committee
2. Nominating Committee
3. Faculty Affairs Committee
4. Undergraduate Admissions and Progression Committee
5. Undergraduate Curriculum Committee
6. Graduate Admissions and Progression Committee
7. Graduate Curriculum Committee

Section 2
Minutes
1. Minutes from all meetings shall be recorded in the standard College of Nursing format.
2. Upon approval, each committee chair will send minutes to the
Office of the Dean, to be retained in archives.
3. A designee from the Office of the Dean will circulate the minutes to all members of the FGO.
4. Minutes from all standing committees will be made available to all faculty.
5. Items of a confidential nature will be available to committee members only.

Section 3
Term of Service
1. Unless otherwise stated, standing committee members shall serve a two-year term.
2. Students are voting members serving one year terms; students may serve additional terms.

Section 4
Annual Reports
1. Annual reports of the Steering Committee and other FGO standing committees shall include a summary of the year’s activities, accomplishments, and recommendations for the next year.
2. All annual reports are to be available to members at least one week prior to the final meetings of the undergraduate and graduate faculty at the end of the academic year.
3. Reports will be accepted by vote during these meetings.
4. Annual reports shall be archived.

Steering Committee

Section 5
Functions
The Steering Committee:
1. Is directly accountable to the faculty as a whole, from which it is elected. It may act on behalf of the faculty and shall be accountable to the faculty for those acts.
2. Serves as a liaison to the Dean, the Associate Dean(s) and Directors on all matters related to academic and faculty affairs.
3. Oversees and supports all activities of standing committees.
4. Creates ad hoc committees to carry out specific functions as needed.
5. Reviews the College of Nursing Strategic Plan to guide the work of standing committees and make recommendations for revisions to the FGO structure.
6. Reviews bylaws of the FGO annually and makes recommendations for revisions as needed.
7. Reviews the goals and annual reports of committees of the FGO, and makes recommendations to committee chairs for revisions as needed.
8. Plans and implements meetings of the entire faculty as needed.
9. Prepares an annual report of the accomplishments of the FGO.
10. Elects a Chair from its membership for a term of one academic year.

A. Membership
The Steering Committee members shall be the
1. Chair, Chair-Elect, and Past Chair of the undergraduate faculty (3 voting members).

October 23, 2015
2. Chair, Chair-Elect, and Past Chair of the graduate faculty (3 voting members).
3. Steering Committee members shall serve for three years beginning with election as chair-elect for one year, advancing to chair the following year, and completing service as Past Chair in the third year of service.
4. The Dean (non-voting, ex-officio).

B. Duties

**Steering Committee Chair**
1. Presides over meetings of the Steering Committee.
2. Sets Agenda for Steering Committee meetings
4. Presides over meetings of the entire faculty body.

**Undergraduate and graduate faculty Chair**
1. Works with the Chair-Elect and Past Chair.
2. Provides notice of meetings of the Undergraduate/Graduate Faculty.
3. Provides meeting agendas no less than three days before each meeting.
4. Presides at meetings of the undergraduate and/or graduate faculty.
5. Creates ad hoc committees to carry out specific functions.

**Undergraduate and graduate faculty Chair-Elect**
1. Works with the Chair and Past Chair to help set the agenda for meetings of the undergraduate/graduate faculty.
2. Reviews minutes for accuracy and completeness.
3. Makes the minutes of undergraduate/graduate faculty meetings available to all faculty within seven days of each meeting.
4. Presides at meetings of the entire faculty body in the absence of the Chair.
5. Assumes the role of Chair at the completion of the Chair's term or if the Chair does not complete their term.

**Undergraduate and graduate faculty Past Chair**
1. Works with the Chair-Elect and Chair.
2. Helps set the agenda for meetings of the Undergraduate/Graduate Faculty.
3. Guides the faculty Chair.
4. Serves on the Steering Committee.
5. Determines quorum for voting as needed.
Nominating Committee

Section 6
A. Functions
1. Solicits names of eligible faculty for elected offices and standing committees of the FGO.
2. Prepares a preliminary ballot of qualified faculty who are willing to be placed in nomination for elected offices and standing committees of the FGO.
3. Presents the ballots at the spring meetings of the undergraduate and graduate faculty.
4. Obtains final ballot approval either at the spring meeting or via an electronic vote.
5. Distributes and collects the final ballot; tabulates and reports the results to the Chair of the Steering Committee.
6. Maintains and distributes rosters of officers and committee members to the Graduate/Undergraduate faculty.
7. Fills vacancies in elected positions occurring during the academic year by means of a special election, using the protocol above.

