

Michigan State University

College of Nursing

BYLAWS

Adopted
January 14, 2009

Revised
March 15, 2013

MICHIGAN STATE UNIVERSITY
COLLEGE OF NURSING BYLAWS

PREAMBLE: The Bylaws for Academic Governance, Michigan State University (Section 1.3) provide the framework for faculty and student involvement according to the four modes of participation in the development of policy, programs, and procedures in academic and related matters. These Bylaws define the organizational structure and procedural roles of faculty and students in policy formation for Academic Governance of the College of Nursing and indicate the relationship to the administration.

Modes of Participation

The four modes of faculty and student participation identified for use in the College of Nursing standing and ad hoc councils or committees are (see Bylaws for Academic Governance, Michigan State University, Section 1.3):

Consultation

A body of faculty and/or students who discuss with, and inform the administrator with authority and responsibility for decision. Such a committee is not a deliberative body; there is no vote. Rather, the members express their views to inform an administrator's decision.

Advisory

A deliberative body of faculty and/or students recommends policies to an administrator who is authorized to make decisions. The administrator is not bound by the recommendation and accepts responsibility for the decision.

Shared Responsibility

A deliberative body of faculty and/or students makes recommendations to an administrator authorized to make decisions. If the administrator and deliberative body cannot agree and action must be taken, the recommendations of the administrator and the deliberative body will be submitted in writing to the next higher administrative level for resolution.

Delegated Authority

A deliberative body of faculty and/or students is authorized to make decisions on specified matters. Such decisions are subject to administrative review, but will be altered only in exceptional circumstances.

1. The Faculty

1.1. Composition of the Faculty

- 1.1.1. The tenure system faculty shall consist of all persons appointed under the rules of tenure and holding the rank of professor, associate professor, assistant professor, or instructor.
- 1.1.2. The fixed term faculty shall consist of all persons holding the rank of professor, associate professor, assistant professor, instructor, or assistant instructor, but not appointed under the rules of tenure.
- 1.1.3. The health program faculty shall consist of all persons appointed under the rules of the Health Programs appointment system and holding the rank of professor, associate professor, or assistant professor. For the purpose of elections to University Committees, health program faculty are considered to be fixed term faculty.
- 1.1.4. All faculty appointed without salary, i.e., adjunct faculty, clinical preceptors, visiting professors and Professors Emeritus shall be faculty with voice, but no vote.

1.2. Faculty Voting Rights

- 1.2.1. The voting faculty shall consist of all tenure system, fixed term, and HP faculty appointed at least 50% time across the academic year.
- 1.2.2. Faculty may vote internally and externally. External voting refers to all matters concerned with university issues and representation. Internal voting refers to all college-level issues and representation.
 - 1.2.2.1. A faculty member jointly appointed in the College and one or more units in the University outside the College may vote externally only if the College has primary responsibility for initiating personnel actions on behalf of this faculty member.
 - 1.2.2.2. A faculty member without primary appointment in the College of Nursing will have voice without vote unless granted otherwise by the voting faculty.
- 1.2.3. Faculty whose administrative appointments in the College of Nursing are 50% or greater, and who have a dean title, are considered administrators who may serve as non-voting, ex officio members on College committees.
- 1.2.4. Ex officio members on committees other than administrators of the College shall have voice and no vote on said committees.

1.3. Faculty Responsibilities

- 1.3.1. The faculty shall have shared responsibility with the Dean to adopt and publish Bylaws provided they are in conformity with the Bylaws for Academic Governance, Michigan State University.
- 1.3.2. The faculty shall advise the Dean in the formulation and interpretation of major policies affecting the College.
- 1.3.3. The faculty shall represent the College in the university according to the Bylaws.

1.4. Faculty Meetings

- 1.4.1. Faculty shall meet at least once each semester, except during the summer, at a time posted at least five working days prior to the meeting date. Additional meetings may be called by the Dean or the College Advisory Council or by two-thirds of the membership of the faculty. Special meetings may be called with less notice and shall address only the specific concerns for which they are called.
- 1.4.2. Action may be taken by the voting faculty present, provided a quorum exists and an agenda and recommendations have been distributed at least five working days in advance, except for amendments to the Bylaws (see Section 7).
 - 1.4.2.1. A simple majority of the voting faculty membership shall constitute a quorum. In the presence of a quorum, a simple majority of those present shall constitute a definitive vote.
 - 1.4.2.2. Voting faculty may suggest to the College Advisory Council or the Dean items for the agenda of faculty meetings.
 - 1.4.2.3. Additional agenda items not requiring a vote may be brought up from the floor at regular (not special) faculty meetings.
 - 1.4.2.4. An electronic ballot, instead of vote at meeting, may be employed for significant issues as determined by the faculty present at a faculty meeting.
- 1.4.3. The Dean or, in his/her absence, the person designated by the Dean shall preside at College faculty meetings following Robert's Rules of Order, Revised.
- 1.4.4. Minutes of the meeting shall be recorded and distributed to the faculty prior to the next meeting. All minutes shall be maintained in a master file.

