

SECTION 4: BYLAWS OF THE UNIVERSITY OF MICHIGAN SCHOOL OF NURSING

Preface

The School of Nursing, one of the schools of the University of Michigan and subject to provisions of the Bylaws of the Board of Regents, has the authority to select its own organization and conduct its business according to the rules and regulations provided below.

ARTICLE I: THE FACULTY

Section 1. Definitions. As used in these bylaws:

- 5.01(3)* (1) The term faculty shall include members of the teaching and research staff together with the executive officers, the directors of various teaching and research units, research associates, and persons with similar duties.
- (2) The term professorial staff shall include professors, associate professors, and assistant professors.
- 5.01 (3) The term governing faculty shall include those members of the school who are professors, associate professors, assistant professors, full-time clinical professors, clinical associate professors, and clinical assistant professors. In addition, part-time clinical professors, clinical associate professors, clinical assistant professors, clinical instructors, research faculty and lecturers 3 and 4 who hold appointments of half time or more for one or more years may also be granted voting privileges in specified areas by a majority vote of the tenured/tenure-track professorial and clinical professorial faculty at the first faculty meeting of the fall term and may vote in the approved areas. The stated provisions above for clinical professorial faculty (full-time or part-time), and their areas of voting, below, will apply for a period of three years, at which time it will be reviewed, based on the contributions of faculty in this track.

Approved areas for voting include (voting in committees is addressed in Article IV):

- a. Lecturers 3 and 4, and clinical instructors vote on undergraduate curricular and undergraduate student matters;
 - b. Research track faculty vote on matters of research policy.
 - c. Clinical professorial faculty vote on all matters except those pertaining to tenure matters. Same provision applies to part-time clinical professorial faculty once the eligibility criteria stated above in 5.01 (3) are met.
 - d. Tenured/tenure-track professorial faculty vote on all matters.
- (4) The term teaching staff shall include professors, associate professors, assistant professors, clinical professors, clinical associate professors, clinical assistant professors, clinical instructors, lecturers, and teaching fellows.
- (5) The term research faculty shall include research professors, research associate professors, research assistant professors, research scientists, associate research scientists, assistant research scientists, and research investigators.
- (6) The terms teaching fellow, teaching associate, teaching assistant, student assistant, research assistant, technical assistant, laboratory assistant, and

* Corresponding sections of Regents Bylaws

assistant shall be used to designate junior appointees who participate in the processes of teaching and research but do not possess faculty rank. Students in these classifications shall have student status.

- (7) Adjunct and visiting faculty are supplemental instructional staff and are not members of the governing faculty.
- 5.01 (8) The term university year as used in connection with appointments of members of the faculty and other personnel contains any two terms in the calendar, as defined for the year in question. Faculty members are expected to participate in orientation, registration, and commencement.

Section 2. Powers and Duties of the Governing Faculty

- 5.02 (1) The governing faculty shall be in charge of the affairs of the School of Nursing except as delegated to the Executive Committee.
- 5.03 (2) The governing faculty of the school shall from time to time recommend to the Board of Regents for approval such regulations as are not included within the Regents Bylaws and which are pertinent to the structure and major operating procedures of the school, such as departmental organization, requirements for admission and graduation, and other educational matters, such as curricula, program development, the determination of which is within the particular competence of the faculty.
- (3) Subject to the ultimate authority of the Board of Regents, the faculty is also vested with plenary powers to make rules and regulations concerning other matters such as grading regulations, class attendance, committee organization and related internal matters. All such regulations shall be recorded in the minute books of the adopting authority and filed with the secretary of the university.
- (4) The faculty shall provide suitable instruction for the students enrolled in the school. The faculty shall recommend to the Board of Regents students under its jurisdiction who qualify for university degrees. The faculty shall, subject to the Board of Regents, possess such other powers as are necessary to the performance of its duties.
- 6.02 (5) Graduate programs that provide Rackham degrees shall be administered in accordance with the rules and coordinating powers of the Horace H. Rackham School of Graduate Studies.