B. Membership
The members of this committee shall be two faculty, one undergraduate and one graduate. Members serve for two years with one member elected each year.

Faculty Affairs Committee

Section 7
A. Functions
Functioning within the overall University guidelines pertaining to faculty matters, the committees shall provide the following for the faculty:
1. Develops and recommends criteria and procedures for appointment and promotion for all faculty ranks and tenure for tenure-track rank.
2. Recommends criteria and procedures for annual faculty evaluations and portfolio development.
3. Plans annual spring tenured faculty meeting to review and vote on faculty applications for promotion and if applicable for tenure.
4. Recommends guidelines for faculty reward structure (e.g. travel support, sabbaticals, merit increases).
5. Recommends criteria for faculty workload and teaching support.
6. Provides input on faculty recruitment and appointment to faculty search committees.
7. Provides mentoring guidelines for faculty progression.

B. Membership
The members of the committee shall be:
1. Five faculty:
   a. One tenured faculty.
   b. One tenure-track faculty.
   c. One clinical track faculty.
   d. One instructor.
   e. One member of any rank.
2. Members shall serve for two years with two members elected in
3. The Dean or designee shall serve as an ex-officio member without voting privileges.

Undergraduate Admissions and Progression Committee

Section 8
A. Functions
1. Recommends to the undergraduate faculty, the criteria, policies and procedures for student admission and progression in the undergraduate programs of the College of Nursing.
2. Selects RN-BSN and pre-licensure BSN students for admission, including the review of appeals for admission.
3. Makes decisions related to the progression of individual students in the undergraduate programs.
4. Collaborates with and provides relevant data to the Assessment and Evaluation Team to assure collection and dissemination of formative and summative data for evaluation of student admission and progression.
5. Develops and maintains procedures for implementation and evaluation of admission and progression decisions.
6. Collaborates with the Associate Dean for Academic Affairs and the undergraduate program directors to resolve issues and ensure compliance with University and accreditation requirements.
7. Utilizes relevant data for admission and progression decisions.

B. Membership
The members of the committee shall be:
1. Five faculty with responsibilities in the Undergraduate program: 
   a. One member must be tenured.
   b. One member must be tenured/tenure track/clinical track.
   c. Three members of any faculty rank.
   d. One member must be involved in the RN-BSN program.
   e. At least one member must be from a campus other than Spokane.
   f. Two members shall be elected in even years; three in odd years.
2. Two students: preferably one from the pre-licensure program and one from the RN-BSN program.
3. The Associate Dean for Academic Affairs or designee(s) shall serve as ex-officio member(s) without voting privileges.
4. A representative from the undergraduate office shall serve as ex-officio members of the committee without voting privileges.

Undergraduate Curriculum Committee

Section 9
A. Functions
1. Develops the curricular design to reflect the philosophy and achieve the objectives of the undergraduate programs by:
   a. coordinating broad content of courses.
   b. selecting and determining sequence of courses, including pre- and co-requisites.
   c. assessing the adequacy of course offerings.
   d. proposing revisions in existing courses and suggesting new

October 23, 2015
courses.
e. collaborating with community and campus resources.
f. proposing methods for curricular implementation.

2. Ensures adherence of the curriculum to regulatory requirements and accreditation processes.

3. Collaborates with other appropriate groups for formative and summative curricular evaluation.

4. Develops and maintains procedures for implementation and evaluation of undergraduate curriculum decisions.

5. Collaborates with the Associate Dean for Academic Affairs and the undergraduate program directors to resolve issues and ensure compliance with University and accreditation requirements.

