PREAMBLE

The faculty of the College of Nursing (CON), Medical University of South Carolina, has adopted the following Bylaws of the Faculty Assembly to guide the faculty in its deliberations, to promote faculty involvement in furthering the mission of the College, to facilitate the performance of faculty duties and responsibilities, and to represent the rights and privileges of the faculty. The Bylaws of the Faculty Assembly are intended to supplement the University Faculty Bylaws and are in accordance with established policies and procedures.
BYLAWS OF THE FACULTY ASSEMBLY

ARTICLE I

NAME

The name of this organization shall be the Faculty Assembly of the College of Nursing of the Medical University of South Carolina hereafter referred to as Faculty Assembly.

ARTICLE II

PURPOSE

The purpose of the Faculty Assembly shall be to provide a process of shared governance within the CON that promotes the integration of faculty interests with the programs, mission, vision, values, philosophy, and strategic initiatives of the college.

ARTICLE III

MEMBERSHIP

Section A. The membership of the Faculty Assembly shall consist of the following:

1. Regular faculty who hold the academic rank of instructor or higher.
2. Emeritus faculty with academic rank.
3. Modified faculty who hold the academic rank of instructor or higher.

Section B. Voting rights are limited to regular faculty who hold the academic rank of instructor or higher and modified faculty who are employed full-time by the College of Nursing and who hold the rank of instructor or higher.

ARTICLE IV

OFFICERS

Section A. The officers of the Assembly shall be a Chair, Chair-Elect and Secretary.

Section B. The duties of the Chair shall be:

1. Prepare Faculty Assembly and Executive Planning Council meeting agendas in conjunction with the Executive Planning Council and Dean.
2. Distribute Faculty Assembly agenda a minimum of four (4) business days prior to meeting with action items identified.

3. Preside over all meetings of the Faculty Assembly and all meetings of the Executive Planning Council.

4. Assure the representation of the needs and wishes of the Faculty Assembly in actions and activities of the CON.

5. Determine in consultation with the Executive Planning Council, the appropriate dates and times for regular meetings of the Faculty Assembly and Executive Planning Council. Also, may call any special Faculty Assembly meetings deemed necessary.

6. Charge the responsible person/committee with the recommendations or actions endorsed by the Faculty Assembly or Executive Planning Council.

7. Attend meetings of any committees called in an advisory capacity to the Dean as deemed necessary or appropriate by the Executive Planning Council.

Section C. The duties of the Chair-Elect shall be:

1. Attend any meeting as designated by the Chair.

2. Prepare and provide to the Chair the Faculty Assembly’s annual report.

3. Attend meetings of Executive Planning Council.

4. Preside over meetings of the Faculty Assembly and/or Executive Planning Council in the absence of the Chair.
Section D. The duties of the Secretary shall be:

1. Perform the general recording and corresponding duties of the Faculty Assembly and Executive Planning Council.

2. Serve as Parliamentarian and ensure Robert’s Rules of Order is followed during Faculty Assembly and council meetings.

3. Attend meetings of the Executive Planning Council.

With administrative assistance, perform the following duties:

4. Ensure an accurate faculty voting roster is maintained in the Dean’s Office of the CON.

5. Prepare and distribute a written ballot to all CON voting members each April.

6. Prepare and distribute a listing of current CON committee memberships, including years of term, to all members of the Faculty Assembly at the August meeting of the Faculty Assembly.

7. Prepare and distribute agenda and minutes of all Faculty Assembly and Executive Planning Council meetings.

8. Maintain the archives of the Faculty Assembly and Executive Planning Council. The archives are stored in the Dean’s Office of the CON.

Section E. The term of office for the Chair, Chair-Elect, and Secretary shall be for one (1) year following election, or for the duration of time from succession into office due to vacancy until a successor is elected. The Chair-Elect shall succeed automatically to Chair of the Faculty Assembly on July 1 of the year following his/her term of office.

Section F. In the event of resignation or vacancy in the Office of Chair, the Chair-Elect shall succeed to the Office of Chair. A special election shall be held as needed to fill vacated offices. For special elections, balloting shall occur at the next regularly scheduled Faculty Assembly meeting, with announcement of nominee(s) provided with the published notice for such meeting.

