University of Kentucky
College of Nursing
Administrative and Faculty Bylaws

ADMINISTRATIVE BYLAWS

Section 1 The name of this organization shall be the Administrative Organization of the University of Kentucky College of Nursing.

Section 2 The purposes of the administrative organization shall be to:
A. Foster communication between faculty and administration.
B. Provide for the decision-making functions of individuals’ delegated authority for various elements of the College programs.
C. Provide for advisory functions of groups involved in the College programs.
D. Provide an operational base for implementing and promoting the educational, research, and practice programs of the College.

Section 3 Administrative Committees, Advisory Councils, and Task Forces
A. Administrative committees, advisory councils and task forces are elected or appointed as hereinafter provided. Chairpersons are selected by the Dean, in consultation with the Coordinating Council as appropriate, and reporting responsibilities are identified.
B. Administrative councils, advisory councils and tasks forces may be established or dissolved by the dean with the exception of the Student Activities and Advisory Councils with the advice and recommendation of the Governance Council.
C. Administrative councils, and special committees will meet at least once in each regular academic semester and additional times as necessary at the call of the chairperson or upon the request of a majority of the members Advisory councils will meet at least annually and more often as needed.
D. A quorum is a majority of the membership present including the chairperson. Minutes of each meeting shall be maintained and a copy will be on file in the Dean’s office.

3.1 Coordinating Council The Coordinating Council oversees the faculty recruitment plan, faculty workload, and faculty evaluation. The Coordinating Council will meet at least once a semester and is chaired by the Dean.

Membership:
1. Dean
2. Associate Deans
3. Administrative Staff Officer

Functions:
1. Advises Dean on programmatic and mission needs for full-time faculty hires.
2. Negotiates full-time faculty workload across programs and missions.
3. Provides feedback, as appropriate, to full-time faculty evaluation.

3.2 Continuing Education Advisory Committee Responsibilities:
A. Analyze the learning needs of the selected target populations represented, including needs for specific delivery modes.
B. Review the policies and procedures of the Provider Unit and make recommendations.
C. Participate in an analysis of selected aspects of the evaluation plan for the Office of Continuing Education's activities.
Roles: The committee will meet at least semiannually. At the quarterly meetings committee members will participate in the ongoing evaluation of the Office of Continuing Education. To comply with established American Nurses Credentialing Center and Kentucky Board of Nursing criteria as determined by the respective manuals of each accrediting agency, this committee will advise the Office of Continuing Education on the most prudent ways to achieve the goals and objectives of this office in delivery of all continuing education activities. They will also participate in identification and selection of continuing education activities.

Membership:
A. Director for Continuing Education, chairperson.
B. Assistant director, Office of Continuing Education
C. Two faculty members elected by the faculty.
D. Director of nursing practice improvement, University of Kentucky Hospital.
E. Associate medical center director for patient care, Veteran's Administration Medical Center.
F. Three members at large from the nursing community representing primary, secondary, and tertiary clinical facilities.

Terms of Office:
A. Faculty will be elected for two-year terms, one elected each year.
B. The director of nursing practice improvement at the University of Kentucky Hospital is a standing appointment as agreed to in the University of Kentucky College of Nursing Office of Continuing Education and the University of Kentucky Hospital policy.
C. The associate medical center director for patient care, VAMC, is a standing appointment and is notified by letter from the Provider Unit's administrator and dean of the College of Nursing.
D. Persons from the nursing community will be appointed by the Provider Unit's administrator and dean of the College of Nursing and will serve one-year terms subject to reappointment.

3.3 Dean’s Advisory Council The purposes of the College of Nursing Advisory Council are as follows:
A. Providing advice and counsel to the dean on matters for which external advice is critical. This may include long range planning and philanthropic endeavors as well as advice on achieving the College’s goals for national and international prominence in teaching, service and research.
B. Increase awareness of the College of Nursing in Kentucky and across the nation.
C. Serve as an advocacy network and ambassadors for the College of Nursing.

Membership:
A. Members of the Advisory Council must have attained prominence in their respective careers and are chosen for their value in providing sound counsel to the Dean.
B. Some of the members will represent organizations that employ large numbers of nurses. The president of the UKCONAA will be a member during her/his term as president.
C. Membership should reflect the broad spectrum of settings where nurses work.
D. Membership shall be limited to 25 individuals.
E. Members will serve for three-year terms and can be renewed three times for a total of nine years. Individual members should be available to the Dean and Development Director or other members of the faculty for advice and consultation when requested.