Section 3. Faculty Organization

- (1) Faculty are organized according to Divisions. All faculty members have a primary appointment in a division. A small number of faculty members may also have a secondary appointment in an administrative unit of the school as appropriate to their duties and responsibilities.
- (2) Each division and center shall have a chair or director appointed by the dean and the Executive Committee. The dean shall consult with division faculty prior to the appointment of the division chair.

ARTICLE II: ADMINISTRATION OF THE SCHOOL

Section 1. The Dean

- 5.06 (1) The dean shall be appointed by the Board of Regents on recommendation of the president to act as executive officer of the faculty and chairperson of its Executive Committee.

- (2) In addition to professorial duties, the dean shall perform such duties as may be prescribed by the Board of Regents, the president, the provost and executive vice president for Academic Affairs, and by the rules and regulations established by the governing faculty.

Section 2. Administrative Officers

- (1) The appointment of administrative officers, with the rank of assistant or associate dean, shall be recommended to the president by the dean after consultation with the Executive Committee of the school.
- (2) The administrative officers of the school shall assist the dean in performing the executive functions of the school and shall act for the dean as designated.

Section 3A. The Executive Committee

- (1) Shall be appointed by the Board of Regents.
- 5.06 (2) The Executive Committee shall be charged to:
- (a) Assist the dean with administrative functions and in setting strategic directions for the school.
 - (b) Investigate and formulate educational and instructional policies for consideration by the faculty.
 - (c) Act for the faculty in matters of budget, promotions, and appointments as outlined in appointments, promotion, and tenure guidelines.

Section 3B. The composition of the Executive Committee shall be as follows:

- (1) Dean, School of Nursing, ex officio, will serve as chairperson. In this capacity the dean votes only to break a tie.
- (2) Any ex officio membership, without vote, will be determined by the dean and the Executive Committee.
- (3) Six tenured faculty members, who are members of the University Senate, at least four of whom will be tenured professors, and who are nominated by the governing faculty, shall be appointed by the Board of Regents on recommendation of the president.
- (4) The appointed members shall hold office for three years and shall not be eligible for reappointment until after the lapse of one year. Their terms shall be so adjusted that two shall expire each year. Unexpired term vacancies shall be filled from those on the most recent ballot. The dean will forward to the Regents the name of the faculty member receiving the next highest number of votes. Members appointed to fill unexpired terms are eligible for reelection if they have served 18 months or less.
- (5) Associate deans, assistant deans, division chairs, and members of the Appointments, Promotions and Tenure Committee shall not be eligible to serve on the Executive Committee.
- (6) On matters of appointments and promotions, members will vote for ranks at or below their own rank.

Section 4. Administrative Group

- (1) The Administrative Group shall include the dean, the associate and assistant deans, division chairs, and the executive director of the Office of Business and Financial Affairs.

- (2) The Administrative Group shall meet regularly to discuss and develop policies and procedures for implementation of decisions made by the governing faculty.
- (3) As an advisory body, the Administrative Group shall identify directions of change and generate strategies for forward movement.
- (4) The council shall be chaired by the dean or designee.

ARTICLE III: FACULTY MEETINGS

- Section 1.** Regularly scheduled faculty meetings of this school shall be held at monthly intervals from September through May.
- Section 2.** The chair of the faculty or a designee from the Executive Committee shall preside at all faculty meetings.
- Section 3.** Special meetings may be called by the chair of the faculty, dean or by the Executive Committee or shall be called upon the written request of 10% of the members of the governing faculty. The purpose of the meeting shall be so stated in the call and no other business may be transacted. Except in cases of emergency, at least seven days notice shall be given.
- Section 4.** A quorum for meetings of the faculty of the School shall consist of one more than one-third of the members of the governing faculty.
- Section 5. Chair of the Faculty.**
- (1) The chair of the faculty shall be a tenured faculty member elected by the governing faculty to serve for a one year term. Those holding titles such as associate/assistant dean or division chair are not eligible to serve as chair of the faculty.
 - (2) The chair of the faculty shall oversee the accurate recording of faculty meetings and other faculty business.
 - (3) The responsibilities of the chair shall be to:
 - (a) Preside at all faculty meetings.
 - (b) Develop the agenda for each faculty meeting in consultation with the faculty, chairs of the standing committees, and the dean.
 - (c) Place on the agenda for the first faculty meeting of the university fall semester, the consideration, by governing faculty, of granting voting privileges in specified areas for individuals in various tracks and ranks as specified in Article I of these bylaws.
 - (d) Compile an annual report with all the official faculty decisions from faculty meetings for the preceding year, which will be included in the annual reports to the faculty.
 - (e) Request all standing committees to prepare an annual report for presentation to the faculty.
 - (f) Appoint a faculty parliamentarian to advise the chair and the faculty on the conduct of faculty business.
 - (g) Perform other duties as the governing faculty may assign.