Section G. Each officer shall review and recommend policy and procedure guidelines for his/her position at the end of the term.
ARTICLE V

MEETINGS

Section A. Meetings of the Faculty Assembly shall be held at least quarterly, with additional meetings scheduled as needed. The time and place shall be determined by the Executive Planning Council.

Section B. Special Faculty Assembly meetings may be called at the request of the Executive Planning Council, or by written petition supported by not fewer than twenty-five percent (25%) of voting members.

Section C. A quorum for any Faculty Assembly meeting shall consist of twenty-five percent (25%) of all voting members.

Section D. The Faculty Assembly shall act by simple majority vote of the members present and voting by show of hands, unless specified elsewhere in these bylaws.

Section E. All Faculty Assembly votes shall be conducted by a show of hands or e-mail, unless faculty vote to require a written vote.

Section F. Electronic communications may be used to disseminate information and conduct business as long as all actions are documented in the minutes of the Faculty Assembly.

ARTICLE VI

FACULTY ASSEMBLY FUNCTIONS

The functions of the Faculty Assembly shall include:

Section A. Serve as the legislative body of the CON and be empowered to approve matters of curriculum, policy and procedure that affect the College.

Section B. Serve as a mechanism for communication among faculty and staff.

Section C. Elect officers of the Faculty Assembly.

Section D. Present any matter of concern to the Executive Planning Council for consideration, and direct the Executive Planning Council to report back to the Faculty Assembly with recommendations.
Section E. Receive reports from the CON Faculty Senate Representatives of the actions and activities of the MUSC Faculty Senate. Communicate Faculty Assembly viewpoints to the Faculty Senators.

Section F. Establish educational, research, practice and faculty governance policies.

Section G. Advise the Dean on the allocation of fiscal, material, and human resources in relationship to the goals as outlined in the CON strategic plan.

Section H. Recommend candidates for the Bachelor of Science, in Nursing, Master of Science in Nursing, Doctor of Nursing Practice and PhD in Nursing Science degrees.

ARTICLE VII

EXECUTIVE PLANNING COUNCIL OF THE FACULTY ASSEMBLY

Section A. The Executive Planning Council (EPC) shall consist of the following members:

• Chair of the Faculty Assembly (FA)
• Chair-Elect of the FA
• Secretary of the FA
• Dean of the College of Nursing
• Other members of the faculty, administration and staff will be invited to report activities to the committee on an as needed basis.

Section B. The functions of the Executive Planning Council shall include:

1. Coordinate the affairs of the Faculty Assembly
   a. Determine the time, place, and agenda for regularly scheduled FA meetings.
   b. Call special meetings of the EPC and FA when necessary.
   c. Fill committee vacancies that occur during a term of office.
   d. Appoint ad hoc committees and task forces as needed.
   e. Conduct the election of officers for the FA, APG, APT, EPEC, Faculty Practice, PhD Program, Graduate Program, Undergraduate Program, Research and Diversity Committees.
2. Provide advice/consultation to the Dean on the following:
   a. Policy and procedures related to faculty governance.
   b. Recommendations from CON committees in preparation for presentation and vote by the Faculty Assembly.
   c. Student involvement in CON government.
   d. Budget and resource allocation.
   e. Ongoing planning, implementation, and evaluation of CON activities as these relate to education, research, scholarship, practice, and service.
   f. Implementation of the CON strategic plan.

3. Implement the actions of the Faculty Assembly:
   a. Review Faculty Assembly by-laws and propose changes and amendments for faculty vote as needed.
   b. Draft position statements proposed by the Faculty Assembly and submit for faculty approval.

Section C: Meeting frequency, time, and location shall be determined by the Council membership each year following election of Faculty Assembly officers.
ARTICLE VIII

COMMITTEES

Section A. There shall be ten (10) standing committees of the Faculty Assembly:

Admission, Progression and Graduation Committee
Appointment, Promotion and Tenure Committee
Evaluation and Program Effectiveness Committee
Faculty Practice Committee
PhD Program Committee
Graduate Program Committee
Undergraduate Program Committee
Research Committee
Diversity and Inclusion Committee
Scholarship Committee

1. The Faculty Assembly shall elect the members of all committees.
   Membership is limited to regular faculty and modified faculty employed full time by the College of Nursing whose primary appointment rests in the College of Nursing.