Meetings: The Dean’s Advisory Council will meet annually in Lexington and other times when necessary.
A. The Dean will educate and engage the members on issues relating to the College of Nursing. Each meeting shall include a “Report on the State of the College” and may also include admission and enrollment reports, new academic initiatives, research initiatives, development topics (annual giving, endowments and scholarships, planned giving, needs)
B. The Advisory Council members are expected to be community advocates for the College and provide feedback to the Dean and Development Director on various issues facing the nursing profession.
C. Members will be asked to make charitable contributions to the college and be asked to identify, cultivate and solicit other donor prospects. While the amount of individual gifts are left to the discretion of the member, a goal of 100% participation rate is expected from board members.

D. It is expected that the Advisory Council members will freely give advice and share their experience and wisdom to help advance the College and that they will use their influence to bring nursing issues to the attention of others as necessary.

3.4 Diversity Advisory Council The purposes of the College of Nursing Diversity Advisory Council are as follows:
   A. Providing advice and counsel, collectively and individually, to the dean on issues related to diversity and inclusivity.
   B. Participate in selected College of Nursing diversity and inclusivity initiatives.
   C. Increase awareness of the College of Nursing in Lexington and Kentucky.
   D. Serve as an advocacy network and ambassadors for the College of Nursing.

Membership:
   A. A minimum of 2 full-time faculty and 2 nursing students (including an undergraduate and a graduate student).
   B. A minimum of 2 University of Kentucky employees from outside of the College of Nursing.
   F. A minimum of 5 community members, including nurses and non-nurses.
   H. Non student members will serve for three-year terms and can be renewed three times for a total of nine years. Student members can serve until they graduate.
   I. All members are selected by the Dean.

Meetings: The Diversity Advisory Council will meet at least biannually in Lexington and other times when necessary.

3.5 Faculty Practice Council (FPC) The purposes of the College of Nursing Faculty Practice Council are:
   A. Foster communication among administrators, faculty, and community partners, in relation to current, future, and potential faculty practice activities.
   B. Provide advice and counsel to the Dean and the Associate Dean for Practice and Engagement regarding practice issues and concerns.
   C. Engage in strategic planning related to faculty practice.
   D. Monitor and evaluate the outcomes achieved through faculty practice.

Membership:
   A. A minimum of three practicing faculty members (preferably including one who practices within UK HealthCare and one who practices in a setting beyond the university), elected by faculty who practice within their distribution of effort, who will serve for alternating two year terms. The chairperson will be appointed by the Dean from the elected faculty members.
   B. The College’s Business Officer, Administrative Services Assistant for Practice contracts, Associate Dean for Practice and Engagement, and Dean, all who serve as ex-officio (non-voting).
   C. Two community representatives from affiliated practice sites, appointed by the Associate Dean for Practice and Engagement, who serve as ex-officio (non-voting).
   D. One representative from staff who practice, ex-officio (non-voting).

Meetings: The Faculty Practice Council will meet at least twice per semester and as needed.

3.6 Graduate Nursing Activities and Advisory Council (GNAAC) According to rules of the University Senate, the faculty of each College within the University and the faculty of the Graduate School must
establish some form of student advisory council to represent student opinion on academic matters. The Graduate Nursing Activities and Advisory Council (GNAAC) conforms to the rules of the University Senate.

Functions:
A. Fosters communication between faculty and students.
B. Plans and implements programs of interest to the graduate students and nursing profession.
C. Reviews and makes recommendations to the dean regarding:
   1. Student conduct in terms of professional nursing ethics and related University and Medical Center documents.
   2. Evaluation procedures for courses and teaching.
D. Advises the dean regarding proposed appointment and promotion of faculty members in accordance with University Administrative Regulations (AR 2:1-1).
E. Evaluates the programs of the College that relate to students and makes recommendations to the dean.
F. Identifies resources and support systems which will facilitate successful completion of the program.
G. Identifies student problems and concerns and recommends appropriate actions to the dean.
H. Evaluates activities of the graduate student body annually and makes recommendations to the dean.

Membership:
A. GNAAC membership shall consist of all enrolled graduate nursing students. The GNAAC Executive Board, elected by GNAAC shall consist of a Chairperson, Chairperson-elect, Secretary / Treasurer, and members at large (at least two and no more than six). The Board shall contain at least one representative from each degree offered.
B. One graduate faculty member (ex-officio) recommended by the graduate student body and approved by the Dean. Faculty member/advisor to serve ideally for a 3 year term to promote continuity. Terms can be repeated.
C. One Student Affairs representative (ex-officio).
D. GNAAC Officers to be elected by the majority of the Executive Board.