6. Plans and provides programs regarding curriculum for the faculty.

7. Recommends to the undergraduate faculty, matters pertaining to curricula.

B. Membership

The members of this committee shall be:

1. Five faculty with responsibilities in the Undergraduate program:
   a. One member must be tenured.
   b. One member must be tenured/tenure track/clinical track.
   c. Three members of any faculty rank
   d. One faculty member must be from a campus other than Spokane
   e. One faculty member must be involved with the RN-BSN program of study.
   f. Two members shall be elected in even years; three, in odd years.

2. The Associate Dean for Academic Affairs or designee(s) shall serve as ex-officio members of the committee without voting privileges.

3. Two students: preferably one from the pre-licensure program and one from the RN-BSN program.

4. One voting community representative shall serve a two-year term.

Graduate Admissions and Progression Committee

Section 10

A. Functions

1. Recommends to the graduate faculty, the criteria, policies and procedures for student admission and progression to the graduate programs of the College of Nursing.

2. Selects students to recommend to the WSU Graduate School for admission to the graduate programs.

3. Collaborates with the Assessment and Evaluation Team to assure the collection and dissemination of formative and summative data for evaluation of admission and progression. Utilizes relevant data for admission and progression decisions.

4. Develops and maintains procedures for implementation and
evaluation of admission and progression decisions.
5. Collaborates with the Associate Dean for Academic Affairs and the graduate program directors to resolve issues and ensure compliance with University and accreditation requirements.
6. Provides review for students in all College of Nursing graduate programs.
7. Makes recommendations to the appropriate academic program administrators about individual student progress when a student performance warrants review.

B. Membership
The members of this committee shall be:
1. Five doctorally prepared graduate faculty representing each of the graduate programs.
   a. At least one of the faculty members must be tenured.
   b. At least two college campus locations are represented.
   c. Three members shall be elected in even years; two in odd years.
2. Two graduate students from different graduate programs.
3. The Associate Dean for Academic Programs or designee(s) shall serve as an ex-officio member(s) of the committee without voting privileges, and shall coordinate staff support for the committee.

Graduate Curriculum Committee

Section 11
A. Functions
1. Provides curricular oversight for all College of Nursing graduate programs.
2. Ensures that the curricular design of graduate courses and programs reflects the philosophy and objectives of graduate programs by making recommendations to the graduate faculty about proposed:
   a. Revisions in existing courses and development of new courses.
   b. Revisions of existing programs and development of new programs.
3. Ensures that each of the graduate programs engages in curricular review at regular intervals to evaluate the success of the program in meeting student, university, and community needs.
4. Discusses program curriculum, outcome measures, and evaluation of student performance with appropriate academic program administrators.
5. Requests additional information as needed to ensure adequacy of curricular review.
6. Assists with curricular review as requested by appropriate academic program administrators.
7. Develops and maintains procedures for implementation and evaluation of curricular decisions.
8. Collaborates with the Associate Dean for Academic Affairs and the graduate program directors to resolve issues and ensure compliance with University and accreditation requirements.

B. Membership
The members of this committee shall be:
1. Five doctorally prepared graduate faculty representing each of the graduate programs. 
   a. At least one of the faculty members must be tenured. 
   b. At least two campus locations must be represented. 
   c. Three members shall be elected in even years; two, in odd years. 
2. Two graduate students from different programs. 
3. The Associate Dean for Academic Programs or designee(s) shall serve as an ex-officio member(s) of the committee without voting privileges and shall coordinate staff support/minutes for the committee.

ARTICLE VII
Parliamentary Authority
Robert’s Rules of Order, newly revised, shall govern the proceedings of the Faculty Organization in cases not otherwise provided for in these Bylaws.

ARTICLE VIII
Amendment of the Bylaws
These Bylaws shall be amended by a two-thirds majority of the combined membership of the graduate and undergraduate faculties. Amendments are to be submitted, in writing, to all voting members thirty working days prior to the vote.

Article VII, Section 12 – GRAC – C1b: Three (3) faculty elected in even years.
Approved by Faculty Organization, February 6, 2015. ms

Bylaws Proposal 5.2, October 6, 2015. Jp/ms
Bylaws Approved 10.23.15/ms