2. The term of committee membership for faculty shall begin on July 1 of each year. Committee membership shall be two (2) years for a maximum of two (2) consecutive terms with membership staggered to ensure continuity. The exceptions to this membership term are specified for the Appointment, Promotion, and Tenure Committee to conform to University guidelines and the Admission, Progression and Graduation Committee which shall be three (3) year terms.

3. Students who serve on College of Nursing committees shall be appointed for a one-year term which may be renewed once for a total of two (2) consecutive years on the committee. Each committee having student members will select students for membership at the beginning of Fall term.

4. Committees will elect a committee chair each July who shall prepare agendas, call meetings, conduct meetings, maintain records and report to Executive Planning Council and Faculty Assembly. Chair shall serve a one-year term. Chair may be re-elected to serve one additional term (maximum of two (2) consecutive years).

5. A quorum shall be one more than one-half of voting committee membership. Decisions shall be made on the basis of a simple
majority of the voting members.

6. Approved committee minutes will be stored electronically on the CON website with password protection. The Appointment, Promotion and Tenure (APT) Committee, Admission, Progression and Graduation (APG) Committee, and PhD Program Committee will appear in summarized fashion without personal identifiers. Paper copies of detailed minutes of the APT Committee will be maintained and secured in the Dean’s Office; those for the APG Committee and PhD Program Committee will be maintained and secured in the Associate Dean for Academics office.

7. Administrative support will be appointed to each committee by the Dean or Associate Dean(s).

8. Student representatives on committees will have voting privileges.

9. Faculty holding regular faculty appointments, and modified faculty who are employed full-time in the CON, will have voting privileges on committees.

10. All standing committees shall hold open meetings except in matters that compromise confidentiality, i.e. APG, APT.

11. A standardized template will be utilized for agendas, minutes, and end-of-year reports.

12. The Chair of each committee shall submit a written annual report to the Office of the Dean.

13. Electronic communication may be used to disseminate information and conduct business as long as actions are documented and filed.

Section B. Admission, Progression and Graduation (APG) Committee

1. The APG Committee shall consist of the Associate Dean for Academics, the Director of Student Services, and four (4) faculty members holding regular, primary faculty appointments in the CON. Two of the faculty shall be from the undergraduate program and two from the graduate/PhD programs.

2. The functions of the APG Committee shall include:

a. Approve or disapprove student petitions for exceptions to approved criteria, policies, and procedures.
b. Recommend students eligible for graduation to the Faculty Assembly for approval and forwarding to the Dean.

c. Review annually the policies and procedures for admission, progression and graduation, recommending changes when appropriate.

d. Review, accept, and/or deny waivers of prerequisites and nursing course substitutions, making recommendations to the Office of Student Services.

e. Evaluate transfer student records, making recommendations to the Office of Student Services.

Section C. Appointment, Promotion, and Tenure (APT) Committee:

1. The APT Committee shall be comprised of six (6) faculty members holding regular, primary appointments in the College of Nursing, excluding administrative officers (i.e. dean, associate deans). An administrative assistant appointed by the Dean will serve as staff support to the committee.

   a. Members will hold the rank of assistant professor or higher.

   b. At least two (2) members will be tenured; at least one member will be non-tenured; at least one member will be on the educator/clinician track; and, at least one member will be on the educator/researcher track.

   c. The Chair shall be elected annually by the Committee from the tenured members of the committee.

   d. When insufficient qualified voting members are available, additional faculty shall be appointed by the Executive Planning Council to assist in the process of promotion and tenure.

   e. For review of applications for tenure, all tenured faculty will be requested to convene, participate in the review process with the APT Committee, and vote on the candidate. All tenured faculty serving on the APT Committee will participate in the process and vote on faculty members seeking tenure; other faculty serving on the APT Committee may be present to discuss the applicant’s merits relative to the criteria, but may not vote. This will provide a fair evaluative process for each candidate and conform to the University’s tenure process.
f. For review of applications for full professor, all faculty at the rank of professor will be requested to convene, participate in the review process with the APT Committee, and vote on the candidate. All professors serving on the APT Committee will participate in the process and vote on faculty members seeking promotion to full professor; other faculty serving on the APT Committee may be present to discuss the applicant’s merits relative to the criteria, but may not vote. This will provide a fair evaluative process for each candidate and conform to the University’s promotion process.

g. The term of membership shall be for three (3) years. Members may serve two (2) consecutive terms only.

h. One-third of the Committee shall be elected each year.