3.7 Undergraduate Nursing Activities and Advisory Council (UNAAC)

Functions:
A. To foster communication among administrators, faculty, staff, alumni and students through such things as student publications, Undergraduate Program Committee attendance, and UK College of Nursing Alumni Association meetings.
B. To serve as a liaison among undergraduate students, faculty, staff, alumni and the Student Government Association (SGA).
C. To plan and implement undergraduate student activities.
D. To review and make recommendations to the dean regarding:
   1. Evaluation procedures for undergraduate courses and teaching.
   2. Proposed appointment and promotion of faculty members in accordance with University Administrative Regulations.
   3. Programs of the College that relate to undergraduate students, with suggestions to the dean for involvement in national and international programs and opportunities to meet with visitors from other cultures and backgrounds.
   4. Undergraduate student problems, concerns, and appropriate actions.
E. To identify and promote resources and support systems which will facilitate all undergraduate students' successful completion of the baccalaureate program, (e.g., buddy system, awareness of scholarships and loans, research assistant positions, master student leadership development opportunities).
F. To provide opportunities for involvement in community service.
G. To promote links among all College of Nursing organizations to foster better communication and cohesiveness.
H. To conduct and oversee all undergraduate student class officer election processes.

Membership:
A. Five voluntary representatives from both the first and second semester sophomore classes.
B. Junior and senior class officers from each semester, having been elected in the semester preceding the year of service.
C. One additional representative from each of the junior and senior classes elected in the semester preceding year of service.
D. One 2nd degree representative from each junior and senior class elected semester preceding year of service.
E. Other representatives shall include the UKSNA president, the College of Nursing senator to SGA, the Associate Dean of Undergraduate Studies, an advisor from the teaching staff chosen by the Executive Committee in the fall, and the coordinator of alumni affairs.

3.8 University Health Care Colleges Code of Student Professional Conduct College Hearing Committee

Purpose: To hear student appeals related to University Health Care colleges Code of Professional Conduct.

Membership:
The dean shall appoint a hearing committee and designate a hearing committee chair and alternate chair from among the faculty appointees. The alternate chair shall serve in the absence of the chair. The membership will consist of:
A. Five college faculty members, at least three of whom teach in patient-care settings and one of whom has an administrative appointment in the college,
B. Four students (including two undergraduate and two graduate) in good standing who have completed at least one year of their professional or clinically-related degree program requirements and whose names are among those provided by the College’s Student Advisory Council or equivalent body.

The chair, or alternate chair in the chair’s absence, shall appoint a hearing panel with representation from the following groups among the hearing committee membership.
A. Three faculty members, at least two of whom teach in a patient-care setting, and one of whom has a current academic or supervisory relationship with the student.
B. Two students.

Term of office: one year for faculty and students.

3.9 Learning Resource Center Advisory Council

Purpose: This Council oversees and acts in an advisory capacity for the Learning Resource Center (LRC). The Council will meet twice a semester and once in the summer.

Functions:
A. Review proposed curriculum changes that involve LRC resources and personnel to determine feasibility.
B. Review and approve LRC policies.
C. Advise Dean on personnel needs for the LRC.
D. Advise Dean on major equipment purchases, including new and replacement items.
E. Advise Dean on LRC space renovation.

Membership:
A. Dean (chair)
B. Associate Deans for the BSN and MSN/DNP Programs and Associate Dean for Practice and Engagement
C. Manger of the LRC
D. Director of College’s Information Technology
E. Information technology staff assigned to the LRC
F. Faculty member involved in simulation activities, appointed by the Dean
G. Business Officer

Section 4 The Dean will be evaluated according to GR IX. Associate Deans will be evaluated using a procedure that has been jointly established by the Dean and the faculty.

Section 5 The rules of the administrative organization may be amended at any regular meeting of the Governance Council by the dean with the advice of the Governance Council.

Revisions approved by Governance Council 3/25/11.

jk-827
FACULTY BYLAWS

ARTICLE I The name of this organization shall be the Faculty of the University of Kentucky College of Nursing.

ARTICLE II The purposes of the faculty bylaws shall be to:
A. Provide an operational base for determining, developing, promoting and implementing the education, research, and practice programs of the College.
B. Provide a mechanism for the recommending and decision-making functions of the faculty.
C. Facilitate communication among faculty members and administration.