2. The Students

2.1. Student Constituency

2.1.1. The student constituency shall consist of all persons officially enrolled as majors in the College. A person who has enrolled for two consecutive semesters may retain student status for one semester when not enrolled if the person has not been awarded a degree or enrolled as a degree candidate at another college or university, or been withdrawn or recessed by the University.

2.1.1.1. Those students who are enrolled in the college for a baccalaureate degree shall be deemed undergraduate students.

2.1.1.2. Those students who are enrolled in the college for Master's, DNP or PhD degrees shall be deemed graduate students.

2.2. Student Participation on Designated College Committees

2.2.1. Students shall have voice and vote on college committees in the same mode as faculty except in matters reserved to the faculty. The matters reserved include:

2.2.1.1. Policy concerning salary, leaves, insurance, retirement, and fringe benefits of faculty.

2.2.1.2. Decisions concerning credentialing, appointment, salary, reappointment, promotions, tenure, or dismissal of individual faculty members.

2.2.1.3. Election of faculty to College and University committees.

2.2.1.4. The professional responsibility of the faculty to establish and maintain the intellectual authority of the College.

2.2.1.5. The admission, promotion, and retention of individual students in the College.

2.2.1.6. The time, place, and agenda of faculty meetings.

2.2.1.7. Shared responsibility with the Provost in determining procedures for review of the Dean.

2.2.1.8. Selection of students for awards, traineeships, special scholarships and other sources of financial aid, unless stipulated by award criteria.

2.2.2. Term of office for students on standing committees of the college shall be one (1) academic year.

3. College Academic Administrators

3.1. Chief Executive Officer

- 3.1.1. The Chief Executive Officer of the College is designated as Dean.
- 3.1.2. The Dean is appointed by the Board of Trustees upon recommendation of the President.
- 3.1.3. The voting faculty has shared responsibility with the Provost or designees to determine procedures for the selection of the Dean. Hiring and selection procedures must conform to University policies.
- 3.1.4. Faculty and students of the College advise the Provost or designee in the nomination of a Dean.
- 3.1.5. The Dean is responsible to the Provost or designee for the education, research, and service programs; budgeting matters, physical facilities, and personnel matters within his/her jurisdiction taking into account the advisory procedures of the College.
- 3.1.6. The Dean participates in academic governance as part of his/her administrative responsibility. This participation includes those responsibilities listed in the *Bylaws for Academic Governance*, Michigan State University (Section 2.1.5).
- 3.1.7. The Dean may constitute ad hoc consultative and advisory committees.
- 3.1.8. The Dean designates an individual to assume the administrative responsibilities of the College in his/her absence.
- 3.1.9. Dean's Review
 - 3.1.9.1. The Dean is subject to regular review by the Provost or designee at intervals not to exceed five years.
 - 3.1.9.1.1. A request for a review may be made to the Office of the Provost or designee by the College Advisory Council upon the vote of two-thirds of the faculty.
 - 3.1.9.2. The College Advisory Council shall have shared responsibility with the Office of the Provost to determine procedures for the review of the Dean. All review procedures must conform to the policies of the University.
 - 3.1.9.3. There is no limit on the number of times an individual may be continued in the position of Dean.
 - 3.1.9.4. At any time during the term of office, the appointment of the Dean, as Dean, may be

terminated either by resignation or by action of the Board of Trustees upon recommendation of the President and the Provost.

3.2. Administrative Appointments

3.2.1. The selection of administrative appointees shall be the responsibility of the Dean who shall receive the views of faculty and students through the Academic Governance system.

3.2.1.1. The Dean shall consult with the College Advisory Council concerning the appointment or replacement of Administrative appointees.

3.2.1.2. Assistant and associate deans shall be reviewed at intervals not to exceed five years.

3.2.1.3. It is the shared responsibility of the dean and College Advisory Council to determine procedures for review.

4. The Standing Committees of the College of Nursing

4.1. The faculty standing committees are: College Advisory Council (CAC); Undergraduate Program Committee (UPC); Graduate Program Committee (GPC); Practice Committee; and Research Committee.

