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1980 – 81  
1981 – 82  
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CASE WESTERN RESERVE UNIVERSITY  
FRANCES PAYNE BOLTON SCHOOL OF NURSING

BYLAWS OF THE FACULTY

ARTICLE I

PURPOSE OF THE BYLAWS

These bylaws of the Frances Payne Bolton School of Nursing of Case Western Reserve University (1) define the duties of the Faculty of Nursing, committees and officers, (2) provide for establishment of committees and (3) provide for election of representatives of the Faculty of Nursing to the Faculty Senate, and to university assemblies as requested.

ARTICLE II

RESPONSIBILITIES OF THE FACULTY OF NURSING

Section 1: This faculty shall have responsibility to:

- a. Adopt rules to govern its procedures, provide for its committees and make recommendations to the dean.
- b. Organize and execute the educational program of the School of Nursing including admission and progression policies, curriculum content, degree requirements, instruction, and establishment and dissolution of academic programs, other than degree programs which require additional review and approval procedures as noted in the Faculty Handbook
- c. Make recommendations to the dean of initial appointments to the ranks of instructor, assistant professor, associate professor and professor.
- d. Establish and revise policies relating to appointment, re-appointment, promotion and tenure for voting faculty and policies for appointment and promotion for special faculty members.
- e. Make recommendations to the dean for tenure and promotion of faculty.





Section 4. Quorum – Twenty

Section 5.

Section 4

Chairperson – When the chairperson of a standing committee is not designated, and an ex-officio

Section 7

Budget Committee

- a. Membership – The committee shall be composed of:
  - 1. Six (6) voting faculty members three (3) of whom are elected and three (3) of whom are appointed. Appointments are made by the Executive Committee.
  - 2. The Dean of the School of Nursing – *ex-officio*
- b. Term – Voting faculty are elected or appointed for a three (3) year term with one (1) faculty elected and one (1) faculty appointed each year.
- c. Functions
  - 1. Review proposed budgets for consistency with strategic plan priorities.
  - 2. Review fiscal reports biannually and as needed.
  - 3. Advise the Dean on fiscal matters.
  - 4. Advise the Dean on the number and type of faculty and staff positions.
  - 5. Recommend to the Dean allocation of resources to faculty.

Section 8

Committee on Curricula

- a. Membership – The committee shall be composed of:
  - 1. Four (4) voting faculty members and one (1) special faculty member.
  - 2. No more than four (4) and a minimum of one (1) student from any of the following programs: BSN, MSN, MN, or DNP.
  - 3. Program directors for the BSN, MN , MSN and DNP programs – *ex-officio*.
  - 4. The Associate Dean for Academic Affairs – *ex-officio*.
  - 5. The Registrar for the School of Nursing will serve in an advisory (non-voting) capacity.
- b. Term – Voting faculty shall be elected for a term of two (2) years. Two (2) voting faculty members shall be elected in

b. Term – Faculty shall be elected for a term of two (2) years; three (3) members shall be elected in even years and two (2) members elected in odd years. Appointed faculty members shall be appointed for a term of one (1) year annually by the director of the MN program.

c. Functions

1. Evaluate MN program admission policies and criteria and recommend changes to the faculty.

2. Interview non-nurse, post-baccalaureate applicants to the MN program.

1. Recommend admission of applicants to the director of the MN program.

Section 10      Committee on Admission to the Doctor of Nursing Practice Program (DNP)

a.                Membership – The committee shall be composed of:

1. Three (3) elected and two (2) appointed faculty members all of whom must be voting faculty.

2. Director of the DNP program who shall serve as chair.

b.                Term – Faculty shall be elected for a term of two (2) years; two (2) members shall be elected in even years and one (1) member elected in odd years. Two (2) faculty shall be appointed for a term of one (1) year annually by the Director of the DNP Program .

c.                Functions

1. Evaluate DNP program admission criteria and policies and recommend changes to the faculty.

2. Interview applicants for admission to the DNP program.

3. Recommend admission of applicants to the Director of the DNP program

Section 11      Committee on Admission to the Master of Science in Nursing (MSN) Program

a.                Membership – The Committee shall be composed of:

1. Four (4) elected members and one (1) appointed member; all must be voting faculty.

2. Director of the MSN Program, who shall serve as chair.

3. All elected and appointed committee members must teach in the MSN program.

b.                Term – Faculty shall be elected for a term of two (2) years; two (2) members shall be elected in even years and two (2) members elected in odd years. One (1) faculty shall be appointed for a term of one (1) year annually by the director of the MSN program.

a.                Functions

1. Evaluate admission policies and criteria, for the MSN Program and recommend changes to the faculty.

2. Interview applicants, if appropriate.

3. Admit qualified applicants for admission to the MSN program.

Section 12      Bachelor of Science in Nursing (BSN) Progression Committee

a.                Membership – The committee shall be composed of:

1. Two (2) elected and two (2) appointed faculty members all of whom must be voting faculty.
  2. Director of the BSN Program, who shall serve as chair.
- c. Term – Faculty shall be elected and appointed for a term of two (2) years. One (1) faculty shall be elected



3. Two faculty members and two students will constitute a quorum for the committee meeting.
4. If for any reason there are not at least two (2) faculty and two (2) student members of the Academic Integrity Board available to serve, the Executive Committee of the faculty shall designate faculty member(s) as replacements and the Executive Committee of the Graduate Student Nurses Association designate student member(s) as replacements.
5. Associate Dean for Academic Affairs – *ex officio (non-voting)*.
6. Administrator from Student Services – *ex officio (non-voting)*.

b. Term

Faculty shall be elected for a term of two (2) years. Two (2) faculty shall be elected in odd -numbered years and one (1) in even-numbered years.

c. Training

1. Undergo training regarding Academic Integrity policies and processes prior to serving on the committee.

d. Functions

1. Schedule and conduct hearing according to policy and procedure after official notification of a potential violation of academic integrity for which the School of Nursing has jurisdiction.