ARTICLE III The functions of the faculty shall be to:
A. Establish the academic policies of the College.
B. Determine, promote, and maintain standards for teaching, research, and practice consistent with the University philosophy and purposes.
C. Determine criteria for student admission, progression, promotion, and graduation.
D. Develop courses, curricula and degree requirements and make relevant recommendations to appropriate bodies within the University.
E. Make recommendations to the Dean, Provost, President, or other appropriate administrator on any relevant matter.

ARTICLE IV The members of the faculty are:
A. Full-time faculty are those who have a 9 to 12 month academic appointment in an academic rank and who receive all benefits of such employment.
B. “Part-time faculty are those who have an official faculty appointment, receive a salary, and participate substantially, but less than full-time in the program of a college. Appointments of part-time faculty members by the appropriate deans, without reference to an Area Committee, shall be for one year or other stated period not to exceed one year, subject to renewal. Appointees are not eligible for tenure, sabbatical leave, participation in the University's Retirement Plan, insurance coverage, or membership in the University Senate." (AR II-1.0-1) Faculty membership with voting privileges is extended to part-time faculty.
C. Adjunct faculty are fully qualified teaching, research and/or creative persons who are paid more than 50 percent of their salary from a non-University source or a University non-educational unit but who contribute significantly to teaching and/or research. Adjunct faculty will not be granted tenure, University retirement, University insurance benefits or sabbatical leave. They are entitled to all of the other University benefits of the regular title series. (University Regulation) Faculty membership without voting privileges, except as elsewhere allowed in these bylaws, is extended to Adjunct faculty.
D. "Voluntary faculty members have an official faculty appointment and devote part of their time to a program in an educational unit, but receive no salary. Such faculty employees usually are self-employed or hold full-time positions with other institutions and agencies” (AR II 1.0-1, Part XIV). Faculty membership without voting privileges, except as elsewhere allowed in these bylaws, is extended to voluntary faculty.
E. The Standard Personnel File for each faculty member is kept in the office of the Dean.

ARTICLE V Graduate and Undergraduate Faculty
A. Graduate faculty are those faculty who hold appointment as full or associate members of the University Graduate Faculty, or who have received approval, within the College, to teach in the graduate program.
B. Undergraduate faculty are those faculty members who teach baccalaureate nursing students.
C. Faculty members who teach across the undergraduate and graduate programs will be eligible to vote on both undergraduate and graduate issues.
ARTICLE VI Nominations and Eligibility

A. It is expected that all faculty will contribute to the work of the College. Each spring the Faculty Council will obtain from all full-time faculty members their 2 preferences for standing committees and councils. One committee can be outside the College (e.g., IRB, Undergraduate Council, HCCC, or Senate), but at least one must be within the College. Part-time faculty who would like to serve on Governance Council or any other committee will submit their preferences to Faculty Council.

1. Open committee/council positions will be slated with no more than 2 eligible persons for each open position.
2. Additional requests will be sent to people who need to change their request or have not responded.
3. Research title series faculty are expected to serve as indicated in their position description.
4. Clinical title series faculty committee involvement is as their schedule allows.
5. Faculty who will be continuing on a committee can submit that as one of their preferences.
6. Faculty who will not be able to serve on a committee for a specific academic semester or year (i.e., on sabbatical) should submit that to Faculty Council.

B. Faculty Council will create and distribute the ballot. Results will be reported to faculty no later than March 1st.

C. Each spring the Provost's request for election of new members to the Health Care Colleges Council shall be forwarded from the Dean's Office to the chairperson of the Faculty Council. Within three (3) weeks of the chairperson's receipt of this request, the Faculty Council shall prepare an electronic ballot of those eligible for membership on the Health Care Colleges Council and distribute a ballot to each faculty member who is eligible to vote. The ballot shall be returned within ten (10) working days of distribution. Within ten (10) working days following the election, the Faculty Council shall tabulate results and notify faculty of the newly elected member (highest number of votes), alternate (second highest number of votes), and second alternate who will serve only if the member or alternate becomes unable to serve (third highest number of votes). The ballot for Health Care College’s Council will be included on the College of Nursing ballot as able.

D. Eligibility for Committees and Councils
   2. Senate – see addendum.
   3. College Committees and Councils
      a. Elected members to standing committees and councils shall be eligible for election for two consecutive two-year terms.
      b. Chairpersons of standing committees and councils shall serve in that capacity for no more than two consecutive years.