4.2. General Procedures

4.2.1. All committees shall follow *Robert's Rules of Order, Revised*.

4.2.2. All committee meetings, except those in which specific personnel recommendations are discussed, shall be open to faculty.

4.2.3. Approved minutes of the meetings of the College Advisory Council shall be made available to the faculty in a timely manner.

4.2.4. Minutes of the standing committee meetings shall be made accessible to the faculty and college academic administrators.

4.2.5. All minutes of committee meetings shall be kept in a master file in the Office of the Dean.

4.2.6. The chairperson of each standing committee shall distribute an agenda of the next committee meeting to the committee members in a timely fashion.

4.2.7. The chairperson of each standing committee shall submit an annual report for the academic year to the Dean's Office.

4.3. General Functions

- 4.3.1. Standing committees shall provide recommendations to the Dean of the College on matters within their purview and inform the faculty of these recommendations as appropriate via memoranda or reports at faculty meetings.
- 4.3.2. The standing committees shall review at regular intervals--not to exceed three years--their composition, procedures, and functions and recommend appropriate Bylaw revisions to the College Advisory Council and the Dean.

4.4. Meetings of Standing Committees

- 4.4.1. The administrator(s), or a designee, being advised by a committee shall be present at meetings of the committee except when otherwise stipulated by mutual agreement of the administrator(s) and committee.
- 4.4.2. Each standing committee shall meet at least once a semester during the academic year.
- 4.4.3. Special meetings may be called by the chairperson of the committee upon request of committee members, the Dean, or the College Advisory Council.

4.5. Composition of Faculty Standing Committees

- 4.5.1. Membership of standing committees shall be determined in the Spring semester of each year with the term of office beginning Fall semester.
- 4.5.2. Following the election and prior to the end of spring semester, the newly elected committee shall meet for the purpose of electing a chair.
 - 4.5.2.1. Following the election of the new committee chair and prior to the beginning of fall semester, the incoming and outgoing committees shall meet together for orientation and transition.
- 4.5.3. The term of office for committee members shall be two years; the terms should be staggered so that approximately one-half of the members of each committee are elected each year.
- 4.5.4. A faculty member may serve on the same committee a maximum of two consecutive terms.
- 4.5.5. A faculty member who serves on a University committee shall be an ex-officio member of the comparable College committee.
- 4.5.6. A faculty member may be appointed to a standing committee by the College Advisory Council, if a need arises for additional members, a vacancy exists, or a faculty member requires committee service. The voting members of a standing committee may extend voting rights to additional faculty members upon their discretion.
- 4.5.7. The membership of standing committees shall include voting faculty, student representatives as appropriate, and ex-officio administrators, as appropriate.

4.5.8. Student members of faculty standing committees shall be selected by the procedures established by the Student Advisory Council. Student members will serve one-year terms beginning fall semester.

4.6. Composition and Functions of Faculty Standing Committees

4.6.1 College Advisory Council (CAC)

4.6.1.1. Composition

4.6.1.1.1. The CAC shall consist of 12 voting members. Seven members should be in the tenure system, with four being tenured and three assistant professors. Five members will be fixed-term faculty. The Dean shall serve as an ex-officio member.

4.6.1.1.2. The committee shall select one of the College representatives to Academic Council to serve as ex officio member of CAC.

4.6.1.1.3. The CAC shall appoint additional faculty to participate in annual peer review evaluations as appropriate

4.6.1.2. Functions

4.6.1.2.1. Serve as the advisory committee to the Dean, in accordance with the Bylaws, on such matters as: as long range planning, setting priorities for College initiatives, fiduciary matters and relationships with the MSU community.

4.6.1.2.2. Review and recommend changes in the College's mission, philosophy and vision

4.6.1.2.3. Have shared responsibility with the Dean to set the agenda, time, date and place for faculty meetings

4.6.1.2.4. Develop ballots and conduct all faculty elections for the standing faculty committees of the College and College representatives to University committees.

4.6.1.2.5. Appoint and/or conduct elections to fill CON Standing Committee and University committee vacancies as necessary.

4.6.1.2.6. Review materials of faculty seeking appointment, reappointment, promotion,

tenure, and annual review according to College review guidelines and make recommendations to the Dean. Faculty in the same appointment system (tenure system, fixed term, HP) as the faculty member being reviewed are eligible to review faculty who are applying for tenure and/or promotion at or below the present rank of the reviewer. For annual review, faculty reviewers must be at or above the rank of the faculty they are reviewing. MSU faculty appointed in units outside the CON may be asked to participate as reviewers as appropriate.