2. Submit recommendations to the associate dean for academic affai2 540.2( )Tj 0.005 Td Tc -0.0004 Tc -4 Tw 3.573.7 (al)].72

Section 16

Committee for Evaluation of Programs

a. Membership

The committee shall be composed of:

1. Four (4) voting faculty members and one (1) special faculty member.
2. A minimum of one (1) student and no more than four (4) students from any of the following programs: BSN, MSN, MN, DNP or PhD. The Associate Dean for Academic Affairs will work with the USNA and GSNA student associations and Program Directors to recruit students.
3. The program directors for the BSN, MSN, MN, DNP and PhD Programs – *ex officio*.
4. The Associate Dean for Academic Affairs – *ex officio*.
5. The Director of Institutional Research for the School of Nursing – *ex*

3. One PhD student representative (non-voting)

b. Elections

Faculty members will nominate themselves or be nominated by colleagues. Members will be

a. Eligibility for election:

i. Research doctorate (e.g., PhD, DNSc, EdD). And

ii. Eligible to chair PhD dissertations as defined by the School of Graduate Studies (SGS) (i.e. tenured, tenure-track, or special approval from the SGS) Or

iii. currently teaching a course in the PhD nursing program

2. Chairperson elected from the PhD admissions committee (will serve as Ex-officio member of PhD Council if not already serving as an elected member).

3. Director of the PhD program is a member Ex-officio.

4. Ad hoc members – in the event of increased workload or unavailability of elected members, members of the PhD Council may serve as interviewers and cast a ballot.

b. Election

Faculty members will nominate themselves or be nominated by colleagues; members will be elected by the pool of nursing faculty members who meet the eligibility criteria to serve on the PhD Council as defined above.

c. Terms of office

1. Faculty shall be elected in the Spring semester of each academic year for a term of two (2) years; three (3) members shall be elected in even years and three (3) members elected in odd years.

2. If a committee member is unable to fulfill his or her term for any reason, the remaining members of the PhD Council will appoint another eligible faculty member to fulfill the term.

d. Function

Recommend to the Director of PhD Program and School of Graduate Studies qualified applicants for admission to the PhD in nursing program.

## ARTICLE VIII

### SPECIAL COMMITTEES

Special committees may be designated to carry on faculty business not otherwise specified in these bylaws. Members shall be appointed by the dean. Special committees shall submit regular reports to the faculty.

## ARTICLE IX

### UNIVERSITY FACULTY SENATE

#### Section 1 Representation

a. The faculty of nursing shall elect senators to the Faculty Senate. The number of senators shall be in accordance with the Constitution of the University Faculty.

b. The student body of the School of Nursing may have elected members on the Faculty Senate in accordance with the Constitution of the University Faculty.

#### Section 2 Election

a. The senatorial elections shall be held in the spring term.

- b. Faculty Senators from the School of Nursing shall be voting members of the faculty. These senators shall be elected to serve three (3) year terms; one-third of them shall complete their term of office on commencement day each year. A Senator shall not be seated unless at least 40% of the voting members have returned ballots in the election.

#### ARTICLE X

##### REVISION OF BYLAWS

These bylaws may be amended by a two-thirds affirmative vote of the voting members present at any meeting, provided copies of proposed changes have been distributed to all members, both voting and nonvoting, at least two (2) weeks before the meetings at which the vote is taken.

If changes have not been distributed at least two (2) weeks in advance, these bylaws may be amended by a 95% affirmative vote by the voting members of the faculty present at any meeting.

#### ARTICLE XI

##### PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised (most recent revision)

Case Western Reserve University Frances  
Payne Bolton School of Nursing Bylaws  
Attachment A (Effective July 1, 2005)

Criteria for Appointment, Reappointment, Promotion and Tenure for Voting Tenured/tenure Track, and Nontenure Track and Special

in refereed journals, presentations, and professional journals, presentations, and professional journals, presentations, school/professional committee school/professional committee school/professional committee memberships, and state and local memberships, and state and local memberships, and state and local recognition. recognition. recognition.

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| 1. Excellence in teaching.   | 1. Expertise in clinical practice.   | 1. Expertise in clinical practice.   |
| 2. Evidence of academic leadership.  | 2. Evidence of academic and clinical leadership.                               | 2. Evidence of academic and clinical leadership.                               |
| 3. Research productivity and scholarship   | 3. Clinical scholarship  | 3. Clinical scholarship  |
| 4. Contribution to international scholarship through publications and presentations. | 4. National and international recognition in the profession.                   | 4. National and international recognition in the profession.                   |
| 5. University, School, and professional organization committee membership.           | 5. University, School, and professional organization committee membership.     | 5. University, School, and professional organization committee membership.     |
| 6. Contributions to national organizations.  | 6. Contributions to national organizations.                                    | 6. Contributions to national organizations.                                    |
| 1. Major University, School and professional organization committee leadership       | 1. Major University, School and professional organization committee leadership | 1. Major University, School and professional organization committee leadership |
| 2. Substantive scholarly contributions nationally and internationally.               | 2. Substantive scholarly contributions nationally and internationally.         | 2. Substantive scholarly contributions nationally and internationally.         |
| 3. Influence in public policy on a national and international level.                 | 3. Influence the development of  |  |