ARTICLE VII Elections

A. A majority vote of the voting members of the faculty shall be required for all elections.
B. Members on faculty and administrative committees and councils are elected unless otherwise stipulated in these bylaws.
C. Faculty members who are unable to complete a term as an elected committee or council member shall notify the Chairperson of the Faculty Council and the Dean immediately either in writing or electronically.
D. Vacancies for the upcoming year will be filled through election for the remainder of the term. Imminent vacancies created between elections shall be filled to complete the term of the vacancy in the following manner:
   1. Vacancies on standing committees and councils shall be filled by the Faculty Council within two weeks of the vacancy notification by the appointment of a family member who meets the criteria for committee membership specific to the vacancy created.
   2. The Dean shall appoint a faculty member of comparable rank to fill vacancies on administrative committees within two weeks of notification of vacancy.
E. Electronic ballots will be used for elections. Faculty will have ten working days to complete the ballot.
F. Within ten working days following the completion of voting, the Faculty Council shall notify faculty, and staff of the election results.

G. Similarly, the Dean shall notify the faculty of appointments to fill vacancies on administrative committees.

ARTICLE VIII Voting Privileges

A. While all faculty have opportunity for voice, only full-time, which includes 75% or greater, faculty at all ranks in the Regular, Special, Research, Lecturer and Clinical Title Series are eligible to vote.

B. Voluntary/Adjunct faculty who are appointed to administrative committees or councils shall have voting privileges on all issues before these committees or councils.

C. The number of votes required to pass any action item is 1 vote over 50% of the eligible faculty, unless otherwise stated in these bylaws. If a quorum is not present, issues for vote may be done by electronic ballot if action is needed prior to the next scheduled meeting.

D. Student representatives on standing committees and councils are ex-officio, non-voting, except on the Undergraduate and Graduating Nursing Activities and Advisory Councils where they vote.

E. A student representative may not serve as a chairperson on committees or councils with the exception of the Undergraduate and Graduate Nursing Activities and Advisory Councils.

F. Ex officio members of committees shall not have voting privileges.

G. Faculty enrolled in a College of Nursing program shall not have voting privileges on issues related to the program in which they are enrolled.

ARTICLE IX Total Faculty Meetings

A. Meetings of the total faculty shall be held a minimum of two times each academic year. Additional meetings shall be scheduled at times specified by the Dean and/or the Faculty Council Chairperson.

B. The schedule of dates for regular total faculty meetings shall be circulated to faculty by August 15th for the fall semester and December 15th for the spring semester.

C. Any item for vote at the Total Faculty Meeting must be distributed to the faculty at least five working days prior to the scheduled meeting.

D. Tentative agendas for the meeting shall be prepared and distributed by the Dean and the Faculty Council Chairperson to the faculty at least one week prior to the meeting. Any faculty member may add items to the agenda providing the information is received and approved by the Faculty Council Chairperson and the Dean at least one day prior to the meeting.

E. Recommendations and informational materials will be referred to the faculty and administration for discussion prior to the faculty meeting to permit as much study and consideration of the question as possible.

F. Minutes will be taken by a recording secretary appointed by the Dean and the Faculty Council Chairperson.

G. The meetings will be chaired jointly by the Dean and the Faculty Council Chairperson or a designated representative.

ARTICLE X Graduate and Undergraduate Faculty Meetings

A. Meetings of the graduate and undergraduate faculty shall be held a minimum of two times each academic year. Additional meetings shall be scheduled at times specified by the appropriate Associate Dean(s).

B. The schedule of dates for graduate and undergraduate faculty meetings shall be circulated to faculty by August 15th for the fall semester and December 15th for the spring semester.

C. Any item for vote at the Graduate or Undergraduate Faculty Meeting must be distributed to the faculty at least five working days prior to the scheduled meeting.

D. Tentative agendas for the meeting shall be prepared and distributed by the appropriate Associate Dean(s) at least one week prior to the meeting. Any faculty member may add items to the agenda providing the information is received and approved by the appropriate Associate Dean(s) at least one day prior to the meeting.
E. Recommendations and informational materials will be referred to the faculty and administration for discussion prior to the faculty meeting to permit as much study and consideration of the question as possible.

F. Minutes will be taken by a recording secretary appointed by the appropriate Associate Dean(s).

G. The meetings will be chaired by the appropriate Associate Dean(s) or a designated representative.

ARTICLE XI Standing Committees and Councils

A. A majority of committee or council members will constitute a quorum.

B. Meetings of committees or councils shall be held at the discretion of the chairperson, but at least every two months between August 1 and May 31 of each year.