- 4.6.1.2.7. Review guidelines and procedures for the peer review component of the annual faculty evaluation at least every three years and make recommendations to the faculty.
- 4.6.1.2.8. Inform faculty about annual peer review guidelines and time frame for submission.
- 4.6.1.2.9. Conduct the peer review of faculty according to guidelines and procedure
- 4.6.1.2.10. Advise the Dean about the distribution of merit and market increments.
- 4.6.1.2.11. Identify, review and recommend faculty for awards
- 4.6.1.2.12. Review and recommend changes in the College bylaws at regular intervals, not to exceed five years.

4.6.2. Undergraduate Program Committee (UPC)

4.6.2.1. Composition

- 4.6.2.1.1. The UPG shall consist of five voting members representing tenure system and fixed term faculty.
- 4.6.2.1.2. Ex officio members include the Associate Dean for Academic and Clinical Affairs, Associate Dean for Support Services, and the Director of the Undergraduate Program.
- 4.6.2.1.3. Two students who are currently enrolled in an undergraduate nursing curriculum will serve on the committee.

4.6.2.2. Functions

- 4.6.2.2.1. Design programs consistent with the vision, mission and philosophy of Michigan State University and the College of Nursing
- 4.6.2.2.2. Create an instructional environment conducive to student learning
- 4.6.2.2.3. Evaluate process and outcomes of instruction
- 4.6.2.2.4. Formulate and review and evaluate policies and procedures pertaining to student recruitment, admission, progression through and graduation from the program.
- 4.6.2.2.5. Review and recommend students for admission to and graduation from undergraduate programs
- 4.6.2.2.6. Review and recommend students for scholarships and awards.
- 4.6.2.2.7. Oversee the process and procedures of formal student grievances and appeals.

4.6.3. Graduate Program Committee (GPC)

4.6.3.1. Composition

- 4.6.3.1.1. Seven voting members, four of whom are appointed in the tenure system with at least two of these tenured and three fixed term faculty. The majority of members should be tenured and possess a doctoral degree.
- 4.6.3.1.2. Ex officio members include the Associate Dean for Academic and Clinical Affairs, Associate Dean for Research and Doctoral Program, Associate Dean for Support Services, Director of the Graduate Clinical Programs, and Director of the PhD Program.
- 4.6.3.1.3. One student currently enrolled in the MSN program, one enrolled in the DNP program and one enrolled in the PhD program shall serve on the committee.

4.6.3.2. Functions

- 4.6.3.2.1. Design programs consistent with the vision, mission and philosophy of Michigan State University and the College of Nursing.

- 4.6.3.2.2. Create an instructional environment conducive to student learning.
- 4.6.3.2.3. Evaluate process and outcomes of instruction.
- 4.6.3.2.4. Formulate and review and evaluate policies and procedures pertaining to student recruitment, admission, progression through and graduation from the MSN and PhD programs.
- 4.6.3.2.5. Review and recommend students for admission to and graduation from MSN and PhD programs.
- 4.6.3.2.6. Review and recommend students for scholarships and awards.
- 4.6.3.2.7. Oversee the process and procedures of formal student grievances and appeals.

4.6.4. The Practice Committee

4.6.4.1. Composition

- 4.6.4.1.1. The Practice Committee shall consist of three College of Nursing faculty members of who at least two are actively practicing. Members of the Practice Committee shall be elected at-large. The Associate Dean for Academic and Clinical Affairs shall be an ex-officio member.
- 4.6.4.1.2. Two graduate students will serve on the committee: one from the Master's program and one from the DNP program.

4.6.4.2. The committee shall

- 4.6.4.2.1. Recommend and implement the practice initiatives and mission of the College.
- 4.6.4.2.2. Review and propose policies and issues related to faculty practice.
- 4.6.4.2.3. Evaluate practice resources and make recommendations to the Dean.
- 4.6.4.2.4. Develop and implement plan for evaluation of quality of practice.
- 4.6.4.2.5. Provide a forum to examine practice issues and keep faculty informed of the changing health care environment and its impact on the College.
- 4.6.4.2.6. Evaluate opportunities for new clinical practices.

- 4.6.4.2.7. Identify and facilitate opportunities for research and scholarships within practice.
- 4.6.4.2.8. Identify opportunities for faculty and provider preceptorships within practice.
- 4.6.4.2.9. Assure compliance with the nursing service plan and the faculty appointment system.
- 4.6.4.2.10. Review and evaluate all aspects of clinical practice for adherence to diversity, outreach and international goals of the college.