Section 6. Permanent records of all faculty meeting minutes and annual reports shall be kept in the dean's office.

ARTICLE IV: COMMITTEES OF THE SCHOOL OF NURSING

Section 1. (1) In addition to the Executive Committee there shall be four standing committees of the governing faculty: Curriculum Committee, Academic Admissions and Scholastic Standing Committee, Elections Committee, and Appointments, Promotions and Tenure Committee.

(2) All faculty members of committees shall have voting privileges on that committee, unless specified otherwise, and in cases where they have ex-officio status. A quorum shall be one more than one-half of the committee's faculty membership.

Section 2. **The rules governing all STANDING COMMITTEES shall be as follows:**

(1) Standing committees shall be established or dissolved by majority vote of the governing faculty at faculty meeting.

(2) Standing committees shall have written standing rules, which apply to the procedures, used in carrying out the functions as delineated in the Bylaws. Standing rules must be reviewed and approved at the first regularly scheduled meeting of the year.

(3) All standing committees shall report their business at faculty business meetings, and submit a written report of all actions taken each year and recommendations for action for the coming year at the last regularly scheduled faculty meeting of the university year.

(4) Standing rules and minutes of all meetings of standing committees shall be available in the office of the secretary of the dean.

Section 3. **Standing Committee Composition and Terms of Membership**

(1) Members of Academic Admissions and Scholastic Standing Committee, Elections Committee, and Appointments, Promotions and Tenure Committee shall be elected by the governing faculty. Curriculum Committee members are selected/elected by faculty in each division with the exception of the chairperson and member-at-large who are elected by the governing faculty.

(2) For the Curriculum Committee and the Academic Admissions and Scholastic Standing Committee, the chairpersons shall be tenured and be of senior rank. The chairperson of Appointments, Promotion and Tenure Committee shall be tenured and hold the rank of professor. All chairpersons have voting privileges.

(3) Terms of membership are two years for faculty and one year for student and alumni representatives, unless otherwise indicated. Faculty members may serve two consecutive terms (4 years) and will not be eligible for re-election until after the lapse of one year. Faculty terms shall be staggered.

(4) Chairpersons for each standing committee will be elected for a two-year term by the governing faculty. Chairpersons may serve two consecutive terms (4 years) and will not be eligible for re-election until after the lapse of one year.

(5) The total number of committee members for each committee includes the chairperson.

- (6) Ex officio membership of standing committees shall be determined by the governing faculty. Ex officio members do not have voting privileges. This determination will be documented in the committee's standing rules.

Section 4. The bylaws governing all AD HOC COMMITTEES shall be as follows:

- (1) Ad hoc committees may be established by a majority vote of the governing faculty or by the dean, associate/assistant deans, and/or the Executive Committee.
- (2) The manner in which the members shall be selected or appointed must be specified when the committee is established.
- (3) The charge and the date for completion shall be submitted in writing to all ad hoc committee members.
- (4) Ad hoc committees shall not be required to keep minutes of their meetings; a written report of the completed task shall be submitted in lieu of minutes.