C. Minutes of each meeting shall be completed and distributed to each committee or council member, and one copy sent to the office of the Dean. An annual report will be completed prior to the end of each academic year.

D. All standing committees and councils are elected by the faculty, and are responsible to the faculty. The chairperson of each committee is elected by the membership of that committee, unless otherwise noted in the bylaws.

E. Following elections in the spring, and prior to May 31, the committee or council chairperson shall convene the first meeting of the newly constituted committee. At this meeting, a new chairperson shall be elected.

F. Committees and councils shall make every attempt to complete business within the academic year. At the conclusion of the spring semester, each committee and council shall determine who will carry out unforeseen pertinent business that arises in the summer as well as who shall function as chair in the absence of the elected chairperson.

G. The terms of office for all committees and councils shall begin on August 1 and end on July 31.

H. All committees and councils implement the evaluation responsibilities listed in the College of Nursing Evaluation Plan and make recommendations to the faculty and administration as appropriate.

I. Standing Committees are:

1. Faculty Council
   a. Membership
      i. Five faculty, two of whom must be tenured and at least one who has been on the faculty for a minimum of three years.
      ii. The Dean of the College of Nursing, ex officio.
      iii. The chairperson of this council shall be elected from its eligible full time membership and shall represent the faculty on Governance Council.
      iv. The chairperson must have been a member of the College for a minimum of three years.
      v. All elected members of this council shall have voting privileges.
   b. Functions
      i. Provides liaison between faculty and administration, the College’s staff, and the wider University community.
      ii. Represents the faculty of the College of Nursing.
      iii. Provides a forum for faculty discussion of current or impending issues.
      iv. Develops and disseminates the opinions of faculty to other committees, task forces and work groups within the University at the direction of the faculty.
      v. Identifies candidates and prepares the ballot for all standing committees and councils of the College of Nursing, as appropriate.
         • Solicits nominations for standing committees and councils.
         • Obtains information regarding eligibility of nominees for standing committees and councils.
         • Prepares the slate of nominees for election to all standing committees and councils, as appropriate.
         • Oversees the distribution of the slate of nominees for faculty election purposes in a timely manner.
• Notifies faculty of the election results.
vi. Reviews Faculty Bylaws of the College of Nursing a minimum of every 2 years in even years and recommends changes or modifications to the faculty.
vii. Reviews the Faculty Handbook a minimum of every 4 years in odd years, and recommends changes or modifications to the faculty.
c. Terms of Office
i. Faculty members elected to this council shall serve for staggered two-year terms; one tenured member is elected each year.

2. PhD Program Committee
a. Membership
i. Four elected faculty members, three of whom must have full graduate faculty membership and one who may have associate graduate faculty membership or higher. All members must be teaching in the PhD program or serving on a Dissertation Advisory Committee.
ii. One PhD student representative without faculty status.
iii. Associate Dean of PhD Studies, ex officio.
iv. Graduate Student Affairs Officer, ex officio.
b. Functions
i. Evaluates program policies and procedures for compliance with Graduate School policies.
ii. Evaluates program policies and procedures as they facilitate meeting program objectives and recommends revisions as necessary.
iii. Reviews procedures for admission and progression of students in the PhD program and recommends changes to the total or graduate faculty as appropriate.
iv. Reviews PhD student admission and progression petitions, including faculty recommendations, and makes appropriate recommendations to the appropriate Associate Dean and the Dean.
v. Reviews PhD students with unsatisfactory academic performance and recommends actions to the appropriate Associate Dean and the Dean.
vi. Based on established criteria, screens PhD students for awards.
vii. Makes recommendations for vote to the graduate faculty and reports to the total faculty.
viii. Programmatic additions/deletions must be approved by 2/3 vote of the full-time faculty.
c. Terms of Office
i. All faculty elected to this committee shall serve staggered two-year terms.
ii. The student representative may serve 2 consecutive 1 year terms.

3. Doctorate of Nursing Practice Program Committee
a. Membership1
i. Four faculty members elected from the faculty, all of whom teach at the graduate level. Three must be teaching a DNP level course or serving on a DNP Project Committee.
ii. One DNP student representative without faculty status.
iii. Associate Dean of MSN/DNP Studies, ex officio.
iv. Graduate Student Affairs Officer, ex officio.
b. Functions
i. Evaluates program policies and procedures for compliance with the College and University.
ii. Evaluates program policies and procedures as they facilitate meeting program objectives and recommends revisions as necessary.
iii. Reviews admission requirements and recommends changes to the total faculty as appropriate.
iv. Reviews DNP student admission and progression petitions, including faculty recommendations, and makes appropriate recommendations to the appropriate Associate Dean and the Dean.