2. The functions of the APT Committee shall include the following:

a. Review candidates for faculty appointment and make recommendations to the Dean regarding appointment and rank.

b. Review requests for faculty promotion and/or tenure and make recommendations to the Dean. Only faculty at or above the rank for which the individual is being considered may vote on decisions involving promotion; and only tenured faculty may vote on decisions involving individuals seeking tenure. At least three (3) qualified faculty members are required to vote on promotion and tenure applications.

c. Review annually guidelines for appointments, promotion, and tenure and submit recommendations to the Executive Planning Council.

d. Adhere to the process and criteria outlined in the University APT guidelines found in the Faculty Handbook (http://www.musc.edu/nursing/intranet/intranet.htm).

Section D. Evaluation and Program Effectiveness Committee

1. The Evaluation and Program Effectiveness Committee shall be comprised of three (3) faculty members holding regular, primary
faculty appointments in the CON (1 who represents the graduate program, 1 who represents the undergraduate program, and 1 who represents the PhD program), and the Dean.

2. The functions of the Evaluation and Program Effectiveness Committee shall include:

a. Ensure implementation of the CON Evaluation Plan as a basis for improving education, research, practice, and organizational culture in the CON, and recommend action to faculty.

b. Provide ongoing systematic evaluation of the education goal including the review of the summary reports of graduating student questionnaires, alumnae surveys employer interviews, passage rates on national examinations, and achievement of program outcome measures as a basis for program development, maintenance, methodology, and/or revision, and recommend action to faculty.

c. Provide ongoing systematic evaluation of the research goal including the review of the summary reports of external funding and scholarly productivity as a basis for development, maintenance, and/or revision, and recommend action to faculty.

d. Provide ongoing systematic evaluation of the practice goal including the review of the fiscal and quality of care reports as basis for the development, maintenance, and/or revision of practice activities and productivity, and recommend action to faculty.

e. Provide ongoing systematic evaluation of the organizational culture goal including the review of the summary reports of the Annual Faculty and Staff Surveys as a basis for enacting a culture that actualizes the values of the organization, and recommend action to faculty.

f. Evaluate trends in program effectiveness based on the evaluation outcomes of education, research, practice, and organizational culture, as well as issues/concerns of students and faculty related to the goals of the CON Strategic Plan, and make recommendations to the faculty.

Section E. Faculty Practice Committee

1. The Faculty Practice Committee shall be comprised of the Associate
Dean for Practice, four (4) faculty members holding regular, primary faculty appointments in the CON, and the Assistant Dean for Finance and Administration.

2. The functions of the Faculty Practice Committee shall include:

a. Manage the affairs and funds of the Faculty Practice Committee by:
   (1) Generating innovative opportunities for professional practice.
   (2) Providing leadership and guidance in strategic planning for practice initiatives.
   (3) Providing a mechanism to bring external revenue into the College of Nursing.
   (4) Disbursing of Faculty Practice revenues to support CON practice related activities.

b. Oversee the development and the evaluation of Practice Operations to ensure congruency with the research and educational missions of the College of Nursing.

c. Define the principles, functions, and processes of faculty practice including infrastructure for operations, outcome measurements, quality assurance, and evidence-based care.

Section F. PhD Program Committee:

1. The PhD Program Committee shall be comprised of the Director of the PhD Program, the Associate Dean for Academics, Associate Dean for Research, the Director of Student Services, four (4) faculty members holding regular, primary faculty appointments in the CON, and two PhD students. At least one faculty member must be from the Educator/Researcher track.