Section 5A. The CURRICULUM COMMITTEE is a standing committee whose charge shall be as follows:

- (1) Systematically review and evaluate curricular components of current undergraduate/graduate programs and recommend to the governing faculty necessary changes at least every five years.
- (2) Review and evaluate proposed undergraduate/graduate curricular changes and recommend for governing faculty approval any changes which substantively alter approved curricula.
- (3) Review and evaluate proposed curricula of new programs or courses and recommend to governing faculty for approval prior to submission for internal or external funding.
- (4) Develop curriculum policies for submission to the governing faculty and Executive Committee.
- (5) Initiate curricular review and evaluation as it deems appropriate.
- (6) Propose new curricular initiatives for consideration by the faculty and Executive Committee.

Section 5B. The composition of the CURRICULUM COMMITTEE shall be as follows:

- (1) There shall be five (5) faculty members, and three (3) student members. In addition to the chairperson, three (3) division representatives, and one (1) member-at-large, there shall be one student representative from each of the following: the baccalaureate program, the master's program, and the doctoral program, selected by their respective student bodies. The majority of the faculty members of the committee shall be tenured/tenure-track professorial and clinical professorial faculty. Student members vote only on curricular matters pertaining to their level of study.
- (2) Assistant deans for undergraduate and graduate programs, the Health Sciences Library liaison, and one alumnus selected by the alumni society will serve as ex officio without vote.

Section 6A. The ACADEMIC ADMISSIONS AND SCHOLASTIC STANDING COMMITTEE is a standing committee whose charge shall be as follows:

- (1) Review and recommend for governing faculty approval all admission, progression, and graduation policies for the undergraduate/graduate programs.

- (2) Act on petitions for exception to School of Nursing admission, progression, and graduation policies.

Section 6B. The composition of the ACADEMIC ADMISSIONS AND SCHOLASTIC STANDING COMMITTEE shall be as follows:

- (1) Six faculty members, at least four of whom are of tenured/tenure track professorial and/or clinical professorial ranks, elected for a two-year term by the governing faculty. Division chairs are not eligible to serve on this committee.
- (2) One student representative from each of the following: The baccalaureate program, master's program, doctoral program, selected by their respective student bodies. Student members vote only on policies and petitions pertaining to their level of study.
- (3) The special advisor to the dean on diversity, ex officio, without vote.
- (4) The student advisor from the Office of Student and Multicultural Services, ex officio, without vote.
- (5) Assistant deans for undergraduate and graduate programs serve as ex officio members without vote.

Section 7A. The ELECTIONS COMMITTEE is a standing committee whose charge shall be as follows:

- (1) Prepare a slate of qualified candidates of diverse representation, for the general faculty election, following guidance provided in these bylaws and in relevant university documents for positions/representatives to campus bodies.
- (2) Conduct one general election each April and tabulate and communicate the results for all committees including the order of Executive Committee nominees for the Executive Committee vacancies before the end of May. For the Executive Committee, election results listing names from highest to lowest vote count will be forwarded to the dean. The dean will forward to the Regents the list of nominees in order of faculty vote and recommend appointments according to the order of the election results.
- (3) The ballot shall contain at least two (2) candidates for each vacant position. The person receiving the second highest number of votes shall be the alternate and will fill an unexpired term or portion of the unexpired term, if a vacancy arises. Should the vacancy involve the chair position and an alternate is not available, the committee may select a qualified member from its membership to fill the unexpired term or portion of the unexpired term. The resulting vacancy in committee membership can be filled by an alternate from the most recent ballot. Should an alternate not be available a special faculty election will be held to fill the member vacancy for the designated period of time. For the Executive Committee, the dean will forward to the Regents the name of the faculty member receiving the next highest number of votes on the most recent ballot.
- (4) For election of any faculty representatives to university-wide bodies the Elections Committee will review relevant university documents and follow guidelines therein. In addition, for representatives to faculty governance bodies, the slate will not include those faculty members who hold administrative positions in the School of Nursing, such as associate/assistant dean or division chair.
- (5) Retain election ballots on file for one year.

- (6) When requirements for the number of candidates on the ballot cannot be met, Article IV, Section 7A, #3 can be suspended, but only by majority vote of the governing faculty.