1 Membership as outlined in these bylaws will be put into place in 2009-2010
v. Reviews those DNP students with unsatisfactory academic performance and recommends action to the appropriate Associate Dean and the Dean.
vi. Reviews and seeks input from designated faculty regarding student petitions.

vii. Makes recommendations for vote and reports to the total faculty.
viii. Programmatic additions/deletions must be approved by 2/3 vote of the full-time faculty.

4. Masters Program Committee
a. Membership
i. Four elected faculty members
   • One member must have full graduate faculty membership.
   • Two members may have associate graduate faculty membership or higher.
   • One Master's student representative without faculty status.

ii. Associate Dean of MSN/DNP Studies, ex officio.

iii. Graduate Student Affairs Officer, ex officio.

b. Functions
i. Evaluates course offerings, policies and procedures as they facilitate meeting program objectives and recommends revisions as necessary.
ii. Reviews faculty and student suggestions for curricular changes.

iii. Develops and recommends curricular changes to the graduate faculty.
iv. Reviews procedures for admission and progression of students in the MSN program and recommends changes to the total or graduate faculty as appropriate.

v. Reviews MSN student admission and progression petitions, including faculty recommendations, and makes appropriate recommendations to the appropriate Associate Dean and the Dean.
vi. Reviews MSN students with unsatisfactory academic performance and recommends actions to the appropriate Associate Dean and the Dean.

vii. Based on established criteria, screens MSN students for awards and scholarships, or designates appropriate faculty members to do same.

viii. Makes recommendations for vote to the graduate faculty and reports to the total faculty.

ix. Programmatic additions/deletions must be approved by 2/3 vote of the full-time faculty.

5. Undergraduate Program Committee
a. Membership
i. Course coordinator from every undergraduate clinical course.
ii. One clinical simulation laboratory coordinator.

iii. Coordinator from the RN to BSN Program.

iv. Coordinator from the Second-Degree Option.

v. One representative from one non-clinical nursing course, to be chosen by their respective course faculty. Membership will be rotated in the following order: NUR 860, NUR 866, NUR 870, NUR 872, NUR 880, NUR 884.

vi. One undergraduate student selected by the Undergraduate Nursing Activities and Advisory Council.

vii. Associate Dean of Undergraduate Studies, ex officio.

viii. One Undergraduate Professional Advisor, ex officio.

ix. Undergraduate Education Consultant, ex officio.
b. Functions
   i. Evaluates course offerings, policies and procedures as they facilitate meeting program objectives and recommends revisions as necessary.
   ii. Reviews faculty and student suggestions for curricular changes.
   iii. Develops and recommends curricular changes to the undergraduate faculty.
   iv. Makes recommendations for vote to the undergraduate faculty and reports to the total faculty.
   v. Programmatic additions/deletions must be approved by 2/3 vote of the full-time faculty.

   c. Terms of Office
   i. The terms of office for members from the non-clinical nursing courses shall be a one-year term.
   ii. All course, program or laboratory coordinator members shall serve for the length of their appointments.
   iii. The student member may serve two consecutive one year terms.

6. Undergraduate Student Admissions and Progression Committee
   a. Membership
      i. Four elected faculty members at least one of whom is tenured.
      ii. Associate Dean of Undergraduate Studies, ex officio.
      iii. Undergraduate Professional Advisor, ex officio.
   b. Functions
      i. Reviews procedures for admission and progression of students and recommends changes to the undergraduate faculty when appropriate.
      ii. Reviews student admission and progression petitions, including faculty recommendations, and makes appropriate recommendations to the Associate Dean of Undergraduate Studies and the Dean.
      iii. Reviews those students with unsatisfactory academic performance and recommends action to the Associate Dean of Undergraduate Studies and the Dean.
      iv. Based on established criteria, screens students for awards.
      v. Seeks input from appropriate Associate Dean and designated faculty regarding student petitions.
   c. Terms of Office
      i. All faculty elected to this committee shall serve for staggered two-year terms.