2. The functions of the PhD Program Committee shall include:

a. Review completed PhD applications for admission and recommend admission of qualified candidates to the Office of Academics of the College of Nursing.

b. Review student progress in the program and recommend directed advisement/action when appropriate.

c. Review annually the student recruitment strategies, criteria for admission, program capacity, and rates of graduation/attrition,
recommending changes when appropriate.

d. Compare actual student outcomes to expected student outcomes for students as derived from the PhD program objectives and quality improvement process.

e. Review the PhD program curriculum for sequential and logical building on the competencies and knowledge that facilitates the student’s ability to achieve expected learning outcomes.

f. Review the teaching-learning practices, learning environments, and evaluation methods to foster ongoing improvement and consistency within the PhD program.

g. Incorporate data from faculty, students, alumnae and employers to improve quality in the PhD educational process.

h. Review course revisions (course number, title, credit, prerequisites/co-requisites, course description, or course objectives) and new course proposals, forwarding recommendations to the College of Nursing faculty when appropriate.

i. Incorporate data from faculty, students, alumnae and employers to improve quality in the PhD educational process.

j. Approve external mentors for student dissertation committees.

k. Review and recommend to the faculty any changes in the Purpose and End of Program Objectives leading to the PhD degree.

l. Review and update the quality improvement process of the PhD program.

Section G. Graduate Program Committee:

1. The Graduate Program Committee (GPC) shall be comprised of the Director of the Graduate Program, the Associate Dean for Academics, the Director of Student Services, four (4) faculty members holding regular, primary faculty appointments in the CON, and two graduate students. At least one faculty member must be from the Educator/Clinician track.
2. The functions of the Graduate Program Committee shall include:

a. Review student progress in the program and recommend directed advisement/action when appropriate.

b. Review annually the student recruitment strategies, criteria for admission, program capacity, and rates of graduation/attrition, recommending changes when appropriate. The MSN/DNP Program Director, Lead Faculty and Office of Student Services Staff will review all applicants for admission each academic year. All relevant information regarding applicant pool and admission offers and acceptance will be relayed to the committee for review.

c. Compare actual student outcomes to expected student outcomes for students as derived from the graduate program objectives and quality improvement process.

d. Review the graduate curriculum for sequential and logical building of the competencies and knowledge that facilitate the student’s ability to achieve expected results.

e. Compare graduate course content with professional standards of practice in specific nursing roles.

f. Review the teaching-learning practices, learning environments, and evaluation methods to foster ongoing improvement and consistency within the graduate program.

g. Incorporate data from faculty, students, alumnae and employers to improve quality in the graduate educational process.

h. Review proposals for revisions in tracks, certificate programs, and degree programs which relate to more than one program or track for impact, feasibility, fit, etc., and recommend action to the faculty.

i. Review proposals for new tracks or certificate programs and recommend action to the faculty.

j. Review course revisions (course number, title, credit, prerequisites/co-requisites, course description, or course objectives), and new course proposals and forwarding recommendations to the College of Nursing faculty when appropriate.
k. Review and recommend to the faculty any changes in the Purpose and End of Program Objectives leading to the Master of Science in Nursing degree and the Doctor of Nursing Practice degree.

l. Review and update the quality improvement process of the graduate program.

Section H. Undergraduate Program Committee

1. The Undergraduate Program Committee (UPC) shall be comprised of the Director of the Undergraduate Program, the Associate Dean for Academics, the Director of Student Services, four (4) faculty members holding regular, primary faculty appointments in the CON, and two accelerated BSN students. Non-voting members include a representative from the VA Nursing Academy (VANA) program.

2. The functions of the Undergraduate Program Committee shall include:

   a. Review completed undergraduate applications for admission and recommend admission of qualified applicants to the Office of Academics of the College of Nursing. A subgroup of UPC membership will complete reviews and make recommendations. The subgroup shall consist of two faculty members, UG Program Director, Director of Student Services and the Associate Dean for Academics. The Admissions Coordinator from the Office of Enrollment Management will be a non-voting member.

   b. Review student progress in the program and recommend directed advisement/action when appropriate.

   c. Review annually the student recruitment strategies, criteria for admission, program capacity, and rates of graduation/attrition, recommending changes when appropriate.

   d. Compare actual student outcomes to expected student outcomes as derived from the undergraduate program objectives and quality improvement process.