Section 7B. The composition of the ELECTIONS COMMITTEE shall be as follows:

- (1) Three (3) faculty members elected for two-year terms by the governing faculty. The members will represent a mix of ranks and will be drawn from tenured/tenure track professorial and/or clinical professorial ranks. The terms of the members will be staggered to provide continuity.

Section 8A. The COMMITTEE ON APPOINTMENTS, PROMOTIONS AND TENURE is a standing committee whose charge shall be as follows:

- (1) Make recommendations regarding all instructional, research, LEO lecturer, and clinical track appointments, promotion decisions, and tenure decisions to the dean and the Executive Committee. When an individual in the clinical track or one of the research sub-tracks applies for promotion, a School of Nursing faculty member from the same track and of rank equal or senior to that for which the candidate is applying shall be appointed as an ad hoc member of the candidate's review committee. If the School of Nursing faculty does not include a person of the appropriate track and rank or such persons are not able to serve, the ad hoc member will be recruited by the committee from elsewhere in the university. The same consideration will apply in cases of appointment review.
- (2) Review annually the policies, including criteria for promotion and tenure and make recommendations to the governing faculty for changes as needed.
- (3) Annually inform all relevant parties regarding current review procedures for appointment, promotion and tenure, interim review, and mock review.
- (4) Review LEO lecturer cases referred to it by division chairs, and send its recommendations to the dean and Executive Committee. [A copy of the full procedures is provided to LEO lecturers who will be reviewed in a given year].
- (5) Conduct periodic interim reviews of faculty progressing toward promotion and/or tenure, according to established policy.
- (6) Provide opportunity for mock reviews of associate professors at their request.

Section 8B. The composition of the COMMITTEE ON APPOINTMENTS, PROMOTIONS AND TENURE shall be as follows:

- (1) Five (5) senior faculty members who are not voting members of the Executive Committee, and who do not hold positions as associate/assistant dean or as division chair. At least three (3) shall be of tenured professor rank, including one elected by governing faculty as chairperson. Two (2) members may be of tenured associate professor and/or clinical professor or clinical associate professor rank. On matters of appointments and promotions, members will vote for ranks at or below their own rank. In addition, clinical track faculty members may not vote in cases involving tenure, as specified in Article I of these bylaws.
- (2) Faculty from the research and clinical tracks shall be appointed on an ad hoc basis by the committee when research- or clinical track faculty are being considered for appointment or promotion.

Section 8C. The FACULTY PRACTICE PLAN ADVISORY COMMITTEE is an advisory committee of the faculty, and shall have the following charge:

- (1) To recommend to the dean and EC policies associated with the overall management of the plan.
- (2) To recommend to the dean and EC a long range plan/strategy for the plan.
- (3) To review and comment on the scope of services to be provided and the fiscal projections and outcomes.
- (4) To review and approve faculty practice credentials in the credentialing and re-credentialing process.
- (5) To interview and provide feedback on clinical track faculty and FPP applicants.
- (6) To review the progress of the plan including reports of peer review, financial productivity and clinical activity of the members.
- (7) To develop operating strategies and policies for management of the plan.
- (8) To offer guidance to the dean and EC on issues of clinical practice, education, scholarship, and related resources.
- (9) To review and advise the dean on the annual program plan and operating budget for the plan office.
- (10) To recommend to the dean general policies and procedures impacting plan operations as proposed by the director of the plan office.

Section 8D. The composition of the FACULTY PRACTICE PLAN ADVISORY COMMITTEE shall be as follows:

The Regents of the University of Michigan have the ultimate responsibility for approval of the policies which govern operation of the plan. The dean of the School of Nursing is accountable to the Regents through the provost and executive vice-president for Academic Affairs. The faculty governance structure, through the School of Nursing Faculty Practice Plan Advisory Committee (SON FPPAC) and School of Nursing Executive Committee, will be responsible for advising the dean on policies related to the plan, for taking actions on unit proposals, and for monitoring the operations of the plan. The management of the program, however, should be independent of the governance and organization of the faculty. It is the intent of this document to be consistent with the bylaws of the Regents of the University of Michigan, and bylaws of the faculty of the School of Nursing.

Issues related to governance shall be addressed within the organizational structure of the plan and the school. Periodic reports shall be made to the university executive officers.