4.6.5. The Research Committee

4.6.5.1. Composition

4.6.5.1.1. The Research Committee shall consist of five voting members meeting the following criteria:

4.6.5.1.1.1. All five voting members are doctorally prepared faculty in the tenure system with active research programs or a substantial research record. At least two of the members shall be tenured. The Associate Dean for Research shall be an ex officio member.

4.6.5.1.1.2. One PhD student will serve on the committee.

4.6.5.2. The committee shall

4.6.5.2.1. Advise the Associate Dean regarding the research agenda for the College, including policy development and procedural recommendations.

4.6.5.2.2. Evaluate resources and support (such as Center for Nursing Research) and make recommendations.

4.6.5.2.3. Provide a climate for internal exchange of ideas and partnerships; including recommendation of faculty development activities related to research.

4.6.5.2.4. Facilitate collaborative efforts among College and community

researchers, students, practitioners and the like to advance the College research efforts.

4.6.5.2.5. Review and update research quality performance indicators and make recommendations to the faculty.

4.6.5.2.6. Advise Associate Dean regarding adherence to operating guidelines for intellectual integrity and ethical issues consistent with University and funding agency guidelines.

4.6.5.2.7. Develop and implement procedures for support of student research and scholarly development

4.6.5.2.8. Serve in an advisory role to the Associate Dean on general research matters and needs within the College as appropriate.

5. The Student Advisory Council

5.1. Composition

5.1.1. The membership of the Council shall consist of student representatives and faculty.

5.1.1.1. The student representatives shall be selected according to the Bylaws of the Student Advisory Council. The Director for Student Support Services shall be an ex officio member.

5.1.1.2. One voting CAC faculty member and one alternate faculty member shall be appointed by CAC to serve as faculty liaison to the SAC.

5.2. The Student Advisory Council shall

5.2.1. Advise the Dean on matters pertaining to the College's academic programs and student health and welfare.

5.2.2. Meet with faculty and the appropriate administrators to discuss matters of mutual concern.

5.2.3. Establish procedures to identify student representatives to College and University committees, and name replacements as needed.

5.2.4. Notify the Dean's office of committee membership by the second week of the semester.

5.2.5. Establish procedures for and implement activities pertaining to student involvement in the College.

5.2.6. Develop procedures to implement stated functions published in the student handbooks.

6. Model Academic Unit Grievance Procedure

6.1. Any (unit) faculty member with the rank of professor, associate professor, assistant professor, lecturer, instructor, assistant instructor, research associate, specialist, or librarian may initiate a grievance procedure, alleging violation of existing policies or established practices by an administrator by filing a complaint with the University Faculty Grievance Office (FGO) pursuant to the procedures set forth in the University Faculty Grievance Procedure (FGP).

6.2. The College has adopted the model grievance procedures as developed by the University Committee on Faculty Affairs. (Reference: MSU Faculty Handbook)

7. Interpretation and Amendment Process

7.1. Proposed amendments to these Bylaws shall be introduced through the College Advisory Council to the faculty at meetings of the faculty.

7.1.1. Proposed amendments may be submitted to the College Advisory Council by individual or group action.

7.1.2. A proposed amendment shall become a part of the Bylaws when passed by a two-thirds vote of the faculty participating in the vote, providing quorum has been met.

7.1.3. Proposed amendments shall be distributed to voting faculty members at least one week prior to the faculty meeting at which they are introduced and discussed.

7.2. Copies of College Bylaws and amendments thereto shall be available to all the faculty and students of the College.

BYLAWS ACTION:

Bylaws adopted June 1981,
Revisions adopted June 15, 1984.
Revisions adopted May 17, 1985;
Revisions adopted March 19, 1987 with amendments.
Revisions adopted November 12, 1987,
Revisions adopted November 30, 1990.
Revisions adopted January 21, 1993,
Revisions adopted May 11, 1994.
Revisions adopted August 24, 1995,
Revisions adopted May 13, 1996.
Revisions adopted December 10, 1999.
Revisions adopted May 26, 2000 (mail vote).
Revisions proposed May 4, 2001.
Revisions adopted June 15, 2001 (mail vote).
Revisions adopted March 21, 2003 (electronic vote).
Revisions adopted December 19, 2003.
Revisions proposed February 18, 2005.
Revisions adopted April 2005 (electronic vote).
Revisions proposed February 2, 2007.
Revisions proposed April 6, 2007.
Revisions adopted April 20, 2007.
Revisions proposed December 19, 2008.
Revisions adopted January 14, 2009 (electronic vote).
Revisions proposed and adopted March 15, 2013.