   e. Review the undergraduate curriculum for sequential and logical building of the competencies and knowledge that facilitate the student's ability to achieve expected results.
f. Compare undergraduate course content with professional standards of practice in specific nursing roles.

g. Review the teaching/learning practices, learning environments, and evaluation methods to foster ongoing improvement and consistency within the undergraduate program.

h. Incorporate data from faculty, students, alunmae, and employers to improve quality in the undergraduate educational process.

i. Review course revisions (course number, title, credit, prerequisites/co-requisites, course description, or course objectives) and new course proposals, forwarding recommendations to the College of Nursing faculty when appropriate.

j. Review proposals for new degree progression programs and recommend action to the faculty.

k. Review and recommend to faculty any changes in the Purpose and End of Program Objectives leading to the Bachelor of Science in Nursing degree.

l. Review and update the quality improvement process of the undergraduate program.

Section I. Research Committee

1. The Research Committee shall be comprised of the Associate Dean for Research, the Director of the Center for Community Health Partnerships or designee, three (3) faculty members holding regular, primary faculty appointments in the CON, one (1) PhD student, one (1) DNP student and one (1) non-doctoral student. At least two of the faculty members must be on the Educator/Researcher track. Ex officio members include members of the Office of Research staff.

2. The functions of the Research Committee shall include:

a. Assess the available research needs and resources at the College of Nursing and make recommendations for additional resources, and strategies for attaining these.

b. Contribute to the development of the CON strategic plan related to research activities.
c. Promote interprofessional and collaborative research relationships for doctoral students and faculty and the related development and identification of data sources, methods, and opportunities for research.

d. Make recommendations for or conduct research related developments to assist with faculty and student research activities.

e. Promote active participation of junior and senior faculty and doctoral students at research reviews, think tanks and research presentations.

Section J. Diversity and Inclusion Committee

1. The Diversity and Inclusion Committee shall be comprised of the College of Nursing Diversity Officer, Director of Student Services and Alumni Affairs, three (3) faculty members holding regular, primary faculty appointments in the CON, two (2) staff, one (1) graduate student, one (1) undergraduate student. Non-voting members include Director of MUSC Office of Diversity.

2. The functions of the Diversity and Inclusion Committee shall include:

a. Promote an environment of respect, teamwork and mutual understanding among students, faculty and staff.

b. Assist in recruiting and retaining students, faculty and staff from underrepresented groups.

c. Support the leadership development of underrepresented groups within the College, University and profession of nursing.

d. Provide a forum for the creation, promotion, and maintenance of activities, programs, and policies that further our understanding of individual and group diversity in all areas of the College of Nursing.

e. Collaborate with the MUSC Office of Student Diversity.
Section K. Scholarship Committee

1. The Scholarship Committee shall be comprised of: the Directors of the BSN, MSN/DNP, and PhD Programs, two (2) faculty members holding regular, primary faculty appointments in the CON, Coordinator of the BSN Program and Alumni Services (non-voting), Director of Development (non-voting), Director of Student Services (non-voting), Assistant Dean for Finance (non-voting). One of the Faculty members will serve as Chair.

2. The functions of the Scholarship Committee shall include:

   a. Ensure the implementation of the CON Scholarship Award process.

   b. Award all scholarships (endowed and expendable) established through the MUSC Foundation.
ARTICLE IX
AMENDMENTS OF BYLAWS

Section A. These bylaws shall be subject to review each odd year, or more often as deemed necessary by the Executive Planning Council and the Faculty Assembly. It shall be the responsibility of these groups to review the bylaws and propose amendments thereto. Proposed amendments shall become effective upon adoption by the Faculty Assembly.

Section B. A proposed amendment shall be submitted in writing to Faculty Assembly Officers at least thirty (30) days prior to a regular meeting of the Faculty Assembly. The proposed amendment will be distributed by the Faculty Assembly Secretary to the Faculty Assembly members at least ten (10) working days prior to the regular meeting of the Faculty Assembly. Adoption shall require a two-thirds majority vote of the faculty voting.

ARTICLE X
PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert’s Rules of Order shall govern the Faculty Assembly and Executive Planning Council in all cases to which they are applicable and in which they are not inconsistent with these bylaws or any rules of order the Faculty Assembly may adopt.