Composition: The FPPAC will have eight (8) members with the following composition:

- (1) Five (5) active voting members of the faculty practice plan, to be elected by faculty who participate in the plan.
- (2) Committee chair will be appointed by the dean from the five (5) elected members.
- (3) The dean of the School of Nursing, ex officio member without vote.
- (4) Associate dean for Practice and Clinical Scholarship, without vote.

- (5) Director of the School of Nursing Nurse Managed Centers ex officio member without vote.
- (6) Other individuals may be invited as guests, without vote.

ARTICLE V: AMENDMENTS TO BYLAWS

Section 1. These bylaws shall automatically stand amended when necessary to concur with the bylaws of the Regents of the university. Such amendments shall be brought to the attention of the faculty.

Section 2. Procedures to Amend Bylaws

- (1) These bylaws may also be amended by an affirmative vote of two-thirds of the members of the governing faculty present at an official faculty meeting provided written notice of the proposed amendment is sent to each member of the faculty at least two weeks before the vote is taken.
- (2) They may also be amended without prior notice by affirmative vote of 99% of the governing faculty present at an official faculty meeting.
- (3) For extensive revisions, the governing faculty shall elect, or the Executive Committee shall appoint, an ad hoc committee to prepare revisions for approval by the governing faculty.

ARTICLE VI: PARLIAMENTARY AUTHORITY

Section 1. Parliamentary Authority

5.04 In the absence of specific written procedures which govern this school or its committees, the rules of parliamentary procedure which shall be followed, are presented in Robert's Rules of Order (revised).

Section 2. This parliamentary authority is in accordance with procedures of the bylaws of the Board of Regents

March, 1975	Amended October, 1989
Amended May, 1977	Edited January, 1991
Amended April, 1979	Amended May, 1991
Amended April, 1981	Amended December, 1993
Amended February, 1983	Amended July, 1994
Amended May, 1985	Amended May, 1997
Amended April, 1988	Amended November, 2002
Amended May, 2009	

ADDENDUM NOTES:

1. University Governance: The School of Nursing is allocated two representatives on the Senate Assembly, a representative body of the university faculty. The School of Nursing Election Committee and the faculty will follow Senate Assembly guidelines and rules in electing its representatives. A major consideration has to do with whether administrators should be eligible to serve on the Senate Assembly. In the spirit of these bylaws, it is suggested that associate/assistant deans and division chairs not be eligible for election as faculty representatives on the Senate Assembly. Those with the title “director” of programs or offices may be elected as school representatives.

Further, Rules of the University Senate (1997) specify that clinical faculty are not members of the University Senate, and thus may not be elected as faculty representatives to the Senate Assembly, despite the fact that these faculty have governing faculty privileges in the School of Nursing. For more information, refer to: <http://www.umich.edu/~sacua/rules/rules-april1997.pdf>

2. Given that all School of Nursing graduate programs award graduate degrees through the Rackham School of Graduate Studies, all programs will observe Rackham rules and policies in matters of instruction, faculty qualifications for teaching, dissertation service, and the like. Rackham explicitly states that graduate level instruction is to be carried out by tenured and tenure-track faculty. The policies provide procedures for approval of exceptions to the rule in special circumstances. Similarly, Rackham policies describe dissertation committee membership; roles for research track faculty and procedures are provided for consideration of exceptions to the stated policy such as for clinical faculty. For more details, see guidelines for course approval and faculty qualifications at: <http://www.rackham.umich.edu/downloads/faculty/forms/CAGuide.pdf> for guidelines for dissertation committee membership, see: <http://www.rackham.umich.edu/downloads/oard/forms/disscommittee guidelines.pdf>
3. From time to time the School of Nursing is asked to identify faculty members to serve on Rackham committees [such as for awards, fellowships, etc.]. Faculty being nominated for such roles need to be members of the graduate faculty [“regular faculty”] with experience and background relevant to the task at hand. In these instances the request is likely to go to the dean or program chairs/directors, and these typically do not involve election.

Snbylaw/c

May 2009