7. Promotion, Appointment, and Tenure Advisory Committee
   a. Membership
      i. Five tenured faculty members.
      ii. Chairperson to be designated from the elected members by the Dean with recommendation from the Governance Council.
   b. Functions
      i. Advises the Dean regarding criteria for appointment, promotion and tenure. (These criteria are in addition to those in the University Governing Regulations and are specified in the document entitled “UNIVERSITY OF KENTUCKY COLLEGE OF NURSING APPOINTMENT, REAPPOINTMENT, PROMOTION AND TENURE CRITERIA BY TITLE SERIES and EVIDENCE OF HIGH MERIT”).
      ii. Evaluates the procedure for faculty review of candidates for appointment, promotion and tenure, and makes recommendations for changes to the Dean.
      iii. Reviews applicants for appointment and promotion to Associate Professor or Professor, promotion to Assistant Professor or Senior Lecturer, granting of tenure, decisions not to reappoint, and terminal reappointment and makes recommendations to the Dean. These actions are done following consultation with appropriate unit faculty.
      iv. Reviews applicants for reappointments and post-retirement appointments and makes recommendations to the Dean. These actions are done on behalf of all faculty.
      v. Reviews sabbatical requests and makes recommendations to the Dean relative to approval.
vi. Reviews “high merit” requests and makes recommendations to the Dean relative to approval. Three additional volunteers representing clinical, lecturer, and non-tenured tenure track faculty will be selected to participate in the “high merit” reviews.

c. Terms of Office
i. Elected for two-year staggered terms.

8. Governance Council
a. Membership
i. Dean, who serves as chair
ii. Associate Deans
iii. Administrative Staff Officer
iv. Director of Information Technology
v. Staff representative elected by the staff
vi. Faculty Council Chairperson
vii. Two full-time faculty elected by all the faculty
viii. Full-time practice faculty member elected by the practice faculty
ix. Faculty member with external research funding, elected by the research faculty
x. Part-time faculty member elected by part-time faculty

b. Functions
i. The Governance Council serves as a vehicle for shared governance within the College on issues such as strategic planning, evaluation, budget, space, committee appointments, and advisory councils.
ii. The Governance Council will meet at least twice a semester and is chaired by the Dean.
iii. Establishes and implements the College’s strategic plan.
iv. Oversees the College’s evaluation plan.
v. Advises the Dean on budget (new programs, discuss finances, current/future priorities, etc).
vii. Advises the Dean on major space allocation within the College.
vii. Recommends appointment of members to College administrative committees and to committees of the Medical Center and University.
viii. Oversees implementation of appropriate recommendations from advisory councils of the College.
ix. Provides for collaborative and collegial relationships between the College and those intramural and extramural groups and constituencies which assist the College in achieving its objectives.

c. Terms of Office
i. Elected faculty and staff serve staggered two year terms.
ii. A full-time, practice and part-time faculty member will be elected in even years.
iii. A full-time and research faculty member will be elected in odd years.

ARTICLE XI Amendments to the Faculty Bylaws
A. All proposed amendments to the Faculty Bylaws shall be put to a vote at a meeting of the total faculty.
B. At least 10 working days prior to voting, the Faculty Council shall electronically distribute any proposed amendments to each faculty member eligible to vote.
C. Two-thirds (2/3) of the full-time faculty shall be required to approve any proposed revision to the Faculty Bylaws.

Article XII Waiver of Faculty Bylaws
A. Faculty Bylaws may be waived for a specified purpose and time by approval of two-thirds vote of the faculty present.
Faculty Bylaws Addendum (does not require faculty vote to modify)

Eligibility for Health Care Colleges Council - To be eligible for election, the candidate shall be from members who are eligible to be elected to the University Senate. In addition, they shall have been members of a faculty of the Medical Colleges of the University in full-time academic rank for a period of two years. No representative to the Health Care Colleges Council shall immediately succeed her/himself.

Eligibility for Senate - Each faculty member elected to the University Senate shall serve for a term of three years and shall be eligible for re-election for a second consecutive term, but ineligible for further election until one year has elapsed according to the University Governing Regulations.

1. Faculty Bylaws Reviewed 2007/2008 and approved by faculty vote Spring 2008
2. October 2008 PATA functions revised and approved by faculty vote
3. Program Director title changed to Associate Dean and Description of Diversity Advisory Council added and University Health Care Colleges Code of Student Professional Conduct, Governance Council Approval February 2009
4. Changes to Administrative and Faculty Bylaws per recommendation of Dr. Heidi Anderson, Provost Office, approved by Governance Council April 2009 and Faculty May 2009
5. Changes to Administrative Bylaws approved by Governance Council March 2011.

APPROVED

Dean’s Signature: Jane Marie Kirschling Date: March 25, 2011

Provost’s Signature: Kumble Subbaswamy Date